

GLENORCHY CAROLS GRANTS FUNDING APPLICATION FORM 2024

Applicant information

Glenorchy City Council would like to assist you to celebrate the festive season in 2024. Council is supporting carols events that engage local communities by producing innovative, quality and creative events.

The Glenorchy Carols Grants are provided to support community groups and not-for-profit organisations to present free events and activities that include Christmas Carols, such as:

- Local community carols events located in community halls or local facilities
- Roving carollers
- Neighborhood Christmas celebrations with carol singing
- A series of gatherings featuring carols

Activities funded through the grants program must be delivered within the Glenorchy local government area and be completed between 1 – 25 December 2024. Grant recipients are responsible for all aspects of the activity.

Before completing this application form, you should have read the Glenorchy Carols Grants guidelines at the end of the application form.

Incomplete applications and/or applications received after the closing date will not be considered. This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not apply for an unsuitable grant.

Return your completed application form to Council's Customer Services area, post to PO BOX 103, Glenorchy 7010 or email to **gccmail@gcc.tas.gov.au**

Group/Organisation/Auspecting Agency details

Applicant Name:

Street Address:

Postal Address:

What is your group/organisation's purpose?

ABN details

Does your group/organisation have an ABN?

Yes

No

Information from the Australian Business Register

ABN	Entity Name
ABN Status	Entity Type
GST	DGR Endorsed
ATO Charity Type	ACNC Registration
Tax Concessions	Main Business Location

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Public Liability Insurance details (please attach Certificate of Currency)

Insurer: _____ Policy Number: _____

Expiry Date: _____

Sum Insured: _____

List exclusions (if relevant): _____

Contact Person

Title: _____ First name: _____ Last name: _____

Position: _____

Phone number: _____ Email: _____

Activity details

Activity name: _____

Amount of funding requested inclusive of breakdown: _____

Description	Supplier	Amount (\$)
Total funding requested		\$

Activity start date and time Date (DD/MM/YYYY) Time (AM/PM)

Activity finish date and time Date (DD/MM/YYYY) Time (AM/PM)

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Please describe your event.

How does your event/activity bring the community together to celebrate Christmas?

How do carols feature in your event?

What are the outcomes from your event/activity that will be delivered in the Glenorchy City local government area?

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Activity location

Location(s) of the activity(ies)	Capacity of venue	Is location / venue operated by Glenorchy City Council?	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No

Agreement

Workplace health and safety

I agree to meet all relevant compliance / health and safety legislative requirements

Yes No

Permissions

If the activity is held on Council land, I agree to obtain all appropriate land use and place of assembly permissions.

Yes No

Acknowledgement

I agree to acknowledge the Glenorchy City Council as the funder of the activity in all written and spoken promotional material in relation to the activity.

Yes No

Acquittal

I agree to fully acquit the grant provided inclusive of completing a report sent to me by Council at the conclusion of the event, providing copies of receipts associated with the event and to return any unexpended funds.

Yes No

Cancellation

I agree to notify Council if the planned activity does not go ahead and return the full amount of the grant.

Yes No

COVID-19

I agree to deliver the activity in a manner that is in compliance with direction given by the Australian and Tasmanian Governments

Yes No

Name of Authorised Person:

Signature:

Date: / /

GLENORCHY CITY COUNCIL CAROLS GRANTS GUIDELINES

This document outlines the application process, eligibility and assessment criteria for the Glenorchy Carols Grants.

Overview

Council would like to assist you to celebrate the festive season in 2024. Council is supporting carols events that engage local communities by producing innovative, quality and creative events.

What can you apply for?

The Glenorchy Carols Grants are provided to support community groups and not-for-profit organisations to present free, inclusive events and activities that include Christmas Carols, such as:

- Local community carols events located in community halls or local facilities
- Roving carollers
- Neighbourhood Christmas celebrations with carol singing
- A series of gatherings featuring carols

The activity must occur between Friday 1 December and Monday 25 December 2024.

Available Funding

Maximum funding of up to \$10,000 is available per activity.

