

# Business Activation Grant - Application Form

## Form Preview

### Introduction

\* indicates a required field

The Business Activation Grants program supports the vision of our Arts & Culture Strategy and Creative Port Plan, by encouraging businesses to work with performers and creative practitioners to deliver a critical mass of activity around significant events.

The City of PAE's Business Activation Grants support local businesses and venues to activate their space, in alignment with select large-scale Council events delivered across the year. Please note that grant funding can exclusively be used to support the delivery of a business activation that occurs on the same day of the Council-run event and that is additional to the business' regular offerings/programming or to scale up its regular offerings/programming.

Grants of up to \$1,000 are available to applications that:

- Activate local places and spaces with creative programming, supporting the development of our region as a destination for arts and culture
- Demonstrate collaboration between business, arts, community and Council
- Enable businesses to deliver activities that drive visitation, connect community and showcase the City of PAE
- Support creative practitioners to deliver arts-based performances or workshops

Examples of activations could include:

- Live music performance or DJs
- Pop-up exhibitions
- Creative workshops or sessions
- Events
- Live comedy
- Markets
- Footpath activations (relevant permits required)

**Please read the [Business Activation Grant Information Sheet](#) carefully before submitting an application.**

Please note:

- 1. Each round of Business Activation Grants is linked to a specific large-scale Council event - please visit the Grants for Businesses [webpage](#) and look for the Business Activation Grant section for more information on what specific events the grant program relates to.**
- 2. Applicants must complete all sections of this application form and attach relevant documentation to this application to be eligible to be funded.**
- 3. All grants are subject to availability of funds, eligibility and assessment requirements.**
- 4. A submission of an online application for the City of Port Adelaide Enfield's grants programs is an acknowledgement that applicants will abide by the conditions of any grant approval.**

**Who can I talk to?**

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Events Team

[events@cityofpae.sa.gov.au](mailto:events@cityofpae.sa.gov.au)

08 8405 6600

## Assessment

Online applications will be assessed as they are received and applicants will be notified of the outcome of their application within 4 weeks of submission date.

Applications will be assessed by City of PAE staff against the criteria outlined in the [Business Activation Grant Information Sheet](#).

The decision of awarding grants will be made by City of PAE staff with appropriate delegations.

## Applicant Eligibility Criteria

Before submitting your application, please check that you meet the eligibility criteria - all boxes must be ticked for your activation to be eligible for funding.

\*

- The applicant is a legal entity with an active Australian Business Number (ABN)
- The applicant owns or runs a business or venue in the City of PAE
- The proposed activation is accessible, inclusive and open to the general public
- The proposed activation is delivered in alignment with a key Council event (priority will be given to business activations within or adjacent to the event footprint)
- The application will only be accepted online with a copy of the organisation's public liability insurance (covering the date of the activation) or a quote for public liability insurance attached
- The applicant has fulfilled all previous grant acquittals and obligations with the City of PAE
- The applicant has no outstanding debts with the City of PAE
- The applicant has taken into account any permits relevant to the application\*

\*Permits can include PAE's [Application for Events on Reserves & Roads](#) or [Application for Filming Media Productions](#)

## Applicant Details

\* indicates a required field

### Applicant Information

**Business/Applicant Name \***

Organisation Name

Council's grant funds will only be paid into a Bank Account in this name

**Contact Person \***

Title

First Name

Last Name

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Must be the primary contact person for the Event being applied for

**Position within business**

only if applicable

**Contact Phone Number \***

Please provide the best contact number during business hours

**Contact Email \***

**Postal Address \***

Address

Suburb State Postcode

**Website**

**Applicant ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Applicant must have an ABN which matches the applicant name

## Proposed Activation Details

\* indicates a required field

Activation Summary

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**Activation title \***

**Word count:**

Must be no more than 10 words.

**Brief activation description \***

**Word count:**

Must be between 100 and 250 words.

