



# Port Fairy Folk Festival Inc. Grant Guidelines

## GENERAL INFORMATION TO APPLICANTS

The Port Fairy Folk Festival Committee Inc. provides financial support to community groups and not for profit organisations that show significant benefit to the Port Fairy community. The recipients and amount of funding will be at the discretion of the Committee and will be allocated twice yearly – **May and November**.

Through the Grants Fund the Committee aims to build a stronger community within Port Fairy and district. Organisations can form partnerships and work together to promote positive long-term outcomes that benefit the wider community but only one group can apply for the project.

The program is designed to facilitate a self-help culture among community groups.

Further information may be required for any project that is considered the major responsibility of Local, State or Federal Governments.

### ***What is eligible to be funded?***

- Development of new facilities
- Maintenance Projects
- Environmental Projects
- Acquisition of equipment.
- General activities that promote fitness and physical activity, through sport and recreation activities.
- Sports equipment for sporting groups, clubs and incorporated community groups.
- Projects that support the cultural diversity of Port Fairy
- Projects that can demonstrate ongoing sustainability.
- Promotion of general arts and cultural activities.
- Expanding the range and quality of arts programs, assisting the integration of people who have limited opportunities to be active in the arts.

### ***What will not be funded?***

- Operational costs including staffing, wages etc
- Projects with a commercial for profit activity
- Attendance at conferences or seminars

## APPLICATION PROCESS

- Community Group assess the need for the project.
- Ensure that all permits (Council planning, building, Heritage and land owner) are obtained before making the application
- Community Group completes the application form.
- Community Group lodge the application form with the Folk Festival Committee, P.O. Box 176, Port Fairy 3284 by **1<sup>st</sup> May and 1<sup>st</sup> November each** year for consideration at appropriate May and November meetings.
- Applications are assessed against the guidelines by a sub-committee of the festival who will then make a recommendation to the full Committee.
- All applicants are advised of the outcome of their application in writing.
- Successful funding applicants commence projects and meet all costs up front. However funds can be forwarded if a request in writing is made to the Folk Festival Committee for consideration.
- Copies of project receipts are to be forwarded to the Folk Festival Committee by Community Group.
- Folk Festival Committee forward grant to the Community Group.

## TERMS AND CONDITIONS

*The following terms and conditions apply to all Folk Festival Committee Inc. Grant Funding:*

1. The funding amount must be used solely for the purpose for which it was stated in the application for funding. If the nature or scope of the project is proposed to be altered written advice must be provided to the Folk Festival Committee stating reasons for change.
2. The application form must be completed by the individual/group seeking funding.
3. No additional Festival funding will be provided for a project to meet cost escalation or over-runs once the initial grant has been approved, unless exceptional circumstances arise.
4. It is preferred that applicants meet the full project cost up front. Grant monies will only be paid on the basis of satisfactory evidence (receipts) that the expenditure has been incurred. Funds may be paid up front upon receipt of written request.
5. For projects seeking to construct or alter buildings, the land owners consent, any relevant Council planning and/or building permits must be obtained prior to commencement of the project.
6. Funding will only be provided to groups/individuals that operate within Port Fairy, or can demonstrate a benefit to Port Fairy residents.
7. Successful applicants may be required to provide an evaluation report to the Folk Festival Committee on the outcome of the project/activity when completed.
8. Applicants are to provide an Australian Business Number (ABN) unless proof is supplied they are exempt, in which case a 'Statement by a Supplier' form should be completed and forwarded with the application.
9. All applications are to exclude GST.
10. Claims for re-imburements including invoices and receipts must be submitted to the Folk Festival Committee as soon as the project is completed and no later than 12 months after grant approval is received.
11. The festival's grant support must always be acknowledged in a manner to be as specified further if your application is successful.

**Note:** Projects involving activities that are dependent on weather conditions or timing may be granted an extension of up to 12 months for completion, with prior advice to the Folk Festival Committee.

# APPLICATION FORM



## PART A: APPLICANT DETAILS

1. Applicant organisation: .....
2. Address: .....  
.....
3. Contact person: .....
4. Position held: .....
5. Ph (Day): ..... Ph (Mob): .....
6. Email address:.....
7. Legal status:
  - (a) Is your organisation incorporated: ..... YES  / NO
  - (b) If not, do you anticipate becoming incorporated: ... YES  / NO
8. Goods and Services Tax conditions:
  - (a) Australian Business Number (ABN) .....
  - (b) Registered for GST: ..... YES  / NO
9. ABN exemption form: ..... YES  / NO   
("Statement by Supplier") attached (if applicable)

## **PART B: PROJECT DETAILS**

Applications must be for a distinct project or for distinct parts of a major project.  
Please specify:

**1.** Project title:

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**2.** Project location:

.....

**3.** Brief description of project: *(Attach additional pages if required)*

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**4.** What are the specific community or social needs to be addressed by the project? *(Attach additional pages if required)*

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**5.** How will these community or social needs be evaluated and measured? *(Attach additional pages if required)*

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**6.** Who will be responsible for day-to-day management of the completed project?

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**7.** Proposed date for project commencement: .....

**8.** Proposed date for project completion: .....

**9.** Proposed form of announcement of Port Fairy Folk Festival funding support to members, the local Port Fairy community and the media.

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**10.** How many members does your organisation have? .....  
(Please attach a membership list)

**PART C: FINANCIAL DETAILS**

**\* Please attach a copy of your Financial Statement from last financial year that includes assets, liabilities, revenue & expenditure. (If these are not provided your application will not be considered)**

**NOTE: GRANT APPLICATIONS ARE TO EXCLUDE GST**

1. Estimated total project cost (*excluding GST*): \$ .....  
(Attach an itemised project budget)
  
  2. Amount of Folk Festival grant sought: \$ .....  
(Maximum 50% of total project cost)
  
  3. What are the proposed other funding sources for the Project?
    - (a) Grants/contributions from other organisation (*specify*):  
..... \$ .....  
..... \$ .....  
..... \$ .....  
..... \$ .....
  
    - (b) Organisation's contribution cash on hand:  
..... \$ .....  
..... \$ .....
  
    - (c) In-kind labour/equipment hire:  
..... \$ .....  
..... \$ .....
  
    - (d) Other (*specify*):  
..... \$ .....  
..... \$ .....  
..... \$ .....
- TOTAL 3 (a) (b) (c) (d): \$ .....**