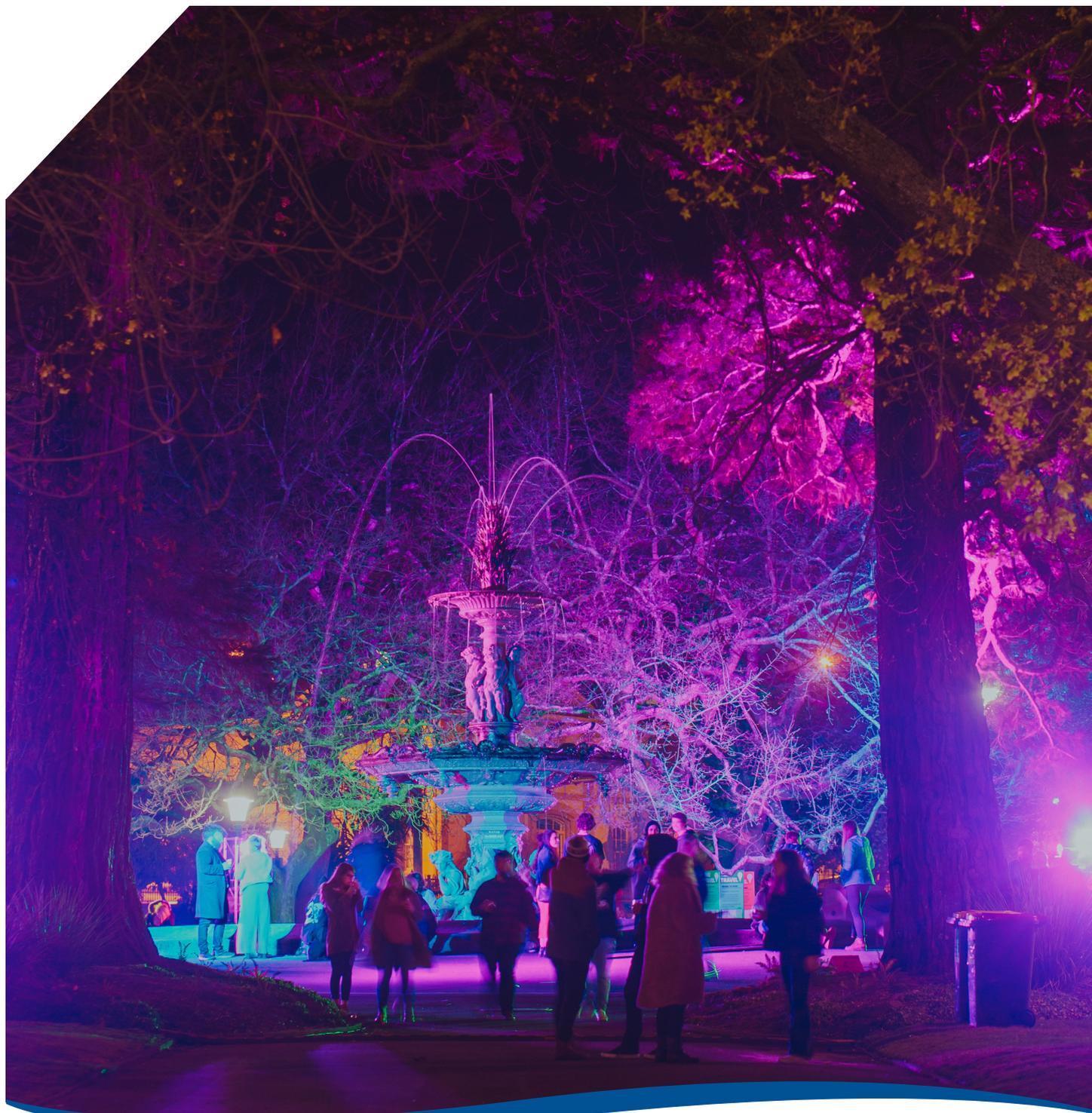


Event Ready
Grant Program

Program Guidelines



Event Ready Grant Program

Thank you for your interest in the Events Tasmania *Event Ready Grant Program*.

