



GREATER SHEPPARTON CITY COUNCIL
FREEZA EVENT
GRANTS PROGRAM

2024 GUIDELINES

About this Grant Program

The *Greater Shepparton FReeZA Event Grant Program* (the Program) aims to support young peoples' participation in the Greater Shepparton region by allowing them to lead the planning, development and delivery of music, cultural and recreational events within community that are drug, alcohol, vape and smoke-free. This form of youth participation not only displays young people's skills and talents, it also celebrates and recognises the important contribution young people make to the cultural life of the local community.

The FReeZA program is inclusive and accessible to all young people in the local community, including vulnerable cohorts of young people experiencing additional disadvantage.

What is a FReeZA event?

FReeZA events are diverse and reflect the needs and interests of local young people. FReeZA events provide important opportunities for young people to lead on the design and deliver on events, activities and programs that respond to the local youth culture.

FReeZA events must be drug, alcohol, vape and smoke-free and should reflect the broad interests of young people and the local youth culture, including, but not limited to:

- music - live performances and open mic
- dance - hip hop, pop, jazz, ballroom and tap
- events that celebrate First Nations history
- events that celebrate and provide safe spaces for diverse communities including First Nations, LGBTIQ+, multicultural communities and people living with a disability
- sport - skate, BMX, scooter, down ball tournament, 3 x 3 Basketball and E-Gaming
- festival - community and cultural recognition
- art - exhibitions, short film, theatre performance and workshops
- social, wellbeing and educational opportunities.

For the 2024 calendar year there is a total funding pool of \$40,000.00 available. Individual grants of between \$1,000.00 and \$10,000.00 are available for successful applicants to lead FReeZA events within Greater Shepparton.

Council strongly advises you to make contact with the Community Wellbeing Department prior to making an application to discuss your proposed activity and eligibility. You can contact Council's Coordinator Community Partnerships via telephone on 5832 9527 or via email youth@shepparton.vic.gov.au

Expected timing for this grant program

Applications open:	1 April 2024 at 9:00am
Applications close:	30 August 2024 at 5:00pm
Notification of outcome:	Four weeks after receipt of application
Activity timeframes:	Activity cannot start until after 1 May 2024

Applications will be accepted until 5:00pm on the closing date. Please note late submissions will not be accepted.

How to apply

Applications for this grant program must be submitted via Greater Shepparton City Council's Smarty Grants online portal. You can access this portal via the following link:

<https://greaterhepparton.smartygrants.com.au/>

Who can and can't apply?

All applicants activities must be primarily based in Greater Shepparton.

APPLICANT TYPE	YES	NO
Not-for-profits, incorporated bodies, co-operatives or associations.	X	
Registered charitable organisations (refer to the Australian Charities and Not-for-profits Commission).	X	
Unincorporated bodies with an auspice.	X	
Schools and learning institutions – only for activities that are not curriculum based and the primary benefit is for the wider community.	X	
Applicants that have received funding from this grant in the current financial year that are applying for a separate event (applies only when a second grant is offered).	N/A	N/A
Individuals without an ABN.		X
Individual/Sole Traders (entity type with Australian Business Register).	X	
For profits - commercial entities, registered businesses.	X	
Applicants with outstanding acquittals for grant funding from Greater Shepparton City Council (including auspices).		X
Applicants with outstanding debts or arrears to Greater Shepparton City Council or in legal proceedings with Council.		X
An organisation involved in legal proceedings relating to winding up its operations, or experiencing insolvency or bankruptcy (this includes any legal bankruptcy-related actions against the organisations directors or officers).		X

What if you are NOT incorporated?

If you are a not-for-profit organisation, you can still make an application by using an auspice. An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you're successful, the auspice receives the grant money on your behalf so you can undertake the project work.

If you are intending to make an application using an auspice you must obtain written approval from your proposed auspice before you submit your application, and attach this to your application form.

Insurance

Applicants must have Public Liability Insurance with a minimum amount of \$20 million. The Certificate of Currency for this insurance will be required as part of the application process.

Applicants using an auspice would include a certificate from the auspice organisation. A policy statement or receipt of payment is not an acceptable substitute for the certificate of currency.

