



CITY OF VINCENT

YEAR ROUND EVENT SPONSORSHIP

GUIDELINES | 2022/2023



The City sees events as an essential part of creating vibrant and engaging spaces – so get creative!

We would like to support a wide range of events which encourage cultural opportunities to enhance Vincent as a lively and connected place for everyone to enjoy.

Click the link on the last page to apply.

ELIGIBILITY

Festival and event sponsorship is available for events that:

- Are free to attend
- Are held in a public place within the City of Vincent **boundary**
- Are held between 1 July 2022 and 30 June 2023
- Can demonstrate all criteria within the guidelines
- Can address one or some of the themes below

COVID EVENT AND SAFETY PLANS

You must adhere to current and changing COVID **restrictions**.



FUNDING

Applicants may apply for Festival and Event sponsorship up to **\$5,000**.

The City cannot fund more than 50% of your event, with the funding available for:

- Traffic Management
- Staging, audio visual, structures and toilets
- Performers, entertainers and activities
- Art activations
- Marketing and promotion

Unfortunately sponsorship is not available for the following:

- Applicants without an Australian Business Number
- Schools, P&C associations and political groups
- Events that have commenced or begun promotion, the City cannot sponsor retrospectively
- Purchases of capital equipment or insurances
- Ongoing and recurrent staff salaries, including consultant and staff fees
- More than one sponsorship request in the same financial year (you may apply for multiple or a series of events within the one application)
- Organisations that have an outstanding debt to the City

IN-KIND SUPPORT

The City may be able to provide the following as in-kind support:

- Guidance to improve accessibility and environmental sustainability at your event
- Marketing and promotion
- Waste and recycling services
- Rangers services
- Hire of parks, facilities and carparks

SUCCESSFUL APPLICANTS

Successful applicants will receive a sponsorship agreement to sign. You will be able to invoice the City for the full sponsorship amount less the bond, which is released once your event has concluded and you have provided the acquittal.

We will ask you to complete an Event Application Form so that we can provide assistance and let you know what permits you may require. When we have all of this information, we will arrange a meeting with your team and our team to get things moving.

A post event acquittal will need to be submitted 60 days after your event.

WELCOME TO AND ACKNOWLEDGMENT OF COUNTRY

An acknowledgment or Welcome to Country is to be given at all events receiving sponsorship from the City of Vincent. The City can provide assistance with this.

HELPFUL HINTS

It's encouraged you make yourself familiar with the following

- [Event Information Pack](#)
- [Department of Health Guidelines for concerts, events and organised gatherings](#)
- [Strategic Community Plan](#)
- [Town Centre Place Plans](#)

APPLY

Click [here](#) to apply. Applications close when funding is exhausted.

TERMS AND CONDITIONS

Successful applicants will be required to enter into an agreement with the City of Vincent to manage the partnership and outline key responsibilities for both parties.

Canvassing or lobbying to the Mayor, Councillors or City of Vincent employees in relation to your sponsorship application will result in your application being ineligible for sponsorship.

FURTHER INFORMATION

If you would like to know anything further or have a chat about what you have planned, please contact the Marketing Team on **9273 6000** or mail@vincent.wa.gov.au