The *Event Ready Grant Program* aims to support events with COVID-19 safety planning. The program responds to the Tasmanian Government's COVID-19 Safe Events and Activities in Tasmania Framework by helping events to meet the additional requirements and costs associated with planning and delivering COVID-19 safe events.

Applicants to *Event Ready* will be able to apply for funding of up to \$5 000 to support the costs associated with developing and implementing their COVID-19 Safety Plans. This can include:

- Costs associated with engaging a professional to develop the event COVID-19 safety plan within the parameters of the Government's Framework process;
- Ensuring the event is COVID-19 infrastructure and resource ready (i.e. the purchase of hand sanitiser; masks, printed signage, etc.);
- Costs associated with COVID-19 safe event messaging, such as media and promotion initiatives; and/or
- Engagement of COVID-19 safety marshals.

Event Ready grants are available to organisers of new and existing events who: are in the process of developing or have developed their COVID-19 Safety Plan(s) and remain committed to attracting people from around Tasmania to their event.

Event Ready grants are not intended to provide general support for an event or organisation.

This grant program has a limited funding allocation of \$500 000. Applications can be made at any time, however the program will close on **Wednesday 30 November 2022**, or once the funding allocation has been fully exhausted, whichever occurs first.

Before you submit an application please read the eligibility guidelines. You are encouraged to contact Events Tasmania to confirm your eligibility before submitting.

About the Event Ready Grant Program

Eligibility criteria

Applicants must be able to outline the specific impacts of COVID-19 on their event, i.e. how the border closures or public health restrictions will directly or indirectly impact the operations of the event. You must be able to demonstrate the expected (positive) commensurate effect of the grant funding in relation to these. This approach should be the principal component of your application.

Successful applicants will be required to provide an acquittal report detailing the outcomes derived from the funding.

Applications must meet all of the eligibility criteria. If you are unsure about your ability to meet all aspects of the eligibility criteria you should contact us.

You may be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm your claims were true and correct.

To be eligible for the grant applicants must:

- Be the organiser or developer of an event scheduled to occur from 1 January 2021 to 30 November 2022 inclusive.
- Explain the specifics of the COVID-19 safe activities the event is proposing to use the funding for, for example developing or needing to resource a COVID-19 Safety Plan for implementation.
- Demonstrate in detail how the event will benefit from the range of activities proposed.
- Develop an event that attracts visitors from outside of the region in which the event is to be held.
- Provide an income and expenditure budget for the event, as well as itemise the costs of the anticipated items the grant funding will be used for.
- Be a financially viable event with a sustainable management model.

It is important to provide evidence that your proposed event is operationally adaptive and flexible to the impacts of COVID-19 and you are working towards attracting new audiences.

This grant is in response to the impacts of COVID-19, directed to events scheduled to occur from 1 January 2021 through to 30 November 2022.

Applicants can be sole traders, local government entities, an incorporated association, or a company limited by guarantee or created by law (a government statutory authority) based anywhere in Australia, though the event must be delivered in Tasmania.

You must be in a position to enter into a funding agreement with the Tasmanian Government. Tasmanian or Federal Government departments and government business enterprises are not eligible.

Applicants must have an active Australian Business Number (ABN).

Assistance to develop a COVID-19 Safety Plan can be found at:

- Business Tasmania Hotline: 1 800 440 026 or website: www.business.tas.gov.au
- WorkSafe Tasmania Advisory Service: 1 300 366 322 or website: www.worksafe.tas.gov.au

Ineligible Events

Conferences, conventions, symposiums, theatrical productions, concert series, trade fairs, fundraising events, expos and events that are primarily a showcase for stall-holders to demonstrate, promote or sell services or products.

Timeframes

To ensure everyone has an equal opportunity to apply for a grant, no late applications will be accepted after 30 June 2022 or once the funding allocation has been exhausted. For any extenuating circumstances that may prevent applicants from meeting the deadline, applicants must contact us before the grant program closes to discuss further.