Permits and Approvals

Activities may require permits and approvals. These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying for the grant, however obtaining these approvals will be a condition of the funding.

You must also be able to demonstrate that you are aware of the necessary permits and approvals in your application.

What if my activity does not proceed?

If you are successful in obtaining a grant and your activity and it does not proceed, you must contact the Coordinator Community Partnerships at Greater Shepparton City Council in a timely manner to discuss the circumstances of the activity not proceeding, and organise returning the grant funds provided.

Failure to notify Greater Shepparton City Council of your activity not proceeding will deem future applications for all grants available ineligible.

Program Objectives

The objectives of this grant program are to provide funding to support FReeZA events conducted by local community groups and organisations within the Greater Shepparton.

The event should align with and address the following objectives:

- provide music, cultural and/or recreational FReeZA events that are fully supervised, drug, alcohol, vape and smoke-free
- be inclusive and accessible to all young people in the local community, including vulnerable cohorts of young people experiencing additional disadvantage
- implement a youth participation approach for engaging and recognising young people's contribution to the cultural life of the local community through planning and delivery of FReeZA events
- increase transferable and technical skills to support the successful delivery of FReeZA events in their community
- provide performance opportunities at FReeZA events to showcase the skills and talents of young people
- establish networks and partnerships with other community organisations and businesses in the local community.

The capacity of an organisation or individual to manage the project will be assessed and preference will be given to organisations that can demonstrate the required skills and organisational structure and/or planning to see the project through.

Funding is provided on a one-off basis. A minimum funding amount of \$1,000.00 to a maximum funding amount of \$10,000.00 per successful grant application is available. Funding is limited and not all applications that meet the guidelines may be funded. Funding is on a project or program basis only, and no recurrent grants or annual funding commitments are available from this fund.

Funded activities will:

- occur in Greater Shepparton between the period **1 May 2024 – 30 October 2024**
- provide an inclusive, safe and accessible outcome for the community of Greater Shepparton
- demonstrate effective partnerships i.e. with other groups and/or across interest groups
- deliver value for money
- be well developed and have reasonable indicators of success for the outcomes expected
- acknowledge Greater Shepparton City Council, FReeZA and Victorian State Government as sponsors of the event.

The following activities will NOT be funded:

- events held outside of the Greater Shepparton region
- events that aren't fully supervised, drug, alcohol, vape and smoke-free
- events that are ongoing, regular activities at a venue e.g. monthly markets, seasonal sporting events
- events that due to their nature, are unlikely to be supported by relevant stakeholders
- cost of Council services where fees are normally charged e.g. municipal rates, waste removal, building or planning permits or approvals, parking etc.
- requests for retrospective purchases, where activities or projects have commenced prior to notification of the funding outcome
- prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers or fundraising activities
- projects and activities that are discriminatory in any way, or contravene any legislation
- political, gaming or gambling activities
- expenditure that can be considered core business e.g. utilities, administration fees, insurances, wages etc.
- additional funding for previously successful applications
- applications where the applicant or auspice has an outstanding acquittal, or failed to meet obligations under previous funding agreements with Greater Shepparton City Council
- applications for events already funded in the same funding year

- applications received after the closing date
- projects that are clearly a duplication of an existing service.

Budget

The budget must include details on all income (all sources of funding which will be used to deliver the project, including the requested amount from this grant) and all expenditure (costs involved in the project). **Income and expenditure must be equal.** Below is an example of the budget table within the application form.

Please provide a copy of quotes with your application for expenses exceeding \$1,000.00.

If your organisation is registered for GST the budget item/s should be filled in with the GST exclusive amount. If your organisation is not registered for GST your budget item/s needs to be filled in with the GST inclusive amount. Please refer to the www.ato.gov.au website for further details.

