

• GUIDELINES 2016/17

The City of Vincent believes that festivals and events are important as they highlight the local community's local businesses, arts, music and culture whilst fostering community spirit and a positive atmosphere of well-being in the community. Festivals and events can assist in creating positive local identity and it is the aim of the City that all festivals sponsored have a direct positive impact on the City, the local community and local businesses operating within the area.

Who can apply?

The City of Vincent encourages applications from not for profit and community organisations that demonstrate the involvement of a cross section of the community. Successful applicants will be required to enter into a formal agreement with the City of Vincent.

Applicants should be able to demonstrate their ability to manage events and provide two event referees. The financial and credit history of the group's not for profit status will be required.

What can I apply for?

Sponsorship is available for festivals and events that:

- are free events held in public places within the City of Vincent;
- provide economic and social benefits for the community;
- provide entertainment and cultural opportunities to the community;
- actively engage local residents and local businesses in the City of Vincent;
- Are consistent with the City's [Policy 3.8.3 'Concerts and Events'](#), [Policy 3.10.8 'Festivals'](#) and [Policy 3.10.5 Donations, Sponsorships and Waiving of Fees and Charges](#)

City of Vincent Funding:

City of Vincent funding may be used for:

- Traffic management;
- Toilet hire;
- Staging and PA;
- Waste management and other logistics;
- Performers;
- Temporary shade structure;
- Parks and Reserve hire; and
- Publicity and promotion.

Funding will not be available for:

- Festivals/events that fall within the criteria of other grant programs offered by the City;
- Schools, school P&C associations or religious groups;
- Projects that only interest a niche group and do not include a wide cross section of the community;
- The City will not fund projects retrospectively, so events that have been held, have commenced or are promoted prior to approval from the City are not eligible to receive sponsorship;
- Capital equipment purchases;
- Ongoing/recurrent staff salaries;
- Consultant/staff fees; and
- More than one request in any financial year.

The City may provide the following types of “in-kind” support without charge:

- Assessment of applications for road closure permits (the costs of a Traffic Management Plan and management will not be covered by the City);
- Guidance on improving the accessibility of the event; and
- Key event advice and promotion through the City’s marketing avenues.

Assessment

Assessment of funding applications:

Upon receipt of an application that meets all the requirements, the City will assess the application for compliance with the relevant legislative provisions, risk management principles and Council Policies.

Once assessed internally (by the Events Working Group and Business Liaison and Economic Development Advisory Group) a report will be written for Council to decide on the funding of all festivals and events for the 2016/17 financial year. Final determination of the budget will occur in early July, and all successful applicants will be notified once the final budget has been adopted.

Once funding or sponsorship is approved, conditions of approval will be issued, and the relevant supporting information and fees (including bonds), will need to be submitted to the City within specified timeframes. An agreement will be signed by the event organisers and failure to comply will result in the event or funding approval being withdrawn.

Assessment Criteria:

When assessing all applications, the following criteria will be considered:

- Criteria 1: Demonstrated support for the event from the Vincent community.
- Criteria 2: Demonstrate the economic benefit to local businesses
- Criteria 3: Demonstrate entertainment and cultural opportunities to the community
- Criteria 4: Demonstrate the involvement of a cross section of the community and how the event will provide opportunities for increased participation.
- Criteria 6: The Applicant must provide adequate guarantee that they can deliver the event. This proof of capacity may be (but not limited to) any of the following: history of previous dealings with the City of Vincent, evidence of funding from other sources; evidence of the capacity of the organising committee to manage, present and market the event.
- Criteria 7: External funding support from agencies such as Lotterywest, Healthway, Department of Culture and the Arts and other sponsors, and the level of naming rights or sponsorship committed to.
- Criteria 8: Demonstrate the organisation’s not for profit status, and include a copy of the previous annual financial report

Consideration will also be made to consider:

- The level of City resources and in-kind support required for the event; and
 - Whether the City has provided funding to the festivals in previous years and if so, if the event has as a result attracted funding from other sources (e.g. local businesses, corporate sponsorship) that may provide for future self-sufficiency or decreased dependence on the City for funding to run.
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Important Dates

There is one round for festival funding per year. In February 2016 the City will advertise for Festival Applications for events that will take place between 1 July 2016 and 30 June 2017. This will be advertised on the City of Vincent website and Facebook page and in local newspapers.

