



CUMBERLAND
CITY COUNCIL

Cumberland City Council Community Grants

Event Support Grant Guidelines

Glossary:

Acquittal	The process of reporting back to Cumberland City Council via an online form, including the submission of evidence that the grant funds were used and the expected outcomes were achieved.
Beneficiaries	Individuals, groups, or communities who directly benefit from a project or initiative funded by a Cumberland City Council grant.
Council	Refers to Cumberland City Council, the local government entity responsible for administering the grants program and overseeing its funding decisions.
Donations Policy	A set of guidelines established by Cumberland City Council that governs the acceptance and management of donations, often in relation to non-profit or charitable organisations.
Eligibility Criteria	Specific conditions that applicants must meet to be considered for a grant or funding that are found in the grant program's guidelines.
General Eligibility	Broad or standard eligibility requirements set by Cumberland City Council that apply to all applicants.
Grant	A financial contribution provided by Cumberland City Council to an individual or organisation to support a project, program, or initiative that aligns with Council's priorities and objectives.
Grant Guidelines	A document or set of instructions provided by Cumberland City Council outlining the rules, procedures, eligibility, funding limits, and required documentation for applying for a specific grant.
Granter	Cumberland City Council, the organisation that provides grants and financial support to applicants.
Grantee	The individual or organisation that receives a grant from Cumberland City Council and is responsible for using the funds as agreed upon in their grant application and funding agreement.
Incorporated Entity	An organisation that is legally registered as a separate legal entity, typically a not-for-profit or charity.
In-Kind	Non-monetary contributions (such as goods, services, or volunteer hours) provided by an applicant, which can count towards match funding requirements for a Cumberland City Council grant.
Letters of Support	Letters from external organisations, partners, or stakeholders endorsing the grant application, demonstrating support for the project and its objectives, and highlighting the organisation's capacity to deliver the project.
Match Funding	The requirement for applicants to contribute a certain percentage of the project's total cost through their own funds or in-kind contributions.
Quotation	For the purposes of grant applications, quotations can include copies or links to online pricing and fees, receipts or invoices for previous similar services, emails from service providers or other organisations, and other documentation that clearly indicates an accurate cost for services. Please note that documents such as Word or Excel files created by the applicant for external sources are not accepted.
Selection Criteria	The set of standards or factors used by Cumberland City Council to evaluate and rank grant applications to determine which projects best align with funding priorities and are most likely to achieve the desired outcomes.
Vulnerable Groups	Communities or individuals who face additional challenges or risks, including but not limited to young people, children, First Nations people, women, the LGBTIQ+ community, seniors, people with disabilities, low socio-economic groups, Culturally and Linguistically Diverse (CALD) people, Culturally and Racially Marginalised (CARM) people, refugees and asylum seekers, homeless or at-risk individuals, formerly incarcerated individuals, low-income families and people with chronic illnesses.

General Eligibility:

1. Application Limitations

Applicants may only submit one application per grant round. This means they cannot apply for multiple grants within the same round (e.g. submitting applications for both the Connected Communities Grant and the Education Access Grant in the same open round).

2. Eligibility Criteria

- a. Businesses, schools, TAFEs, universities, state/territory governments, or for-profit entities are not eligible to apply for any program.
- b. Applicants with outstanding acquittals or Council debts are not eligible to apply.
- c. Applicants will be ineligible if their project can be readily assisted with another Government Grant or Scheme.
- d. Applicants cannot apply to cover costs of shortfalls in current projects.
- e. Applicants cannot apply for retrospective funding.
- f. Projects or organisations that are partisan in nature are ineligible.

3. Compliance

- a. Applicants must comply with all guidelines in the Donations Policy and the Cumberland City Council Community Grants guidelines.
- b. Applicants must adhere to the specific eligibility requirements of the grant program, including restrictions on catering and marketing or promotion costs. A maximum of 5% of the total requested funding may be allocated to catering, and up to 5% for marketing or promotion.
- c. Applicants will be ineligible if their project duplicates a service or program already being delivered by Cumberland City Council.
- d. Applicants must **ensure that any projects involving children have clear risk mitigation strategies in place to ensure a child-safe environment** in adherence with legislative requirements.