Income	\$	Expenditure	\$
Council FReeZA Grant	\$4000.00	Face Painting	\$100.00
		Advertising and promotion	\$500.00
		Performer and activity fees	\$1000.00
		Equipment hire	\$500.00
		Marque Hire	\$500.00
		Flyers printing	\$700.00
		Security	\$700.00
TOTAL	\$4000.00	TOTAL	\$4000.00

It is also necessary to detail the in-kind contributions, if any, that will be made. Below is an example of this table within the application form. If you have volunteers working on the project, include their contribution at the following values:

- \$25 per hour for unskilled labour
- \$40 per hour for qualified trades person
- \$65 per hour for machinery hire, including driver

Person or organisation	Task	Hours/Rate	Amount In Kind
Committee	Labour setup and remove display	10 hrs @ \$25	\$250.00
Recreation Reserve	Loan of tables and chairs		\$100.00
JB Sound	Sound equipment and tech support	4 hrs @ \$40	\$160.00
Office Place	Photocopy flyers		\$100.00
		TOTAL	\$610.00

If your organisation is registered for GST the budget should be filled in GST exclusive. If your organisation is not registered for GST you should fill in the budget GST inclusive. Please refer to the www.ato.gov.au website for further details.

How will applications be assessed?

All applications received will go through the following assessment process:

- Eligibility checks against criteria for the funding of this program
- Panel Assessment with broad representation from Council Departments

The assessment panel will consider the following:

- does your event, project or activity meet the objectives of the funding program
- does the application give priority to use of local suppliers for the delivery of the event
- will the event provide community benefit and is it accessible and inclusive
- that the event provides value for money and is feasible / sustainable
- that there is evidence of community support from the local community
- does the intended activity align with the following strategic documents:
 - 2021-2025 Greater Shepparton City Council Plan
 - Reconciliation Action Plan 2023 - 2025
 - LGBTIQA+ Action Plan 2022 - 2025
 - Gender Equity Action Plan 2021 - 2025
 - Multicultural Action Plan 2023 – 2026
 - Universal Access and Inclusion Plan 2022 – 2026

The Council Plan and other Strategies can be found at www.greatershepparton.com.au

Once applications have been assessed by the panel, a recommendation of funding will be presented to the relevant department Director to provide final award of the grant funding under delegated authority.

Notification of outcome

All applicants will be notified as to the outcome of their application via the email address provided in the application.

Please refer to the timetable on the website to confirm the date we aim to notify you of the outcome of your application.

Multiple applications from one organisation will not be funded under this program.

If your application is successful

Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement.
- Spend the grant money in accordance with the conditions stated in the funding agreement and provided for in the application.
- Return any unspent funds at the completion of the activity, or at the end of the agreement unless prior written approval has been obtained to expend the funds in another way.
- Complete in full detail an acquittal form to the satisfaction of Council.

If your application is NOT successful

If your application is not successful you will be notified in writing and provided with an opportunity to discuss the outcome with the Program Coordinator and Grants Coordinator.

In some cases, the assessment panel may consider your application more suited to one of Council's other grant programs. If your application is more aligned with another funding program, Council will contact you and let you know.

If an application is made to an alternative funding stream within Council, only one funding application may be considered per financial year for the same activity.

If there are funds remaining in the grant pool, we may choose to offer a second round of funding. Whilst unsuccessful applicants are eligible to reapply, we would recommend revising the application prior to ensure it fits the objectives of the program and assessment criteria before doing so.

Advertising and Promotion

Successful grant applicants must acknowledge Greater Shepparton City Council, FReeZA and Victorian State Government as a sponsor of the event.

All media, promotional and social media assets require approval from Council's marketing and communications department prior to distribution.

This will include providing logo recognition of Greater Shepparton City Council, FReeZA and the Victoria State Government on all your promotional material relating to the event including, but not limited to posters, apparel, event programs and any other reasonably requested intellectual property. This recognition must include the use of the Greater Shepparton logo.

To access the current branding guidelines, please contact the Coordinator Community Partnerships on 5832 9527.

Council also require the opportunity to provide signage to be displayed at high profile locations at the event. This could include fence banners and/or tear drop flags. Event organisers will be responsible for the collection of items from Council, installation at the event and then return to Council.

Event organisers are strongly encouraged to promote their events on Council's Calendar of Events pages (both Greater Shepparton City Council and Visit Shepparton) by logging into:

<https://greatershepparton.com.au/whats-happening/suggest-event>

Scroll to the bottom and click on Suggest an Event. Please ensure you provide as much information as possible as this is a major promotional tool for you at no charge.

