



CITY OF VINCENT



Community Funding Grants

Festival and Event Sponsorship



FESTIVAL & EVENTS SPONSORSHIP

The City of Vincent recognises that community funding provides a significant opportunity to work collaboratively with the local groups, organisations and individuals to deliver activities which increase social participation, promote social inclusion and strengthen connections within our community. A variety of funding initiatives are offered each year to meet the diverse range of interests, demands and priorities throughout the Vincent community.

Festival and Event Sponsorship aims to support City of Vincent based groups and organisations to deliver festivals, events and other similar activities which contribute to community vibrancy. Sponsorship will be provided through direct funding and/or in-kind services with the level of support determined by the value to the Vincent community in terms of economic, cultural and social outcomes. Through a formal Sponsorship Agreement applicants are required to acknowledge support from the City of Vincent.

Sponsorship applications are assessed annually by Council's Arts Advisory Group who provide a recommendation to Council for formal consideration. There is no maximum amount of funding for each festival or event through this funding category with amounts awarded based on alignment with the Guidelines and Criteria as well as Council priorities.

Applicants should also refer to *Council Policy No. 3.8.3 - Concerts and Events*.

Before starting your application, please contact the Community Partnerships Team to discuss the proposed activity, event or program.

Guidelines and Criteria

The City of Vincent believes that festivals and events are important as they highlight the local community's local businesses, art, music and culture whilst fostering community spirit and positive atmosphere of well-being in the community. Festivals and events can assist in creating positive local identity and it's 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.

Who can apply?

The City 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 we will fund :

Sponsorship is available for festivals and events that:

- Are free events held in public places within the City of Vincent;
- Provide economic and social benefit to 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 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

Funding is available for:

City of Vincent funding may be used for:

- Traffic Management;
- Toilet hire;
- Staging and PA;

- Waste Management and other logistics;
- Performers;
- Temporary shade structures;
- Parks and Reserve Hire; and
- Publicity and Promotion.

Funding will not be available for:

- Festivals or 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 as “In-Kind” support without charge:

- Assessment of applications for road closure permits (the cost of a Traffic Management Plan and Management will not be covered by the City);
- Guidance on improving the accessibility of the events;
- Guidance on improving the environmental sustainability of the events;
- Key event advice and promotion through the City’s marketing avenues;
- General and recycling waste; and
- Rangers Services.

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 Arts Advisory Group) a report will be written for Council to decide on the funding of all festivals and events for the 2017/87 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 Community Group and failure to comply will result in the event or funding approval being withdrawn.

Assessment Criteria

Criteria 1	Demonstrate support for the event from the Vincent community, for example: <ul style="list-style-type: none"> • Evidence of community and business consultation • Letters of support • Evidence of working in collaboration with the community and businesses
Criteria 2	Demonstrate the economic benefit to local businesses
Criteria 3	Demonstrate entertainment and cultural opportunities to the community
Criteria 4	Provide details on the target market, and how this event will involve them to participate
Criteria 5	Provide guarantee you can deliver the event. Proof of capacity may be, but not limited to, any of the following: <ul style="list-style-type: none"> • History of previous work with the City • Evidence of funding from other sources • Evidence of the capacity of the organising committee to manage

Criteria 6	Demonstrate the organisation's not for profit status, and include a copy of previous annual financial report
Criteria 7	Provide a budget highlighting what the City's sponsorship would be spent on

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.

Key Dates

There is one round for festival funding per year, for events that take place between 1 July 2017 and 30 June 2018.

Formal applications must be received no later than 4.00pm, Monday 13 March 2017

Notice	In February, the City will advertise to seek applications for major festivals and events.
Info	A Funding Information Session will be held on Thursday, 16 February 2017 at 6pm at the City of Vincent Admin centre. RSVPs are essential to alanna.curtin@vincent.wa.gov.au
Apply March	Submit the application form and a copy of your proposal to the City no later than 4pm Monday, 13 March 2016 .
Council - May	Applications are reviewed. Recommendations are presented to Council for consideration at the Council Meeting in May.
Outcome July	Upon Council's decision, all applicants will be formally notified in July 2017. An agreement between the City and the Community Group is signed.
Event	Your event is a success, the local community are engaged and happy and the event complies with all our health and environmental standards!
Report	An acquittal report is received and bonds are returned within specified timeframe.