We do ask that you lodge your application well before commencement of your event. This will allow time for applicants to raise any concerns when submitting their application.

You should also note that the process for approval to the Tasmanian Government's Framework for COVID-19 Safe Events and Activities in Tasmania is lengthy and could take up to 28 days from the date you make your submission through to notification. You should therefore allow plenty of lead time prior to making an *Event Ready* application, if this is applicable to your event planning process.



Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

The online platform allows you to apply for a grant at any time while the program is open. It also allows us to send you notifications throughout the grant application and funding process.

Applications should be lodged online via SmartyGrants through the Events Tasmania website: www.eventstasmania.com/eventready

If you do not have internet access please contact us to discuss alternate options.

Applicants must determine if they meet the eligibility criteria before submitting an application.

All eligible applications will be assessed based on the applicant's responses to the assessment criteria and the supporting information provided. Meeting the eligibility criteria will not automatically result in a successful grant.

Events Tasmania will determine the eligibility of applications and undertake all necessary checks and organisational searches.

Applicants will be advised of the outcome of their application via email.

What does a successful application look like?

A successful application:

- Meets all aspects of the eligibility criteria.
- Demonstrates a clear and concise understanding of the purpose of the grant program.
- Shows that the activity or project to be undertaken with the grant funding aligns to the purpose of the grant program.
- Has clear well-structured answers to all the assessment criteria questions.
- Contains, where requested, quality documented evidence to support your claims against the eligibility and/or assessment criteria.

Grant payments

Successful applicants will enter into a funding agreement with the Tasmanian Government via a Grant Deed.

After your application is approved, and at the written request of Events Tasmania, you will be required to provide Events Tasmania with a tax invoice (this is done through the online application portal).

Within 14 days of our receipt of your tax invoice, Events Tasmania will pay the approved grant amount to your organisation.

Applicants will be asked for your bank account details so that we can process successful grant payments. This bank account must be in the same name of the person or business who applied for the grant. You may be asked to provide a copy of your bank statement or a letter from you bank to confirm your bank account details.

For any successful applicants who provides incorrect bank account details, this may result in funds being paid to an incorrect account and then these funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in any funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

For applicants who are successful in being awarded a grant and:

1. their situation changes,
2. they do not complete the activities or tasks required under the funding agreement,
3. they do not use any or all of the funding provided, or
4. the information provided to us is found to be false or misleading, the applicant will be required to return the funds to the Department.

Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the *Event Ready Program Guidelines* and otherwise for the purposes of the program and related uses.

The Department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the performance of the project for reporting.

Administration and contact details

The *Event Ready* grant program will be administered by Events Tasmania through the Department of State Growth on behalf of The Crown in Right of Tasmania. Any person requiring further advice or information on the program, or submitting an application, is asked to direct enquiries to: info@eventstasmania.com or Events Tasmania on 6165 5022.

Important note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the department.

Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Nothing in this item 15. Disclosure, derogates from a party's obligations under the *Personal Information Protection Act 2004* (Tas) or the *Privacy Act 1988* (Cwlth).

Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains. The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely. The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



About Events Tasmania

Events are an incredibly important part of the visitor economy. They create a trigger for travel, promote regional dispersal of visitors, and generate fantastic stories and images that in turn increase people's desire to visit Tasmania.

Housed within the Department of State Growth, Events Tasmania delivers part of the T21 Visitor Economy Action Plan 2020–2022 through supporting a balanced events portfolio designed to enhance, and amplify, Tasmania's reputation as a tourism destination.

Events supported through Events Tasmania provide a significant return on investment to the Tasmanian economy annually, equally these events create jobs and engender pride in our state.

Our support and funding programs aim to deliver a balanced events portfolio that:

- Attracts people to Tasmania, and in doing so supports the joint strategy between the tourism industry and government in relation to increasing visitor numbers to Tasmania.
- Encourages Tasmanians and visitors to move around the state.
- Gets people talking about Tasmania through their own circles of influence.





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