The grant request should be commensurate with the scale of the proposed activity taking into account expected audience numbers and / or participants involved.

Key dates

Applications Open – Monday 22 July

Applications Close – Friday 6 September

Notification of Application Outcome – End of September

Activity Timeframe - Sunday 1 December to Wednesday 25 December 2024.

More Information

If you would like to speak to us before you apply so we can help you with tips for your application, please call our Events Officer on 6216 6392, or email gccmail@gcc.tas.gov.au

WHO CAN APPLY?

Eligible applicants

Applicants must be either:

- A not-for-profit organisation such as an:
 - incorporated association
 - registered charity
 - registered school or training organisation
 - unincorporated group who are auspiced by a not-for-profit organisation
- or a business

And have

fulfilled the conditions of any previous GCC grants by the due date and have no overdue debts to Council, adequate Public Liability Insurance

Ineligible applicants

Applicants must not be

Current employees or staff contracted to Council, or a person appointed to a role within Council (eg elected members)

Individuals or Sole Traders

Federal, state or local government agencies, with the exception of the Tasmanian Museum and Art Gallery or the Royal Tasmanian Botanical Gardens or similar State controlled entities may be considered

Political Parties

Submissions made after the closing time and date of the grant round

ACTIVITY ELIGIBILITY

Application for the Glenorchy Carols Grants must demonstrate that the activity;

- Brings the community together to celebrate Christmas,
- Features carols, but not necessarily as the sole activity,
- Has outcomes that are delivered in the Glenorchy City Council local government area,
- Is open to the public and has no entry or participation fee or charge (including gold coin donations or entry fee).

ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support;

- Is commercial or has the potential to make significant profit,
- is part of ongoing administration or operational costs of the applicant,
- in the case of registered schools and training organisations, includes costs associated with the employment of teaching or support staff and / or delivery of curriculum.

ASSESSMENT CRITERIA

Each eligible application will be assessed on its individual merit against against the activity eligibility on page 5.

HOW TO APPLY

We will try and make this easy for you,

- Go to Council's website at www.gcc.tas.gov.au to complete and online form or to download an application form
- Pick up a hard copy from Customer Service at the Council, 374 Main Road, Glenorchy between 8:30am-5pm Monday to Friday
- Return your completed application form to Council's Customer Services area, post to PO BOX 103, Glenorchy 7010 or email to gccmail@gcc.tas.gov.au

If you require assistance with your application please call our Events Officer on 6216 6392.

SUCCESS!

If you are successful, we will require your bank account details into which we will pay the grant funds.

ASSESSMENT

Assessments of the GCC Community Christmas Carols Grants applications are undertaken by an internal panel of Council Officers and Aldermen with relevant experience in the subject matter. Panel recommendations are reported to the General Manager or delegate, for approval.

SUCCESSFUL APPLICATIONS

Agreement

A formal agreement will be sent to successful applicants. Inability to comply with the agreement may result in withdrawal of support.

Applicants who do not meet their obligations under the grant agreement may not be eligible to apply for further grant support from GCC.

Payment and GST

Payment information will be provided with the letter of offer. Grants will be paid in full upon receipt of a tax invoice or Council can generate a receipt created tax invoice (RCTI).

Organisations registered for GST should add GST to the grant amount.

Recognition of assistance

Successful applicants must acknowledge the Glenorchy City Council for their activity at the activity and in any promotional material in relation to the activity.

Activity Variations

If there are significant changes to the funded activity, applicants must contact Council to confirm that the variation is acceptable prior to the activity.

This includes but is not limited to, activity start and end dates, venues, fees and charges.

Acquittal

Upon completion of the activity, successful applicants will be required to acquit their grant, providing evidence of the execution of their activity, expenditure and outcomes. The acquittal must be completed within three months of the activity completion date.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding from Council and may be required to return the funds allocated to their activity.

UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants are encouraged to arrange a feedback session with Council to discuss the results.

INFORMATION AND ENQUIRIES

If you have trouble accessing information or completing the application form please contact our Events Officer for assistance on 6216 6392.