4. Project Criteria

- a. Projects must be new or a significant extension of an existing project, except for the Event Support Stream, which allows support to recurring events.
- b. General administrative costs, including rent, utilities, office supplies, and staff wages not directly related to project delivery, are ineligible for funding.
- c. Capital works will not be accepted in any Cumberland City Council Grant Program, including but not limited to:
 - i. New or extensions or additions to existing facilities,
 - ii. Refurbishments including structural repairs (e.g., fixing roofs, foundations, walls),
 - iii. Accessibility upgrades (e.g., ramps, lifts, automatic doors), and
 - iv. Operational costs (e.g., wages for installation, insurance, maintenance costs, painting etc.).
- d. Applicants are unable to request funding for insurance coverage.

5. Insurance & Budget Requirements

- a. All applicants must provide and retain appropriate and valid insurance coverage for the entirety of their project.
- b. Applicants must provide a budget breakdown and quotations for items over \$500.
- c. Applicants can apply for an amount up to \$15,000 per application and can choose if they wish to be partially funded. Applicants must confirm their ability to proceed with reduced funding prior to signing the Funding Agreement.
- d. Cash giveaways are not a permitted activity or eligible expenditure item.
- e. Fundraising activities are not permitted, except under the Event Support Stream. In such cases, applicants must clearly outline how any revenue raised will be used.

6. Acquittal & Reporting

Successful applicants are required to provide an acquittal no later than 4 weeks after the completion of their project. Failure to do so may result in ineligibility to re-apply to any of Cumberland City Council's Grants Programs.

1. Grant Overview

Cumberland City Council recognises the power of festivals and events in bringing people together, celebrating diversity, and strengthening community connections. The **Event Support Grant** provides financial support for **one-off events** that foster **social cohesion** and **community participation**, ensuring all residents have equal opportunities to engage and connect.

This program aligns with the Cumberland Cultural Plan 2019–2029, supporting events that celebrate the area's rich cultural heritage while promoting inclusive participation across diverse communities.

2. Grant Structure

- The program offers funding of up to **\$15,000 per applicant**. Funding is competitive and subject to availability.
- **Co-investment** Applicants must demonstrate match-funding (25%), which can include in-kind support.
- **Event Type:** One-off public events that take place within the Cumberland Local Government Area (LGA).
- **Project Delivery Timeline:** Events must take place within 12 months of receiving funding. Funding will be released to successful applicants 2-3 months after the closure of the grant round.
- **Rounds per Year:** 2 rounds per year (August - September and February - March).

3. Objectives

The grant aims to:

- **Foster social cohesion** by promoting understanding and meaningful interactions between Cumberland's diverse communities.
- **Encourage community participation** by supporting accessible, inclusive, and engaging events.
- **Enhance community connections** through shared cultural, recreational, and artistic experiences.
- **Support local creativity and cultural expression** by showcasing Cumberland's unique cultural identity.
- **Promote equity and accessibility** by ensuring events are welcoming and inclusive for all.

4. Eligibility Criteria

Applicants must:

- Be a **not-for-profit and incorporated entities**. Not-for profit organisations that are unincorporated are welcome to apply under auspice.
- Deliver an event that is free or require participants to pay no more than a nominal fee to attend and open to the general public.
- Align with one or more of the program objectives.
- Have a clear plan for engaging diverse community groups.
- Demonstrate an ability to deliver the proposed event within the given timeframe and budget. Refer to Cumberland City Council's Event Planning Checklist for further information.
- Provide appropriate insurance coverage for the duration of the entire project and a completed Risk Management Plan.
- Provide supporting documentation, including annual or financial reports, **quotes for each expenditure item above \$500, and proof of entity type** i.e incorporation number.
- Provide **written evidence of cash sponsorship or in-kind donations that match at least 25% of the requested grant funds**.

5. Funding Priorities

Social Cohesion:

- Promote cross-cultural exchange and foster greater understanding between diverse community groups.
- Provide opportunities for underrepresented or marginalised groups to share their cultural heritage.
- Encourage collaboration between different community groups, cultural organisations, and local businesses.

Community Participation

- Increase **community involvement and volunteering** in festivals and events.
- Strengthen **local identity** and pride through community-led celebrations.
- Support **interactive and engaging activities** that bring people together.
- Promote **intergenerational participation**, ensuring people of all ages can connect and engage.

