

Community Event Support Grant Information

Grant Information

This grant is aimed towards community groups and sport/recreation clubs that will be running an event.

For enquiries relating to this grant, please contact the City's Festivals and Events Team on:

Phone: 9550 3840

Email: Eventsteam@mandurah.wa.gov.au

Funding of up to \$3,000 (plus GST) is available to assist non-profit recreation clubs and community groups to conduct community based events that demonstrate significant benefit to the local community by encouraging participation, engaging local business and adding vibrancy to the City of Mandurah.

Items that may be eligible for funding support include:

- First Aid
- Promotion and advertising
- Traffic management
- Waste management (bins)
- Portable toilets
- Shade shelters and temporary infrastructure
- Venue hire fees for City of Mandurah facilities, parks and reserves
- Security

[Click here](#) to view the Guidelines on the City of Mandurah website.

Applicants are encouraged to provide the City with as much information as possible to ensure the best outcome through this competitive process.

Please note:

- The maximum financial annual amount available is up to \$3,000 (plus GST) for any eligible organisation.
- The total grant funding pool available is \$30,000 (plus GST) for the 2023 - 2024 financial year.
- If successful, funding will be provided in split payments (70% prior to the event and 30% upon receipt of the post event report and supporting documentation, which must be submitted no later than 30 days following the date of the event).

Application Process

An Events Officer will be your main contact throughout the entire process:

1. Read through the guidelines thoroughly to ensure your organisation and event are eligible
2. Visit the City of Mandurah, Community Assistance Grants webpage <https://www.mandurah.wa.gov.au/community/support/grants-and-sponsorship/community-and-individual-grants> for more information. Click on the link to the online application form for the Community Event Support Grant.

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3. Complete the online application.

- - Create a login using an email address and password that will be used for the duration of the grant process (first time users only).
 - Login and commence your application online.
 - Attach the following documents as required:
 - Certificate of Incorporation
 - Recent financial statement
 - Public Liability Certificate of Currency
 - Letters of Support (letters cannot be obtained from the City, the Mayor or Councillors)
 - Copies of quotes from suppliers/consultants in relation to the funding application

Applicant Details

* indicates a required field

Organisation Details

Please note: the Community Event Support Grant is only available to not-for-profit and/or charitable organisations.

A maximum of one (1) event per year per organisation / group will be eligible (1 July – 30 June)

Organisation Name *

Organisation Postal Address *

Address

Suburb State Postcode

Organisation Website

Must be a URL

Organisation ABN

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

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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

Please attach a copy of your Certificate of Incorporation

Attach a file:

To attach a document to this application, click on the "Choose files" button and then specify the file on your computer you wish to upload.

Does your organisation have current Public Liability Insurance? *

Yes No

Public Liability Insurance is the applicants responsibility and is part of an organisations risk management approach to its activities.

Note: Public Liability insurance coverage must be at least \$20 million

Please attach a copy of your Public Liability Insurance *

Attach a file:

To attach a document to this application, click on the "Choose files" button and then specify the file on your computer you wish to upload.

Applicant Contact Details

By submitting this application, I certify that the information supplied is to the best of my knowledge at the time and is true and correct.

Contact Person *

Title

First Name

Last Name

Position / Role *

Phone Number/s *

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Email Address *

This email address will be used for future correspondence regarding this application

Event Details

* indicates a required field

Event Name *

Must be no more than 8 words.

Event Date *

Event Description *

Must be no more than 350 words.
Provide a brief overview of event. Include planned activities, where, when and who is involved

How is the event above and beyond the club/ groups normal operating activities? *

What makes this event different from your day to day activities

Who will the project be targeting? *

- local
- metro
- regional
- state
- national

At least 1 choice must be selected.

What is your expected number of attendees for this event? *

Include participants, officials, and spectators.

How many local (Mandurah and Peel region) clubs/community groups (if any) can get involved in the event? *

How can the general public get involved, participate or watch this event? *

Eg: volunteer opportunities, free entry for spectators etc.

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List the opportunities for local businesses to be involved with the delivery of the event *

E.g. Suppliers, stallholders, host venue

Have you received City of Mandurah funding previously for this event? *

- Yes
 No

If you have received funding from the City of Mandurah in this financial year for this event, you will NOT be eligible to apply for this funding round. Please see the Grants Guide for further information

If yes, please advise when you were last funded by City of Mandurah? *

If you answered 'no', please write NA.

Please indicate the funding you received prior?

