

# Community Grants Program

Information Sheet: Events, Programs and Projects



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This information sheet provides applicants with clear direction on which program to apply for within our Community Grants Program, and to provide clear definitions and examples to assist community groups to accurately classify their event, program or project.

The terms 'event,' 'program,' and 'project' are often used interchangeably, but they have distinct characteristics and purposes.

See below a breakdown of the differences:

Term	Definition	Event, Program and Project Examples	Program Classification	Eligible Expenditure Item Examples
<b>Event</b>	<p>A gathering where people come together to take part and achieve specific goals within a set time.</p> <p>Events usually happen once and aim to create a memorable experience or reach a particular short-term goal.</p> <p>They have a clear start and end time and are shorter in duration compared to a program.</p>	<ul style="list-style-type: none"> <li>Multicultural Celebration - a festival showcasing the diverse cultures within the community through performances, art exhibitions and interactive workshops.</li> <li>Annual Christmas Carols - a community event, bringing together community, local choirs and musicians to celebrate Christmas.</li> <li>Art in the Park - community art event held in a local park or library featuring art displays, live demonstrations and interactive art activities.</li> <li>Community Storytelling Day - an event where community members can gather to share stories about a specific purpose.</li> <li>Community Family Fun Day - a community event aimed at families to take part and engage in a day.</li> </ul>	<p><b>Community Events Minor</b> Smaller community events of up to 500 people.</p> <p><b>Community Events Major</b> Larger scale community events of up to 5,000 people.</p>	<ul style="list-style-type: none"> <li>Venue hire.</li> <li>Equipment and supplies.</li> <li>Marketing and outreach.</li> <li>Guest speakers or performers.</li> <li>Event materials.</li> <li>Accessibility i.e. ramps.</li> </ul>
<b>Program</b>	<p>A program is a series of planned activities designed to meet a specific need or goal. Programs work towards medium to long-term outcomes and last longer than events.</p>	<ul style="list-style-type: none"> <li>Sports Tournament - regional sports competition bringing together teams from different communities to compete.</li> <li>A Youth Mentorship Program - providing guidance and support to young individuals through regular workshops, one-on-one mentoring and skill-building activities.</li> </ul>	<p><b>Community Wellbeing</b> Community projects or programs of all sizes that support community health and wellbeing.</p>	<ul style="list-style-type: none"> <li>Venue hire.</li> <li>Facilitator costs, this can include their professional fees, travel expenses and accommodation.</li> <li>Training costs.</li> </ul>

Term	Definition	Event, Program and Project Examples	Program Classification	Eligible Expenditure Item Examples
	<p>Programs include multiple activities or events, have a structured timeline, and involve ongoing engagement with participants.</p>	<ul style="list-style-type: none"> <li>Community Garden Workshops - a hands-on workshop series focused on teaching community about sustainable gardening practices, composting and growing their own food.</li> <li>Organisation Training/Upskilling - this could include first aid sessions, digital skills training and community cooking class.</li> <li>Activities that foster social connections, promote mutual understanding and combat social isolation - e.g. peer support groups for individuals with shared experiences, such as new parents, veterans etc.</li> </ul>		<ul style="list-style-type: none"> <li>Training materials and resources, textbooks, workbooks, handout or online resources.</li> </ul>
<b>Project</b>	<p>A project has a clear scope, goals, and deliverables. It is typically time-bound, with specific tasks and milestones to achieve. Projects focus on completing these tasks and may not involve community participation.</p>	<ul style="list-style-type: none"> <li>Community engagement activities.</li> <li>Development of website, planning, design, content creation and development. Ongoing maintenance of website is not eligible.</li> <li>Community newsletter.</li> <li>Refurbishment of facilities.</li> <li>Construction of a ramp.</li> <li>Kitchen installation.</li> </ul>	<p><b>Community Wellbeing</b> Community projects or programs of all sizes that support community health and wellbeing.</p> <p><b>Capital Works Minor</b> Small scale facility improvements for accessibility, renovations and built in or fixed equipment.</p> <p><b>Capital Works Major</b> Medium to large scale facility improvements for accessibility, renovations and built in or fixed equipment.</p>	<ul style="list-style-type: none"> <li>Website Developers/Designers.</li> <li>Printing costs.</li> <li>Contractor.</li> <li>Building supplies.</li> </ul>

**In summary:**

**Events** - Single gatherings with specific objectives.

**Programs** - Long-term initiatives with multiple activities and goals.

**Projects** - Temporary endeavours with defined scopes and deliverables.