Acquittal

Financial acquittal and evaluation report will be due within 60 days of project completion, no later than 31 August 2017.

Please be aware that your organisation will not be eligible for any further funding from the City of Vincent unless an acquittal has been received.

For further information regarding donations, the guidelines and criteria, please contact the Community Partnership Team on 9273 6000.

This document can be made available in alternative formats for people with specific requirements. If you would like the application in any of these formats please call the City's Community Partnership Team on 9273 6000 or mail@vincent.wa.gov.au

FESTIVAL AND EVENT SPONSORSHIP - APPLICATION FORM

Contact Details				
Name of Organisation				
Contact person				
Organisations Address				
Contact Number				
Email				
Website				
ABN				
Is your organisation a Not for Profit entity?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have Public Liability Insurance	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Event Details				
Event Name				
Event Date/s				
Event Location				
Estimated Attendance				
Brief description of activities planned				
Is it a free event	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
What is the cost to attend this event?				

Budget				
Attach a full separate budget, highlighting what the City of Vincent sponsorship will be spent on				
What is the overall budget for this event?				
What is the amount sought from the City of Vincent (this does not include in-kind support from the City)				
Do you have any overdue acquittals with the City of Vincent	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Funding being sourced from	Amount			
In-Kind Support				
Waste provide by the City	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Ranger Services	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Park Hire, Facilities and Services	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Use of carparks	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Project Partners		
Are you proposing to partner with another organisation to undertake a joint initiatives?	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of partners. (please note that if more than one organisation is submitting an application, then the lead organisation will need to take responsibility for managing and acquitting any grant funding)		
Name of Project Partner		
Project Partners Address		
Contact person		
Contact Number		
Email		
Website		
ABN		
Type of Organisation (Proof of status will need to be provided)	<input type="checkbox"/>	Not-for-profit organisation
	<input type="checkbox"/>	Registered charity with the ATO
	<input type="checkbox"/>	A deductible gift recipient
	<input type="checkbox"/>	Social Enterprise
Years project partners organisation has been in operation		

Risk Manager
Identify key risks and associated project management strategies.

Project Performance Measures
Please provide a clear evaluation strategy for this project

Referees
Provide two funding referees who can attest to your organisations ability to financially manage and acquit funding.
Referee 1
Name of Organisation
Contact person
Contact Number
Email
Funding Amount
Referee 2
Name of Organisation
Contact person
Contact Number
Email
Funding Amount

Before submitting your application, please ensure you have included the following documents
<input type="checkbox"/> Proof of organisational status
<input type="checkbox"/> Budget

Recognition of Council Funding/Contractual Requirements

As a recipient of the City's Community Support Grant, successful organisations are required to acknowledge the support of the City for its financial support as follows

- ☐ The City must be acknowledged on all promotional material in a prominent place, e.g.: graphics/art (posters, flyers, web page graphics, etc.), media releases, advertisements and footage.
- ☐ The City must also be acknowledged in all public announcements of the program.
- ☐ The City must be acknowledged in the organisation's annual report.
- ☐ Acknowledge the City of Vincent's contribution in any written material in relation to the project;
- ☐ Use the City of Vincent logo in accordance with the City of Vincent Style Guide in any publicity provisions of any kind (including brochures, signage, advertising, and invitations);
- ☐ Issue an invitation to a local council representative to any launch or public event associated with the funding, and that where they are able to attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event.
- ☐ Provide copies of media articles, social media posts.
- ☐ Photographs from the program.
- ☐ Completed evaluation form (provided by the City of Vincent).
- ☐ A certified financial statement of expenditure as per the approved grant allocation.

Declaration

I confirm that:

- If my application is successful, I will ensure recognition of council funding/contractual requirements as mentioned above;
- At the completion of the event/program I will provide an acquittal within 30 days;
- The information contained herein is to the best of my knowledge, true and correct.

Name	
Position	
Organisation	
Signature	

Please return this application form to the Community Partnerships Team either in person, post or email.

- 244 Vincent Street (corner Loftus Street), Leederville 6902
- Community Partnerships, City of Vincent, PO Box Leederville WA 6902
- mail@vincent.wa.gov.au (title Collaborative Grant)

For further information regarding Community Funding, please contact the Community Partnerships Team on 9273 6000