

City of Ipswich

Civic and Ceremonial

Events Funding

2023-2024

Funding is available to support the development and delivery of Civic and Ceremonial events as outlined in the Civic and Ceremonial Events Policy.

Funding can be used for:

- venue and equipment hire
- road closures / traffic management
- event incidentals e.g. wreaths, catering, printing costs, etc
- hire of temporary infrastructure
- engagement of short-term specialised personnel to assist with event and logistics management.

In addition, In-Kind Assistance is provided through council including:

- portable toilets
- general refuse bins
- plastic bollards or star pickets and star picket rammers
- barrier mesh, cable ties and traffic cones.

Eligible organisations will be assessed on a case-by-case basis for up to 100% of the project costs to a maximum of \$10,000.00.

Timeframe

Civic and Ceremonial Events Funding is by invitation only and applications can be submitted at any time during the year.

Council encourages applicants to apply at least three (3) months before the event date to allow sufficient time for processing.

Notification: Within four (4) weeks of receipt of the application.

Funds Dispersal: On submission of the online Terms and Conditions and Invoice.

Who can apply?

Endorsed RSL Sub-Branches and Organising Committees that:

- is not-for-profit or a registered charity
- is based in the Ipswich LGA delivering an event as outlined in the Civic and Ceremonial Events Policy
- have no overdue debts with council and have satisfactorily accounted to council for the expenditure of any previous council funding
- give permission for council to publish the name of the recipient and the funding amount in accordance with council's requirements under the *Local Government Act 2009* and the *Local Government Regulation 2012*
- have not received other funding or support from council for the same event
- have appropriate insurance and adhere to sound workplace health and safety practices
- is financially sound and capable of managing public funds
- have a risk management plan in place (as required)
- must have an ABN

Or

- be auspiced by a registered not-for-profit community organisation with an ABN.

The following are ineligible to apply:

- government agencies or departments of local, state or federal government
- not-for-profit organisations that are not an endorsed RSL Sub-Branch or Organising Committee
- for-profit organisations
- individuals
- multiple applications from one organisation for the same event.

Eligible Events

Events that are supported under this grant include:

- events, commemorations, services as outlined in the Civic and Ceremonial Events Policy.

Ineligible Events

- Events, celebrations, services not noted in the Civic and Ceremonial Events Policy
- Activities, events or programs occurring outside the Ipswich local government area
- Activities with safety and/or environmental hazards
- Requests seeking reimbursement for funds already spent
- Ongoing operational or recurrent costs including salaries, rent, fuel and insurance
- Purchase of equipment (eg. tables, chairs, marquees, etc) or building upgrades/works.

Funding Range

Eligible organisations will be assessed on a case-by-case basis for up to 100% of the project costs to a maximum of \$10,000.00.

Whilst no applicant contribution is required, council may in some instances consider part-funding for events.

Supporting Documents

Applicants will be required to provide:

- evidence of planned event
- quotes for expenditure items
- Current certificate of Public Liability Insurance
- Risk Management Plan (as required)
- required regulatory approvals for the event (if required).

Application Process

Applications must be submitted online and are by invitation only for endorsed RSL Sub-Branches and Organising Committees.

Only one (1) funding application per organisation per event can be submitted.

Terms and Conditions

Successful applicants will be notified of the outcome of their submission within two (2) weeks of funding approval and will receive funding from council subject to the following terms and conditions:

- The applicant must agree to and submit an online Terms and Conditions form. The link will be provided by the Community Funding and Support Team
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features
- It is requested that the Mayor and relevant Divisional Councillors (as advised by council officers) are invited to attend and participate in the event.
- Council may make funding conditional on other specific conditions being met
- If council's funds are not spent, all remaining funds must be returned to council.

Not adhering to these Terms and Conditions (including acknowledgment of council funding) may impact future funding requests.

Assessment

The assessment panel will assess Ipswich Civic and Ceremonial Events Funding against the following assessment criteria:

- Does the event have the potential for community wide engagement through participation and attendance?
- Does the applicant have the expertise and capacity to successfully manage and evaluate the event?
- Balanced, realistic and complete project budget
- Engages local suppliers and contractors.

More Information

If you require additional assistance, please contact the Community Funding and Support Team on 07 3810 6648 or email communityfunding@ipswich.qld.gov.au