



Community Events
Grants Program
2024/2025
Funding Guidelines



Events for our community

Horsham Rural City Council (HRCC) Community Events Grants help not-for-profit groups in the municipality to create events for more engaged and healthy communities.

Funding guidelines

GENERAL INFORMATION

The HRCC Community Events Grants Program allocates funding to local not-for-profit organisations and groups every year.

The maximum allocation per organisation is \$10,000 although most successful applications range between \$500 and \$5,000. Applications seeking a grant of \$5,000 or more will require additional documentation.

GRANT TIMING

There are two funding rounds each year to seek Community Events grants:

Assessment Round	One	Two
Application round opens	1 May 2024	1 November 2024
Application round closes	31 May 2024	30 November 2024
Application assessment date	Mid-June	Mid-December
Grant notification date	30 Jun 2024	31 January 2025
Event completion date	31 Dec 2025	31 July 2026

(Noting that if all grant funds are allocated in Assessment Round One, there will be no second round)

Successful projects must take place within eighteen months of the grant notification date. This provides a longer time-frame to support planning of events.

For more information, please contact Council's Events Team on 5382 9777 or email events@hrcc.vic.gov.au or visit [Council's website](#).

PROGRAM OBJECTIVES

- Events must align with the [Horsham Rural City Council Plan](#)
- Increase the range of diverse, inclusive and vibrant events
- Demonstrate social benefits that support our community
- Increase economic stimulus through event attendance
- Deliver participation opportunities for our community

ASSESSMENT CRITERIA

Program objectives – 20%

- How well does the event align with the program objectives?

Community outcomes – 40%

- How does the event support/benefit the community?
- How many people do you expect to attend the event?
- Is the event accessible and inclusive to all?
- Does the event support culturally significant aspects of our community?
- Does the event provide opportunities for volunteerism, collaboration and sharing of skills and resources?

Economic outcomes – 20%

- Will the event generate increased expenditure through event attendance?
- Will the event attract attendances from the wider Wimmera-Southern Mallee region?
- Will the event attract attendees from across Victoria and other states?
- Are there be opportunities for local service clubs or businesses to be involved?

Planning and management – 20%

- Does the organisation have the experience, skills and resources to manage the project?
- Is the project budget realistic and supported by quotations for any items over \$1,000?
- Have event risks been identified and mitigated?
- Has the event received Council grant assistance in previous years?
- What strategies does the organisation have to support the financial sustainability of the event without ongoing Council funding?

Handy tip:
If you include a single expense over \$1000 in your budget, make sure you attach a quote

Handy tip:
Check if you need Crown Land approval before submitting your application

Details of the program

WHO CAN APPLY?

- ✓ You must be a not-for-profit group.
- ✓ Be incorporated or have an auspice body.
- ✓ Have public liability insurance covering your proposed event.
- ✓ The event must be held within the Horsham municipality.

WHO CANNOT APPLY?

- × You are an individual or seeking funding for a for-profit event.
- × You are a group who has not reported back on any previous event grant allocation.
- × Your event is the responsibility of other sector/s of government.
- × Your project is seeking funding for a religious event that may exclude some members of our community.
- × Events that are a clear duplication of an existing event.

INELIGIBLE GRANT EXPENDITURE

- × Council grant funds cannot cover event expenses incurred prior to the Grant Notification date.
- × Council grant funds cannot cover expenses not directly related to the event.
- × Council grant funds cannot cover volunteer labour costs.

ALL APPLICATIONS MUST INCLUDE:

- Project Budget ([Council template](#))
- Including quotes for any budget items over \$1,000.
- Public Liability Insurance Certificate.
- A completed [Intention to hold an event form](#) if the event is being held on Crown Land managed by Council or Council owned land.
- Crown Land approval for events held on Crown Land managed by any other body.

ADDITIONAL REQUIREMENTS FOR GRANTS > \$5,000

- A copy of the applicant's most recent audited financial statements.

OTHER INFORMATION

- An offer of a grant by Council does not mean any ongoing funding commitment or obligation by Council.
- HRCC assistance should be acknowledged on any promotional material or media coverage relating to the event.
- Council may only allocate part funding for the event.
- Your event budget has to balance, but can include showing that you plan to make a surplus, a loss or a break-even result.

Submitting an Application

The application form must be completed [ONLINE](#)

If you require assistance to complete the on-line form, our Events Team can help, please contact Customer Service to make an appointment by calling 53829777 or email events@hrcc.vic.gov.au .


Grant payment and reporting back

Payment of grants will be made upon completion of events. Organisations must:

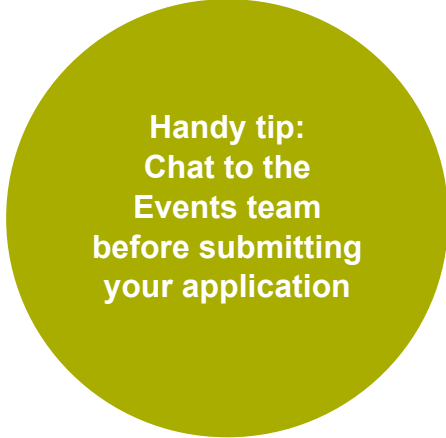
- Lodge an on-line [Completion Report](#).
- Attach invoices or evidence of event payments.
- Attach invoice from your organisation to Council requesting grant payment.
- Attach 2-3 photographs of your event, which may be used in Council publications or social media.

WANT TO KNOW MORE?

For more information, please contact the Events Team at events@hrcc.vic.gov.au or 5382 9777.



Handy tip:
Ensure your project budget is realistic and supported by quotations as required



Handy tip:
Chat to the Events team before submitting your application