



2017

Maroondah Festival

Interactive Grant

Program

Guidelines

Further enquiries contact the Maroondah Festival Team:

Phone: (03) 9294 5604

Email: maroondahfestival@maroondah.vic.gov.au

TIMELINE

8 May 2017	Maroondah Festival Interactive Grant Program Expression of Interest Open
6 June 2017	Community Program Development Forum (Civic Square, Croydon)
28 July 2017	Maroondah Festival Interactive Grants Close
25 August 2017	Notification of Outcomes
29 September 2017	Agreements Signed and Sent to Council with Invoice
30 November 2017	Funding Expended & Evaluation Submitted

Please note: there will be no extensions to the closing date of applications and for the signed agreements and invoice to be returned to Council.

STEP-BY-STEP GUIDE TO APPLYING FOR A MAROONDAH FESTIVAL INTERACTIVE GRANT

1. Read through the Guidelines.
2. Check that your community group is eligible to apply and that your proposed project meets the funding criteria.
3. Council encourages all applicants to contact the Festival Team to discuss your group's proposal prior to completing the application process.

Maroondah Festival Team: Bianca Laycock
Erika Meredith

4. Complete the application form, ensuring that all requested information has been included.
5. Keep a copy of the completed application for your records
6. Forward completed application and relevant documents, in one of 3 ways:

By Mail

Maroondah Festival Office
Maroondah City Council
PO Box 156
Ringwood 3134

By Hand

Deliver to any of Council's Customer Service Centres
(City Offices, Braeside Ave - Ringwood or Civic Square - Croydon)
Please ensure your application is date stamped and addressed to the Maroondah Festival Office.

By Email

Attach your application form to an email, addressed to maroondahfestival@maroondah.vic.gov.au
The required Public Liability certificate of currency can be either attached to an email or posted separately to the above address.

7. **Closing Date: 28th July 2017, 5pm**

No late applications will be accepted (including applications received by email).

It is the responsibility of the applicant to ensure that Council has received the application by the deadline.

INTRODUCTION

Maroondah City Council would like to encourage community groups to provide fun, interactive activities that can be held in conjunction with a site at the Maroondah Festival. The Maroondah Festival Interactive Grants Program offers community groups the opportunity to receive financial assistance to organise interactive activities on the day of the event, which will assist in providing an entertaining activity whilst attracting Festival visitors to community based displays.

The kind of activities will range according to the interest of your community group however some examples may include craft workshops, come 'n' try sports activities, guest speakers and music based activities.

The activities will be located in many areas of the Festival including Kids Kingdom, Eco Village, Health and Wellbeing, Cultural Area, Community Expo or Youth Precinct.

Funding will be offered annually and only through this grant program and application process. Council will contribute up to \$500 (excluding GST) from a total pool of \$2,500 (excluding GST) towards community groups who are eligible and meet the assessment criteria.

The following objectives underpin Council's Maroondah Festival Interactive Grants Program:

- To encourage increased participation of Maroondah's community groups in providing interactive activities at the Maroondah Festival.
- To support and encourage Maroondah's community groups to utilise the Maroondah Festival as an opportunity to raise awareness of the diverse range of quality services and programs offered in the Municipality.
- To support Maroondah's community groups in developing and running unique activities at the Maroondah Festival that are a key 'draw card' activity at the event.
- To build and strengthen local networks within the Maroondah community and encourage partnerships with Council in order to facilitate the effective use of community resources and encourage sustainability of services and programs.

ELIGIBILITY

The following points must be met if your community group is to be eligible for this grant program:

- Must be an incorporated community group with not for profit status or auspiced by an eligible community group
- Located within or service the Maroondah Community
- Maintain Public Liability Insurance Cover (\$10 million minimum cover)
- Priority will be given to community groups who are primarily run by volunteers and receive limited or no financial support from Local, State or Federal Government
- Funding must be for the proposed festival activity and not for the benefit of the community group.

The following requests will not be considered eligible.

- Organisations that are of a commercial/private nature
- Applications from individuals
- Maroondah City Council Community Grants Funding Program recipients who have received funding for the same or similar projects
- Projects that request the re-imbusement of Maroondah Festival site fees
- Projects that are revenue-raising opportunities for the community group on the day of the Festival or where there is a participation charge passed on to Festival visitors.

Recurrent requests for a specific project funded in the previous year will be considered however new initiatives will take priority.

