

Small Events Grant 2022/2023 - Application Form

Form Preview

Applying for a grant or funding

* indicates a required field

Please note:

- SmartyGrants does not autosave your work, so ensure you save your application regularly.
- SmartyGrants allows applicants to save and return to their work later.
- Applications are not submitted until you click the submit button.

Other Logan City Council grant opportunities

Council has a range of funding opportunities for community organisations and groups to support your projects, events and initiatives. Please review the below grants and funding opportunities:

- [Community Development Funding](#): to support initiatives that respond to community priorities and add to the social and community development of the city.
- [Community Events Funding](#): to support community-led events that celebrate Logan's vibrancy and community spirit.
- [EnviroGrants](#): to support projects that enhance and protect the natural environment and encourage environmentally sustainable practices.
- [Investment Attraction Incentives Fund](#): to attract investment in key strategic industries to stimulate significant economic and community benefits.
- [Regional Arts Development Fund](#): to support the development of arts, culture and heritage in Logan.
- [Sport and Recreation Funding](#): to support the health and wellbeing of the Logan community through participation in sports and recreation.
- [Community Benefit Fund](#): a limited pool of councillor discretionary funding to meet requests for financial help from eligible community organisations. Suitable for requests that are not eligible for funding under another Council grant program.
- [Grant Writer Program](#): to help local not-for-profit, incorporate sport, recreation and community organisations source funding from non-Council grants with support from a professional grant writer.

Project or initiative applications that are eligible for other grant programs within Council are not able to be funded through Community Events Funding. Before choosing to continue, please confirm if your project or service is eligible for any of the above.

Please confirm you would still like to apply for Community Events Funding - Small Events Grant? *

Yes

No

Eligibility

You must read the Community Events Funding eligibility and assessment criteria from the [Community Events Funding guidelines](#) before completing your application.

Please note:

Small Events Grant 2022/2023 - Application Form

Form Preview

- The Small Events Grant will consider applications for funding ranging from \$200 to \$2,000. (For funding requests greater than \$2,000, please see the Community Events Funding - [Event Sponsorship Funding](#)).
- Applications are assessed on a monthly basis. Please visit our [Community Events Funding webpage](#) to review application timeframes.
- To ensure your application is assessed in enough time prior to your event, we encourage applications to be made a minimum of three (3) months prior to your event.
- This application form must be completed in full. Any incomplete submissions will not be assessed.

I have read the funding guidelines and am eligible for Community Event Funding - Small Events Grant. *

- Yes No

You must be able to confirm all the below to be eligible for this grant. If you cannot confirm all the below, please contact Council's Community Grants team to discuss your grant proposal further.

- Phone: 07 3412 4033
- Email: grants@logan.qld.gov.au

To be eligible for this grant you must meet the eligibility criteria below: *

- My event will be delivered within the City of Logan and/or shows the event will provide direct benefits to the residents of Logan.
- My organisation has Public Liability insurance for \$20 million or more.
- My organisation has an Australian Business Number (ABN).
- My organisation does not have any overdue acquittals or debts with Logan City Council.
- My organisation can provide appropriate workplace health and safety plans for this event.
- If applicable, staff and volunteers can provide current Working with Children and Young People Cards.
- The application is not requesting for funding to cover more than 80% of the total event costs.
- The application is not a request for usual business costs (examples include; salaries, electricity, rates or rent).
- The event is not exclusively to benefit customers, members or students of organisations or schools (except when supporting milestone anniversaries or rare celebrations in a school environment).
- The application is not a request for prize money, prizes (trophies, medals, purchase of gift cards or participant/place ribbons), or bidding on auction items.
- The application is not a request for donations and awards for commercial or business activities.
- The application is not exclusively a request for equipment.
- The application is not for an event that has already occurred or will occur before the outcomes advised date.
- The event is not exclusively religious in nature and promote religious activities.
- The event does not involve political or illegal activity.
- The event does not involve unmitigated risk to animal welfare.
- The event does not involve the following; drugs, adult products and services, gambling products and services, cigarettes/tobacco.

At least 17 choices must be selected.

Small Events Grant 2022/2023 - Application Form

Form Preview

Please contact us

Your response indicates that you are not currently eligible for Community Events Funding.