- **Formal Applications must be received no later than 4pm, Thursday 31 March 2016.**
- **An information session will be held at 6pm Wednesday 3 March 2016 at the City of Vincent Administration and Civic Centre.**

This session will be a chance for you to ask questions and discuss all you need to know about applying for sponsorship of your event. RSVPs are essential to mail@vincent.wa.gov.au

Applying for Funding Process:



APPLICATION FORM 2016/17

PLEASE NOTE:

- Please complete ALL sections to avoid delays in processing.
- Return email your completed application and attachments (preferably as one PDF) to mail@vincent.wa.gov.au
- Title your application "Festival Application 2016/17 - (Name of Event)"
- **Applications must be received no later than 4pm, Thursday 31 March 2016.**

1. CONTACT DETAILS				
Contact Person:		Position:		
Organisation:				
Address:				
Phone Number:				
Mobile Number:				
Email Address:				
ABN:		GST registered:	Yes	No
Is your organisation a Not for Profit entity?			Yes	No
Website:				
2. EVENT DETAILS				
Event Name:				
Event Dates:	From:		To:	
Event Times:	From:		To:	
Bump In:	From:			
Bump Out:	From:			
Event Location:				
Brief Description of Activities Planned:				
Is it a free event?	No <i>(provide cost details separately)</i>		Yes	
Do you have any overdue acquittals with the City of Vincent?			Yes	No
Please provide two event referees:				

3. FUNDING DETAILS

Please provide details of any previous sponsorship received by the City of Vincent:

Year	Event	Amount	Attendance

4. BUDGET

What is the overall budget for this event?	\$
What is the amount sought from the City of Vincent?	\$
What other sponsorship amounts are being sought, and from where? (Fill in answers below)	
<i>Funding Organisation:</i>	<i>Amount:</i>
Attach a full separate budget, highlighting what the City of Vincent sponsorship will be spent on.	

5. ASSESSMENT CRITERIA

Please demonstrate how your event meets the following criteria. Please submit answers on a separate page.
Criteria 1: Demonstrated support for the event from the Vincent community. <i>i.e Evidence of community and business consultation? Letters of support? Evidence of working in collaboration with the community and businesses?</i>
Criteria 2: Demonstrate the economic benefit to local businesses
Criteria 3: Demonstrate entertainment and cultural opportunities to the community
Criteria 4: Demonstrate the involvement of a cross section of the community and how the event will provide opportunities for increased participation.
Criteria 6: The Applicant must provide adequate guarantee that they can deliver the event. This proof of capacity may be (but not limited to) any of the following: history of previous dealings with the City of Vincent, evidence of funding from other sources; evidence of the capacity of the organising committee to manage, present and market the event.
Criteria 7: External funding support from agencies such as Lotterywest, Healthway, Department of Culture and the Arts and other sponsors, and the level of naming rights or sponsorship committed to.
Criteria 8: Demonstrate the organisation's not for profit status, and include a copy of the previous annual financial report

