

FACT SHEET

EXPRESSION OF INTEREST

Rare Spares Rockynats 05 Charity Recipient

Opportunity

There is an opportunity available during Rare Spares Rockynats 05 for charitable organisations or community groups to become involved and undertake a specific activity or activities as a fundraising opportunity. This may include assistance pre and post-event or on event days as below (pre and post event dates subject to change).

Pre-event: 24 March - 3 April 2025

Event days: 4-6 April 2025

Post event: 7-9 April 2025

The selected charity/community group will receive funds for assistance provided as part of the Rare Spares Rockynats 05 event.

Rockhampton Regional Council strives to strike a balance of recipients who represent a broad range of services to the community. The application form outlines the criteria for selection including the aims and goals of your organisation, and the proposal for the allocation of the funding provided. Council may take into consideration the funding history of the applicant.

Eligibility

Section A – Eligibility Requirements

- The application deadline is **midnight Sunday 16 February 2025**.
- Only complete applications will be eligible for consideration.
- Only registered, incorporated, not-for-profit organisations are eligible.
- Organisations must service the people of Rockhampton and the immediate surrounds.
- Funds must be used for a specific activity or purchase, which must be detailed in the application.

Section B – Ineligibility Criteria

Fundraising opportunities will not be considered for the following:

- Profit ventures and organisations;
- Short term/pilot projects;
- Organisations with political affiliations.

Section C – Opportunities and partnership with selected charities and community groups

It is the intent of Council to develop strong partnerships with charities and community groups that assist at the Rare Spares Rockynats 05 event. Including:

- Being part of Rockhampton's largest annual event.
- A donation made to your charity or community group for services provided.
- Volunteer passes providing access to the event.
- Potential upskilling.
- An amazing way to mingle, meet new people, promote your group and raise awareness.

Section D – Right of Recourse

Please note that the selection process is final and, as such, there is no appeal process available.

Section E – Purpose of Funds

Funds received must be used in support of the project/s described on the application. Any desired changes to the allocation of funds will require pre-approval.

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Section F – Follow up Requirements

The selected charity will be required to acknowledge support from Rare Spares Rockynats 05 for a minimum of one calendar year after receipt of funds (one calendar year being from the date the funds are actually received – this may vary from year to year).

The selected charity will be required to submit an evaluation report within three months of receiving the donation detailing the use of funds received. Failure to comply with the reporting requirements may result in the charity being ineligible for future events and fundraising opportunities.

Contact Details

For further information please contact the Advance Rockhampton Events Team on 4936 8005.

Charity Recipient Terms and Conditions

Rockhampton Regional Council (RRC) are seeking Expressions of Interest (EOI) from charities to provide volunteer assistance at Rare Spares Rockynats 05 (the Event) in exchange for a donation. Volunteer assistance will include, but not be limited to, merch packing, set up of the event, clean up and pack up of the event. By applying to provide volunteer assistance at the Event, you agree to abide by and be bound by the following terms and conditions.

1. Charities acknowledge that this is an EOI and applying does not guarantee that a charity will be selected to provide volunteer assistance for the Event.
2. Charities must be registered under the Australian Charities and Not-for-profits Commission Register.
3. Charities acknowledge that RRC has absolute discretion when selecting the Successful Applicant.
4. RRC may, at their discretion, choose not to select an Applicant.
5. RRC's decision is final, with no option for review.
6. In the event that RRC selects a charity to provide assistance, the Successful Applicant will be notified by Council and will be required to enter into a Charity Partnership Agreement within a reasonable time of receiving that notification.
7. Charities acknowledge that the Successful Applicant is required to make a commitment to recruit and assist with the co-ordination of volunteers as specified in application to assist at the Event as required and outlined in the Charity Partnership Letter of Offer.
8. Volunteers will assist with the outlined tasks and requirements for event operations.
9. Tasks and requirements are outlined for the Event at the sole discretion of RRC.
10. Charities acknowledge that the Successful Applicant is required to supply either uniform shirts, name badges or some other item for volunteers to wear identifying the charity. Volunteers are also required to wear closed in shoes for workplace health and safety requirements.
11. If the volunteers are unable to transport themselves between precincts at the Event, the Successful Applicant must be able to provide transport for the volunteers.
12. RRC will pay the donation amount outlined in the Agreement at the completion of the Event provided that all requirements outlined in the Agreement are met. Payment forms will be supplied upon notification of Successful Applicant.
13. Charities acknowledge that the Successful Applicant is obliged to use the funds they receive from the Event for the purpose for which the charity exists. If the Successful Applicant wishes to vary the purpose related to the funding they receive, express permission must be sought from RRC.
14. Charities acknowledge that the Successful Applicant is obliged to acknowledge the source of the funds. On capital purchases a plaque or engraving stating "Purchased with funds from Rockhampton Regional Council" is encouraged. For non-capital projects, accompanying literature and/or media coverage is to acknowledge the source of the funds.

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15. RRC reserves the right to cancel or postpone the Event (or part thereof) for any reason. Where the Event is cancelled or postponed by RRC prior to the commencement of the Event, RRC will not be liable to pay the agreed Donation amount. In the event that RRC cancels the Event after commencement of the Event, RRC will provide the Successful Applicant with a reasonable portion of the Donation for services provided by the Successful Applicant up to the date of cancellation. Where attendance at the Event is cancelled by the Successful Applicant, RRC will not be liable to reimburse any fees associated with the cancellation including costs incurred by the Successful Applicant associated with the Event.
16. Charities acknowledge that before the commencement of the Event the Successful Applicant must have public liability insurance for an amount not less than twenty million dollars (\$20,000,000). The insurance policy must cover the Successful Applicant's liability to RRC for loss of or damage to property and death or injury to any person. The Successful Applicant must maintain such insurance for the duration of the Event and produce evidence of insurance to RRC if requested.
17. Security is not guaranteed at Events and charities acknowledge that any items left on site are left at the Successful Applicant's own risk.
18. RRC shall not be liable for loss or damage to personal items and/or equipment however caused.
19. Charities acknowledge that the Successful Applicant and their volunteers must comply with any reasonable direction by a RRC Officer with regard to safety, the movement and parking of vehicles and conduct while interacting with public and Event staff.
20. COVID-19
 - a) The charity is always responsible for ensuring volunteer compliance with all COVID-19 requirements contained in any Queensland Health Public Health Direction, legislation and/or COVID Safe Industry Plan, approved COVID plans or checklists (or similar) which may be applicable to the Services.
 - b) Council is responsible for ensuring the Event complies with all COVID-19 requirements and an approved COVID safe plan or checklist (or similar) if required.
 - c) The charity agrees to comply with all reasonable requirements and directions from Council to ensure the Event operates in accordance with any Queensland Health Public Health Direction, legislation and/or COVID safe plans or checklists (as required).