Before continuing with this application, please contact Council's Community Grants team to discuss your grant proposal further.

- Phone: 07 3412 4033
- Email: grants@logan.qld.gov.au

Applicant and Organisation Details

* indicates a required field

Organisation name *

Organisation Name

Please use your organisation's full name. Check to make sure you provide the same name that is listed in official documentation.

Primary contact person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Email address *

This is the email address we will use to correspond with you about this grant.

Phone number *

Must be an Australian phone number.

Primary address *

Address

Address Line 1, Suburb/Town, and Postcode are required.

Organisation website

Must be a URL.

Must be a URL

Organisation ABN *

Small Events Grant 2022/2023 - Application Form

Form Preview

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Assessment Criteria Responses

* indicates a required field

Event details

Event name *

Event description *

Provide an overview (200 words recommended) of your event. What the event is? What is the event celebrating?

Start date *

Please ensure your event date is after the application outcomes advised date.

End date *

Please ensure your event date is after the application outcomes advised date.

Event start and finish time *

Please enter start and finish time of your event.

Event location *

Small Events Grant 2022/2023 - Application Form

Form Preview

Let us know where your event will be taking place. Please provide the venue name and address.

What division of Logan is the event being held in? *

Must be a number. For division boundaries visit; <https://profile.id.com.au/logan/about?WebID=540>

What type of event is this? *

- Arts and entertainment (music concerts, artistic performances)
- Conference or workshop
- Environmental (Sustainability focused)
- Exhibition or trade show
- Festive (Christmas, New Year)
- Food and beverage (Food and wine event)
- Multicultural (Chinese New Year, Oktoberfest)
- Sports and recreation (fun run, tournament, competition)
- Other:

Criteria 1: Strategic alignment

Please provide your responses considering the following:

- How does your event align with Logan City Council's Corporate Plan priorities?
- What are some outcomes and objectives you'd like to achieve for the event?
- How will you be able to report on your event outcomes and objectives?

The [Corporate Plan \(2021 to 2026\)](#) outlines our vision for the city and is central to how Council sets its strategic direction. It provides the focus for how we will invest in infrastructure and guides how we prioritise and deliver programs, events, and services in the short, medium and long term.

We have seven focus areas for the term of the Corporate Plan that will help us deliver our vision for the City of Logan. The focus areas are:

- maintaining current levels of service
- proud city
- environment
- healthy connected community
- economy and growth
- infrastructure
- high performing organisation.

How does your event meet Council's Corporate Plan priorities? *

Explain what priorities link with the event and how.

What are the expected outcomes you'd like to achieve from the event? *

Small Events Grant 2022/2023 - Application Form

Form Preview

Describe at least three outcomes you expect the event to achieve. Examples include; social or economic benefits to community, attendance achievements

How will you know if these outcomes have been achieved? *

Explain how you will gather evidence to demonstrate successful outcomes. Examples include; participant surveys, word of mouth responses, reports that show revenue from event

Criteria 2: Community benefit

Please provide your responses considering the following:

- What benefits will occur from this event?
- How will the Logan community benefit from this event?
- What local/community support do you have for the event?

How will your event benefit the Logan community? *

How will you collaborate with local businesses and organisations to build capacity and/or add value to this event? *

This may be by connecting with local food business/food trucks to increase awareness of those businesses. If you already have stakeholders or collaborators involved, please provide a list of who.

Criteria 3: Budget and value for money

Please provide your responses considering the following:

- A detailed and realistic budget breakdown for your event
- What sources of income do you have for the event?
- What event expenses will you be paying for?
- How much funding does the event require?
- How your event presents value for money for Council and the community?
- Include quotes and/or evidence for requested funding items, when possible.
- For a sample budget, please [click here](#).

Event income: Please add all your event income sources in the table below. Some examples of income sources include organisation funds, ticket sales, exhibitor or stall holder costs and grant funding.

Income sources	Cost (\$)
	\$

Small Events Grant 2022/2023 - Application Form

Form Preview

	\$
	\$
	\$

Event expenses: Please add all your event expenses in the table below, including your requested funding items. Some examples of event expenses include venue hire, catering, marketing, and promotion, hire of furniture and in-kind contributions (free advertising, free food hampers for community).