ASSESSMENT CRITERIA

The information provided within the assessment criteria is used by Council Officers to assess your application. Please be sure to fill in this section carefully, 'to the point' and within the required space provided (do not state 'See Attached').

All applications will be assessed according to the following criteria:

- Projects that are a new initiative and provide an interactive addition to the Maroondah Festival Program.
- Projects that cater for a specific audience such as people with disabilities, young people, older adults and/or children (Projects that cater for a wider audience will also be accepted).
- Projects that are unique and provide something over and above the usual activities of the group that may lead to increased participation in the groups' ongoing activities following the Maroondah Festival.

COMPLETING YOUR APPLICATION FORM

You can fill in the application form one of two ways:

1. Complete a hard copy

Application forms can be mailed by phoning the Festival Office on 9294 5604.

2. Fill in an application form electronically

Application forms and guidelines can be requested once the grants open.

TIPS FOR COMPLETING GRANT APPLICATIONS

1. Check that your group and project are eligible
2. Meet as a committee to plan and delegate tasks
3. If possible secure community partners - partnerships between groups are encouraged.
4. Be realistic in what you can achieve.
5. Check the timelines of the funding program and make sure you can complete the application on time and adequately prepare for the project for the 2017 Maroondah Festival.
6. Talk to the Maroondah Festival Team.

BUDGET TIPS

It is important that you complete your budget carefully, accurately and comprehensively.

If your organisation IS registered for GST

DO NOT add GST to any amounts in your budget.

If your organisation IS NOT registered for GST

Include ALL GST on expenditure items.

In all applications, make sure you declare all additional sources of income relating to the project.

Total Income (up to \$500 from the Maroondah Festival Interactive Grant Program) should equal Total Expenditure.

DO NOT include Maroondah Festival site fees in the expenditure section of your budget.

BUDGET EXAMPLE

Expenditure Item	Amount	Income Item	Amount
Guest speaker/artist	\$150	Applicant contribution	\$50
Workshop materials	\$150	Maroondah Festival Grant	\$450
Signs	\$100		
Trestles	\$25		
Display board	\$25		
TOTAL EXPENDITURE	\$450	TOTAL INCOME	\$500

CONDITIONS OF FUNDING

1. Funded projects will take place at the Maroondah Festival and will be co-ordinated in conjunction with the Maroondah Festival Team. This may include lead up and post promotional opportunities.
2. The Maroondah Festival Interactive Grants Program has one annual funding round each year.
3. Groups are only permitted to submit one application to Maroondah Festival Interactive Grants Program per funding round and projects are for requests of up to \$500.
4. Requests for a specific project/program funded in the previous funding round may not receive funding and will be dependant on the number of, and sustainability of new submissions. Recurrent funding will be considered only after new initiatives have been assessed.
5. Each year the funding period is from 1st July until the completion of the Maroondah Festival however; all funds must be expended or assigned to a particular item of expenditure by 30th November in accordance with the funding agreement.
6. All sections of the application must be fully completed.
7. It is a condition of funding that applicants be incorporated under the Associations Incorporation Act or be auspiced by an incorporated not for profit organisation.
8. Council reserves the right to refuse funding.
9. If groups are successful in their Grant application, a completed evaluation form must be submitted to Council, by the date set out in the Funding Agreement. Expenditure statement of the grant monies, receipts related to grant expenditure and summary of all activities must be included in the evaluation report.
10. Successful applicants will be required to sign a Service Agreement with Maroondah City Council that outlines the terms and conditions of the Grant.

Insurance's and Industry Obligations

Applicants must demonstrate that all relevant insurances are in place and that Public Liability Insurance is held to a minimum cover of \$10 million. Failure to provide this information will result in the rejection of the application. A copy of the certificate of currency covering the 2016 Maroondah Festival must be included as an attachment.

Financial Terms of Funding

All grants will be paid following the signing and sealing of both copies of the service agreement.

The project budget must detail all expenditure and income items.

All Maroondah Festival Interactive Grants will be subject to the Goods & Services Tax (GST). All groups must submit one of the following to receive payment:

- **Groups with an Australian Business Number registered for GST**
A tax invoice, inclusive of GST, stating the organisation's Australian Business Number (ABN).
- **Groups with an Australian Business Number (ABN)**
An invoice stating the organisation's Australian Business Number.
- **Groups without an ABN**
An invoice for the grant amount and a completed Statement by Supplier form.

Please note that if your group is auspiced, funds will be paid to the auspicing organisation.