

# **Your Neighbour Activation Scheme – Terms and Conditions**



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# What is the Your Neighbour Activation Scheme?

The Your Neighbour Activation Scheme offers financial support of up to \$250 to help residents living in the City of Belmont to host small neighbourhood gatherings. This initiative is a reimbursement scheme where you receive payment **after** the gathering is held. The City allocates a total of \$5,000 each financial year for the Your Neighbour Activation Scheme.

## Goals

The Your Neighbour Activation Scheme aims to support gatherings that:

- Encourage people to get to know their neighbours
- Create a friendly and welcoming community
- Build stronger neighbourhood connections
- Improve feelings of belonging, wellbeing and safety

## How many neighbours need to be invited to the gathering?

Residents from at least **four (4)** neighbouring households need to attend the gathering for the applicant to be eligible for reimbursement of costs of up to \$250.

## What can I get reimbursed for?

The City will reimburse residents up to \$250 for goods and services that were purchased specifically for the gathering such as:

- Food and beverages (no alcohol)
- BBQ gas bottle refill
- Eco-friendly disposable cutlery, plates and cups
- Party games and entertainment (**capped to 20%** of the total amount that can be reimbursed)

To support the local business community, the City will **only** reimburse items that were purchased from shops and businesses within the City of Belmont such as local supermarkets, bakeries and butchers.

## What do I need to do?

- Submit the online Your Neighbour Activation Scheme application at least four weeks before your gathering. The City will advise of the outcome within **ten (10)** business days. If approved, host your gathering.
- Keep receipts, take photos, and record attendance.
- Submit the acquittal form after the event. Reimbursement (up to \$250) will be confirmed within **ten (10)** business days.

- Provide bank details. Payment is usually made within 7–14 business days (up to 30 days).

# Terms and conditions

## For hosting a gathering

1. Invite your immediate and nearby neighbours to attend the gathering.
2. At least **four (4)** neighbouring households must attend the gathering to be eligible for reimbursement of costs.
3. All gatherings should be held in the resident's front yard. If the front yard is not suitable, alternative communal spaces may be considered subject to prior approval, such as a nearby park or reserve.
4. For residents of large apartment buildings, gatherings may be held in designated shared spaces within the apartment complex, subject to approval.
5. Gatherings are not permitted in backyards, on road verges, or on public roads
6. If more than one household in the same immediate area applies to hold a gathering at the same time, applicants will be encouraged to consider hosting gatherings at separate times of year or co-hosting one gathering to the maximum reimbursement amount of \$250.
7. Households can apply to host one gathering per financial year. If the number of applications exceed the budget allocation, priority will be given to households that have **not** previously received Your Neighbour Activation Scheme funding.
8. Applications must be submitted and all terms and conditions agreed to at least **four (4) weeks before** the gathering is scheduled to take place.
9. Gatherings must take place within **eight (8) weeks** of the application being approved.
10. The City will not support gatherings that risk public health and safety, promote alcohol/smoking/vaping and/or fail to comply with legislation or the City's local laws and policies.
11. Gatherings cannot be held for the purpose of fundraising or incur a fee to attend.
12. Gatherings that are not aligned to the Scheme's goals will not be supported.
13. Your Neighbour gatherings are intended to create a sense of belonging; therefore, applicants must not intentionally exclude individuals from attending.
14. The City reserves the right to cancel the activation scheme at any time and will not be responsible for any costs incurred.

## To be reimbursed

15. The City will only reimburse the applicant for items or services that were approved through the application process and purchased specifically for the gathering.
16. A Your Neighbour Activation Scheme Acquittal Form must be completed and submitted to the City within **ten (10) business days** of the gathering being held.
17. Receipts, photographs and a list of attendees must be included in the Acquittal Form.
18. Reimbursement will be paid to the applicant once the City is satisfied that all terms and conditions have been met.
19. Successful applicants will be reimbursed for approved items up to the maximum amount of \$250
20. The City of Belmont is not responsible for any loss, damage, or injury during the gathering.