6. HEALTH SERVICE REQUIREMENTS

For more information on Health Services, please contact 9273 6533

Are you selling food at this event?	Yes	No
* Note each vendor will need to be a registered food business and will be required to complete for assessment, a Temporary Food Stall application form.		
Are you selling or consuming alcohol at this event?	Yes	No
* Note, if for sale - you will need to submit an application to the Department of Racing, Gaming and Liquor – and provide the City notification, for comment.		
Will there be any temporary structures (e.g. stages, marquees, shading, lighting towers, seating erected) erected at your event? *Note you will be required to submit a site plan. *Note you may need to provide structural certification.	Yes	No
Will there be any noise creating devices such as speakers, live bands, loud machinery etc.	Yes	No
Will there be fireworks / pyrotechnics?	Yes	No
Please provide details on anticipated sound level emission impact on the surrounding properties, and how you will notify these properties. *Note you may need to submit a noise management plan at a later date.		
Will there be any electrical equipment installed i.e. generator, power supply? *Note – you will need to submit a Form 5 electrical compliance on the day.	Yes	No
Do you have Public Liability Insurance?	Yes	No
Do you have a Certificate of Currency?	Yes	No
Do you have Emergency Management plans / procedures in place?	Yes	No
How many toilets exist on the site? *Note: if no facilities are available, you will be required to provide temporary sanitary facilities		
How many people to expect to attend at any one time?		
What is the proposed 'demographic' of attendees likely to go to your event?		

Is your event in an enclosed space (building/fenced area) or open air?		Yes	No
7. VENUE DETAILS			
Where is the event proposed to take place? Please list all proposed areas e.g.: street, car park, reserves that you wish to book:			
Have you made a tentative booking for all areas?		Yes	No
Do you require access to:		Club rooms	Power
(Key Bond Applies)	Change Rooms	Lights	Toilets
			Park
8. PARKS OPERATIONS			
Will your event require any holes or trenches to be dug and/or tent pegs driven into the ground?		Yes	No
Do you require lighting for this event?		Yes	No
Do you require line marking?		Yes	No
Will you require any heavy vehicle, trailer or truck access to the park?		Yes	No
Are you planning to erect any signage relevant to the event?		Yes	No
Are you intending to use generators for power onsite?		Yes	No
9. TRAFFIC OPERATIONS			
Do you require road closures?		Yes	No
Half Road	Temp Suspension	Procession	Full Road
Any road closure will require a traffic management plan by an accredited traffic management consultant.			
Will your event require temporary car parking?		Yes	No
If 'Yes' please supply plan indicating location of temporary car parking and who will control parking			
Will this event require parking wardens?		Yes	No
If 'Yes' you are required to supply your own wardens or contact SES or Service Clubs			
Will your event require car park closures?		Yes	No
If 'Yes' supply details			

10. RUBBISH REMOVAL

It is the responsibility of the Event Organiser to ensure all rubbish is removed from the site immediately after the event. An additional charge may be incurred should the City be required to clean the site.

Will your event generate rubbish?	Yes	No
Will your event promote recycling? How?		
<p>I will remove all of the rubbish using private arrangements and/or</p> <p>I would like the City to supply additional bins for this event and I understand there is a fee for this service.</p>		

11. ACCESSIBILITY REQUIREMENTS

For more information on creating accessible events, please contact 9273 6000

Designated accessible parking close by for people with disabilities, with clear signage?	Yes	No
Accessible public transport close by?	Yes	No
Provision of accessible public toilets?	Yes	No
Will accessible facilities publicised?	Yes	No

12. EMERGENCY SERVICES AND SECURITY

For major Events, the City may seek advice from Emergency Service providers when assessing your application.

Please advise which Emergency Services have been notified of this Event		
Police	Ambulance	Fire Service
Please advise details of the supplier of First Aid for this Event:		
Will any Crowd Control be required?	Yes	No
If 'Yes' please advise name of Security Company:		
<p>Please Note: it is the responsibility of the Event Organiser to arrange the following:</p> <ul style="list-style-type: none"> • Security / Crowd Control • First Aid Requirements • Notify Local Police. 		

CHECKLIST

Have you read the City of Vincent Festival and Event guidelines?

Yes No

Is the application form complete?

Yes No

Discussed the proposed event/project with the City of Vincent?

Yes No

Included a detailed breakdown of the Proposed Budget

Yes No

Attached a copy of your organisation's Certificate of Incorporation

Yes No

Attached a copy of your organisation's Public Liability Insurance Certificate of Currency

Yes No

Attached any supporting documents (letters of support, community consultation etc.)

Yes No