Events Assistance

In addition to providing grants, assistance and advice is available by Council's major events team to organisers, who deliver an event in Greater Shepparton:

- specialised event advice (site planning, risk management, OH&S)
- assistance with promotion, marketing and advertising strategies
- assistance with selection of appropriate accommodation for external visitors
- assistance with selection of event and function venues and facilities for entertainment options
- assistance with pre and post touring options around the region
- assistance with obtaining appropriate event permits required in the region
- equipment assistance such as bollards, witches hats, event signage, branded signage, tear drops, star pickets and hydration trailer

For further assistance regarding events please visit:

www.greatershepparton.com.au/visitors/major-event/events-assistance

Diversity and Inclusion

Council acknowledges, celebrates and supports the diversity of the Greater Shepparton community, as a tool to ensure activities and programs are inclusive of all. It is therefore important applicants demonstrate a range of diversity strategies within their application.

Below are examples of ways in which you may demonstrate inclusion of all in your program/activities. Please note, these are examples ONLY and we encourage your group to develop a range of inclusion practices unique to your application.

- Aboriginal and Torres Strait Islander communities
- migrant and refugee communities
- people with a disability
- Lesbian, Gay, Bisexual, Transgender and gender diverse, Intersex, Queer, Asexual communities (LGBTIQA+)
- women, young people and seniors
- provision of accessible facilities such as parking, toilets, ramp access and accessible seating
- gender inclusion
- information available in accessible formats, such as large print, alternative language, plain English, the use of interpreters, such as Auslan for people who are deaf
- availability of a broad range of foods
- ensuring all published materials avoids acronyms and jargon
- take religious and cultural occasions into consideration when planning events.

Council Officers are available to support you with identifying, capturing and reflecting diversity within your application through the following contacts:

- Aboriginal Engagement Officer
- Access and Inclusion Officer
- Multicultural Development Officer
- Youth Development Officer
- Positive Ageing Officer
- Social Equity and Safety Coordinator.

Please contact Customer Service on 5832 9700 and ask to speak to the relevant Officer. Alternatively you can contact the relevant Officer via council@shepparton.vic.gov.au.

Greater Shepparton City Council will consider the equitable reach of this funding program during the assessment and final decision-making processes. Projects should support diverse communities including:

Gender Equality

Council has a duty to promote gender equality through the Gender Equality Act 2020.

Applicants to Council's grant programs are encouraged to demonstrate evidence of how your organisation considers and promotes gender equality within their policies, programs and services.

Sustainability and Environment

Council has declared a climate emergency and adopted a 2030 Zero Emissions target to address the causes and impacts of climate change that are already affecting our communities.

Applicants to Council's grant programs are encouraged to consider sustainability outcomes and the impact of their project on carbon emissions and minimise carbon emissions i.e. by using recycled products, reducing or eliminating waste, using local products or using renewable energy.

Applications that support communities to thrive under a changing climate will be highly regarded.

You are encouraged to visit the Greater Shepparton City Council website for more information on Council's commitment to the environment:

<https://greatershepparton.com.au/animals-environment-and-waste/environment>

Final Acquittal

You will be required to report back to Council when your project is completed. The acquittal process is important because it enables Council to continuously evaluate the success of the program.

You must report back to Council within the timeframe provided in your funding agreement. The financial acquittal is an income and expenditure statement for the grant confirming funding has been spent on the activity in accordance with the funding agreement.

Council officers may request meetings with you to check the progress or undertake an independent audit of the records of the applicant as they relate directly to the grant.

It is the responsibility of the applicant to maintain accurate financial records for the grant and make them available in the event of an audit by the Council into the use of the grant.

An organisation which fails to submit their acquittal documents is deemed ineligible to apply for any future funding from Council, until their acquittal is completed and approved by Council.

Contact Details

Greater Shepparton City Council

Community Wellbeing - Coordinator Community Partnerships

Phone: 5832 9527

Email: youth@shepparton.vic.gov.au

Website: greater-shepparton.com.au



CONTACT US

Business hours: 8.15am to 5pm weekdays

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