Expense items and services	Cost (\$)
	\$
	\$
	\$
	\$

Total event income
\$
This number/amount is calculated.
Based on data in tables.

Total event expenses
\$
This number/amount is calculated.
Based on data in tables.

Total profit/loss for event
\$
This number/amount is calculated.
Based on data in tables.

If your budget displays a profit, please explain what this will be used for?

How much funding are you applying for? *

\$

What is the total financial support you are requesting in this application? Must be a dollar amount between \$200 to \$2,000.

Please list the items from your event expenses that you're requesting Council funding for in the table below.

Requested funding items	Cost (\$)
	\$
	\$

Attach quotes for items / services to support your funding request

Attach a file:

Small Events Grant 2022/2023 - Application Form

Form Preview

You can include past receipts, quotes or snapshots of online shopping carts as a part of this process. If you do not include any quotes we may contact you to provide these details.

Criteria 4: Capacity to deliver a viable and safe event

Please provide responses considering the following:

- How many people do you expect to attend?
- Who is your target audience?
- How will you market and promote your event to your target audience?
- What marketing tools will you use?
- If successful, are you in the position to recognise Logan City Council for financial support? What would this look like?
- A copy of your event schedule/run sheet.
- A detailed copy of your risk assessment plan for your event.
- A copy of your public liability insurance certificate of \$20 million or more.

How many people do you expect to attend this event? *

Must be a number. If your event is over more than one day, please provide a breakdown of expected attendees per day.

Who is your target audience? *

- | | |
|---|--|
| <input type="checkbox"/> Youth | <input type="checkbox"/> Aboriginal and Torres Strait Islander peoples |
| <input type="checkbox"/> Seniors | <input type="checkbox"/> Multicultural community |
| <input type="checkbox"/> Families | <input type="checkbox"/> Business or corporate |
| <input type="checkbox"/> People with disabilities | <input type="checkbox"/> Other: <input type="text"/> |

At least one option must be selected. Please select all options that apply to your event.

How do you plan to market and promote your event to your target audience? *

List what actions you'll be taking. Examples include promoting on organisation Facebook page, printing flyers and distributing to community centre/groups, letter box drop to local community members.

Are you in a position to recognise Council's support? If so, how? *

Please note that this is not a requirement for you to provide anything in return, but is appreciated if you are able to do so. Examples include the City of Logan logo being on your marketing materials or posters at your event. Please refer to the acknowledgement fact sheet - <https://www.logan.qld.gov.au/downloads/file/4718/acknowledgement-guidelines-for-council-grants-and-funding>

Please provide a copy of your event schedule/run sheet. *

Attach a file:

Small Events Grant 2022/2023 - Application Form

Form Preview

Attached schedule of what will be occurring throughout the event.

Please provide a copy of your risk assessment for your event. *

Attach a file:

Attach risk assessment and/ or any other required safety documents.

Please provide a copy of your public liability insurance certificate for \$20 million or more. *

Attach a file:

Attached public liability insurance certificate.

Criteria 5: Financial planning

Please provide responses considering the following:

- Have you previously run this event?
- If yes, how did the event go? Did you receive financial or in-kind support from Logan City Council?
- If you want to make this a recurring event, what plans do you have in place to make it financial sustainable to run?
- What arrangements do you have in place to reduce reliance on Council funding?

Has this event previously been run? *

Yes

No

Please provide further information and history on the event. *

How long has the event has been occurring for? How does the community feel about the event? How many people attend the event each occurrence?

Has Logan City Council previously provided financial or in-kind support for this event? *

Yes

No

Please provide further information on previous financial or in-kind support for this event. *

What organisation did you receive financial or in-kind support? This may include what year/s you received financial support, what type of support you recieved.

Small Events Grant 2022/2023 - Application Form

Form Preview

If you're successful in receiving funding for this event, how will you have a financially sustainable event and reduce your need for Council funding in the future? *

Some examples could include planning smaller fundraising events throughout the year for the funding to go towards your event. Having a raffle ticket sale occurring during the event to reduce funding costs.

Please confirm whether your event will still take place, if you're successful in receiving only partial funding? *

Yes

No

Other:

Additional Documentation

Please find below some additional file links for you to include further documentation, where applicable.