- Community Grants up to \$2000
 Restart Mandurah Community Grants up to \$5000
 Partnership Funding - 3 Year
 Community Event Support Grant
 I have not received funding from the City of Mandurah within the last 12 months
 Other

Is the event a new initiative? *

- Yes
 No

What have you done to improve or change the event in the last 12 months to improve sustainability of the event in the last 12 months? *

Consider new sponsorship, increased participation numbers, how the experience for customers will be different, opportunities to engage more clubs/groups etc.

How does your event meet the Community Event Support Grant funding objectives?

Events that are assessed must meet the following funding objective:

- Assist non-profit recreation clubs and community groups to plan and deliver community-based events that demonstrate significant benefit to the local community by encouraging participation, engaging local businesses, and adding vibrancy to the City of Mandurah.

In addition successful applications must demonstrate how the proposed event aligns with the City of Mandurah

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Strategic Community Plan in one or more of the following areas:

Please select the funding objective(s) that your proposed event will meet? *

- Facilitate opportunities that promote community led initiatives and build local capacity and capability
- Promote a positive identity and image of Mandurah and the contributions of its youth
- Provide a range of social, recreational and cultural experiences for our residents and visitors to enjoy and take pride in
- Actively partner and engage with business and industry to build Mandurah’s entrepreneurial capacity and capability
- Leverage partnerships with key stakeholders to achieve improved economic outcomes with due consideration to environmental impacts

Please describe how your event will meet the funding objectives *

Event Budget

* indicates a required field

Budget

Don't insert a '\$' sign. This will be done automatically.

Don't add commas to figures, eg write \$1000 NOT \$1,000. The form will convert the figures to show the comma as needed.

Please list all sources of anticipated income for the event. Eg: ticket sales, merchandise sales, other sources of commercial or grant funding etc.

Income	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Income Total

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Total Income Amount *

\$

This number/amount is calculated.

Expenditure

Don't insert a '\$' sign. This will be done automatically.

Don't add commas to figures, eg write \$1000 NOT \$1,000. The form will convert the figures to show the comma as needed.

Please list all sources of anticipated expenditure for the event. Eg: infrastructure, audio visual, security, traffic management etc.

Expenditure	\$
	Must be a dollar amount.
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Expenditure Total

Total Expenditure Amount *

\$

This number/amount is calculated.

Expenditure of City of Mandurah Grant

Please ensure your listed expenses match the approved items on the 'what we WILL fund' list in the grant guidelines available [here](#).

List all expenses to be covered by City of \$ Mandurah grant funding

	\$
	\$
	\$

Total Grant Amount Requested

Total Grant Amount Requested *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

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Total Project Cost *

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Provide Quotes

Attach quotes that reflect the expenditure listed above for the City of Mandurah grant requested.

Attach quotes *

Attach a file:

To attach a document to this application, click on the "Choose files" button and then specify the file on your computer you wish to upload.

Letter of Support

Event organisers are encouraged to submit a letter of support for their event from a stakeholder.

Letter of Support

Attach a file:

To attach a document to this application, click on the "Choose files" button and then specify the file on your computer you wish to upload.

Event Promotion and Marketing

* indicates a required field

Which of the following will you use to promote and market your project? *

- | | |
|--|--|
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Newspaper editorial |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Flier |
| <input type="checkbox"/> Newspaper advertisement | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Emails out to networks | <input type="checkbox"/> Street Signage |
| <input type="checkbox"/> Media Release | <input type="checkbox"/> Pull up banner |

choose as many as required

Acknowledging the City of Mandurah.

It is a condition of this grant that you acknowledge the funders in the promotion, media releases and marketing of your project as follows:

1) To acknowledge the grant in media or verbal statements please use the following;

"Proudly supported by the City of Mandurah"

2) To acknowledge the grant in marketing material it is essential that the correct logos must be used;

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To source the appropriate logos from both City of Mandurah please contact Eventsteam@mandurah.wa.gov.au

Thinking about your project, what ways could you acknowledge the City of Mandurah? *

- | | | |
|--|---|--|
| <input type="checkbox"/> Written acknowledgement on flyers (no logo) | <input type="checkbox"/> Reference in Meeting Minutes | <input type="checkbox"/> Social pages eg. Facebook, Instagram, Twitter |
| <input type="checkbox"/> Plaque | <input type="checkbox"/> Acknowledged by MC at events | <input type="checkbox"/> Event website |
| <input type="checkbox"/> Display CoM flag banners at the event | <input type="checkbox"/> Acknowledge in event media release | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Acknowledged in newsletters | <input type="checkbox"/> Joint media promotions | |

This is the final question of the application form.

If you have completed all relevant fields please click SUBMIT.

If you have any questions or want to give feedback on this form or process please contact the Festivals and Events Team on 9550 3840 or email Eventsteam@mandurah.wa.gov.au Thank You!