6. Eligible & Ineligible Costs

Eligible Costs:

- Event programming and production (e.g., performers, guest speakers, cultural showcases).
- Marketing and promotions to ensure broad community engagement.
- Venue hire and event logistics (e.g., sound, staging, accessibility measures).
- Waste removal, security and costs associated with footpath, car park, or partial or complete road closures.
For more information, please refer to forms here:
<https://www.cumberland.nsw.gov.au/works-within-roads-and-footpaths>
- Community engagement activities (e.g., workshops, storytelling, cultural performances).

Ineligible Costs:

- Celebration of national or independence days of countries.
- Major Events already run by Cumberland City Council.
- General operational costs (e.g., rent, salaries not directly linked to the event).
- Events that have already occurred or expenses incurred before grant approval.
- To offset expenses of an existing or planned activation or event (Note: funds can however be used to extend the scope of an event (e.g. a daytime event into the night-time).
- Political events.
- Religious events that do not have a broader community focus.
- Events with a primarily commercial focus without clear community benefit.
- Insurances. No portion of the grant funding can be used towards insurance costs. Including, but not limited to, Public Liability Insurance, Workers Compensation Insurance and Volunteers Insurance.
- Capital Expenditure or Purchases. No portion of the grant funding can be used towards capital expenditure or purchase costs. Including, but not limited to, building costs (i.e. permanent seating) or maintenance and equipment purchase (i.e. laptops/devices).
- Cash Prizes or Gifts. No portion of the grant funding can be used towards cash prizes or gifts, including gift vouchers.
- Independent Audit Fees. No portion of the grant funding can be used towards financial independent audit fees.

7. Assessment Criteria

Applications will be assessed based on:

Event Planning and Strategic Fit (25%) - The event has clear objectives and planned activities. - The event is achievable within the proposed timeframe and budget. - The event aligns with the purpose and desired outcomes of the Event Support Grant. - The application demonstrates an understanding of the target audience and event context. - The event design reflects inclusive principles that support participation across different community groups.	Community Impact and Participation (25%) - Primary beneficiaries are residents of Cumberland LGA. - The event promotes social cohesion and encourages broad community participation. - There is evidence of strong community involvement and partnerships, including engagement with diverse groups and individuals. - Volunteers are meaningfully involved in the planning and/or delivery of the event, fostering community ownership. - The event demonstrates efforts to promote cross-cultural understanding and collaboration.
Budget and Value for Money (25%) - The budget is realistic, clearly costed with supporting evidence, appropriate and financially viable. - The project demonstrates good value for money based relative to its scale and expected outcomes. - Co-funding, in-kind support, or partnerships enhance project viability.	Project Outcomes and Delivery Capacity (25%) - Project outcomes are clearly defined, achievable, and linked to the identified need(s) and activities. - Suitable methods for measuring or evaluating project outcomes are provided. - The applicant has the experience and/or partnerships required to deliver the event successfully. - The applicant demonstrates the ability to effectively engage the target community.

8. Application Process

Applications must be submitted online via **Council's SmartyGrants platform**.

Applicants will be required to attach the following:

- Any supporting documents such as:
 - Annual report or financial statement
 - Statement of Aim and Objectives
 - Public Liability Certificate
 - Letters of Support
 - Any other supporting documentation
- Attach a completed Risk Management Plan
- Quotations or supporting evidence for each expenditure item above \$500 in their budget.

9. Reporting & Acquittal

- Before submission:** Applicants are encouraged to refine their event ideas, consult with relevant Council teams, and adjust their plans as needed prior to submitting their application. Applicants must also adhere to the additional requirements of this program, including attaching a Risk Management Plan with their application and maintaining more frequent communication with Council once the project is underway.
- After Signed Funding Agreement:** After signing the Funding Agreement, applicants are encouraged to contact Council's Community Grants Officer on how to accurately record information for the acquittal process.
- Submit a **progress report** if requested.

- **Any changes to the project delivery**, including (but not limited to) changes to target groups or venues, **must have a variation form submitted with the acquittal.**
- Provide an **acquittal** within four weeks of project completion, including evidence of outcomes, for example qualitative and/or quantitative (e.g. surveys, participant feedback, media coverage)—as well as a breakdown of expenditure with supporting documentation. **Any invoices provided need to clearly show the invoice as paid in full** and that there is no outstanding balance.
- **Acknowledge Cumberland City Council's support** through public recognition, such as on social media, the applicant's website, in speeches, or via promotional materials (e.g. flyers)—in accordance with Council's Logo Guidelines and provide evidence of this acknowledgment.