If your event has occurred before and you'd like to supply previous photos or marketing materials, please provide this in the attachment link below.

Photos or marketing materials from previous events

Attach a file:

Are you holding an event where you're selling food or have food trucks attending? Please provide the applicable food business licences in the attachment link below.

For more information on food business licences visit; [Food | Local Government Toolbox \(lgtoolbox.qld.gov.au\)](https://lgtoolbox.qld.gov.au)

Copies of required food business licences

Attach a file:

Are you holding your event in a Logan Park? Please provide your approval notice in the attachment link below.

For more information on holding an event in a park and complete the relevant form visit; [Holding an event in a park - Logan City Council](#)

Temporary use of Park approval from Logan City Council's Parks Branch

Attach a file:

Small Events Grant 2022/2023 - Application Form

Form Preview

Are you working with children? Please provide the applicable working with children and young people cards in the attachment link below.

For more information on blue cards visit; [Blue Card Services | Your rights, crime and the law | Queensland Government \(www.qld.gov.au\)](#).

Copies of working with children and young people cards

Attach a file:

Do I need a licence for my event or market? For more information on event licences and how to apply visit; [Events and markets information - Logan City Council](#)

We encourage applicants to review their sustainable practices to lessen the environmental impact of your event (For example, eliminating single use plastics). For more information on the single use plastics ban visit; [About the ban | Environment, land and water | Queensland Government \(www.qld.gov.au\)](#)

If there is anything else you'd like to include with your application, please add below.

Word count:

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form). The organisation must agree and accept the following terms of funding to be eligible for this grant.

If successful in receiving funding your organisation will: *

- Spend the funded amount appropriately for the intended purpose.
- Adhere to the any Queensland Government guidelines in relation to the safe operation of your event during the funding period.
- Understand it is your responsibility to adhere to your risk management plan, maintain your public liability insurance and Blue Card details (if applicable) for the duration of the event. Any changes or updates to these documents need to be provided to Council.
- Collect and provide all relevant information to acquit the funding. This includes how you spent the funds, supplying proof of delivery, and the outcomes for those involved in the event.
- Acknowledge the funding was provided by Logan City Council.
- Acknowledge the Australian Tax Office (ATO) implications of GST and grant funding, and will follow all government requirements as outlined by the ATO.

Small Events Grant 2022/2023 - Application Form

Form Preview

If you do not use the funding for the approved purpose, do not comply with the above conditions, or do not complete the end of event acquittal, you understand you may be required to repay part of or all of the grant.

At least 7 choices must be selected.

I certify that, to the best of my knowledge the statements made within this application are true and correct. I understand that if funding is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the funding agreement:

I agree *

Yes

No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact email address *

Must be an email address.

Date *

Must be a date.

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback for us. This will directly inform our approach to supporting organisations through this process in the future.

Prior to starting this application did you engage with any of the following supports:

- Visited Logan City Council's website for grants information
- Spoke with a member of the Community Grants team
- Attended a Council grants information session (Grant Assist or Grant Writer Workshop)
- Other:

How did you find the overall online application process?

Small Events Grant 2022/2023 - Application Form

Form Preview

Very easy Easy Neutral Difficult Very difficult

How did you find the event budget breakdown table?

Very easy Easy Neutral Difficult Very difficult

Please provide us with your suggestions or feedback about your grant experience.

This could include any previous contact and support you've had with the Community Grants team, or relate solely to this application form.

Next steps

Once you review and press **SUBMIT** on your application, our Community Grants team will begin the process of assessment. Please note once you've pressed submit, you'll receive a confirmation email. If you do not receive an email after pressing submit, your application has not been successfully submitted.

Assessment process:

- Your application will be assessed for eligibility prior to a panel assessment. You may be contacted during this time if further information is required. Please be aware, delays in returning additional information can impact assessment timeframes.
- Your application will then go to an assessment panel to be graded against the assessment criteria.
- We aim to provide a response within 4 weeks from the monthly application closing date. Please visit our [Community Event Funding webpage](#) to review application timeframes.
- Please note application outcomes will be advised in writing.

If you would like further information about application timeframes, you can view the funding guidelines for details or to contact us at any time.

- Phone: 07 3412 4033
- Email: grants@logan.qld.gov.au