Provide a general overview of the proposed activation, including any special offerings you are looking to provide and/or any entertainment or acts you are looking to book.

**Activation start date \***

The activation must be held on the same day(s) of the key Council event it aligns with.

**Activation start time \***

**Activation end date \***

The activation must be held on the same day(s) of the key Council event it aligns with.

**Activation finish time \***

**Site address where activation will take place \***

Address

Suburb    State    Postcode

Must be within the City of Port Adelaide Enfield Council area

**Which option best describes the location of your activation? \***

- Held exclusively within your business premises/property boundary
- Held within your business premises/property boundary and on the adjacent footpath
- Held exclusively on the footpath adjacent to your business premises/property
- Held within/at another business premises
- Held on Council-owned land or property
- Other:

Please note that an Event Permit is required if the activation is held on Council owned land (ie footpath). To learn more about the Event Permit application visit <https://www.cityofpae.sa.gov.au/services/apply-for-permit/event>. Event permits can take up to 6 weeks. Also any activation requiring the

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occupation of a car parking space or portion of the roadway will not be supported.

### Footpath Activation

Examples of suitable footpath activities include:

- Displays
- Temporary retail stands
- Marquees
- BBQs
- Acoustic musicians

All staff and items required to deliver the activation needs to be positioned on the footpath in a safe manner while maintaining pedestrian access. A site plan will need to be submitted identifying how the activation will be set up on the footpath showing:

- The activation is to be located kerbside with a setback of 600mm or 900 mm when adjacent to angle parking.
- A minimum of 1.8 metres remains clear to maintain pedestrian access. In instances when the usual width of the footpath is less than 1.8 metres then provisions are to be made to maintain pedestrian access in line with the usual footpath width.
- Items are setback by at least 1 metre from existing public infrastructure such as seats, bins etc.

Please note:

- No more than four people are involved in delivering the activation at any one time.
- Amplification does not form part of the activation, however the use of an acoustic instrument or small Bluetooth speaker to provide a low-level backing track is supported.
- Marquees must be no bigger than 3 metres by 3 metres and be secured appropriately with weighting. Please note the use of marquees will not be permitted at intersections due to drivers of vehicles sightlines becoming impeded.
- All other infrastructure will need to be 1.5 metres or less in height to maintain pedestrian and vehicle sightlines and most not pose a tripping hazard.

**If you are delivering a footpath activation, please upload a detailed site plan considering and including the information above. \***

Attach a file:

### Activation Planning and Promotion

**How much are you applying for? \***

\$

The maximum amount available per application is \$1,000

**How does your activation align with Council's key event? \***

Word count:

Must be between 50 and 250 words.

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**How will your activation drive visitation to the area? \***

Word count:

Must be between 50 and 250 words.

**How is your activation different from and/or additional to you regular offerings/programming? \***

Word count:

Must be between 50 and 250 words.

**Will your activation be ticketed? \***

Yes

No

**How much will you charge for admission?**

Must be a dollar amount

**How will your activation be promoted/marketed? \***

Word count:

Must be no more than 250 words.

**How will you ensure your activation is accessible to a diverse audience (including people with disabilities, culturally diverse, aged, etc)? \***

Word count:

Must be no more than 250 words.

**Grant acknowledgement \***

Word count:

Must be no more than 250 words.

Please outline how you intend to recognise the support provided by the City of Port Adelaide Enfield.

**Please upload a risk assessment for your activation \***

Attach a file:

If you are unsure or do not have any templates available, a basic risk assessment template for you to start from is available to download [here](#). The City of Port Adelaide Enfield accepts no responsibility for the development of others' Risk Management documents or procedures. Please ensure to give the document a name so we know what it is.

**The type of Public Liability Insurance I am submitting is \***

Existing Public Liability (covering the activation date as well as bump-in/out)

Quote for Public Liability

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**Please upload your existing Public Liability Insurance (covering the activation date as well as bump-in/out) or a quote for Public Liability Insurance \***

Attach a file:

This is a compulsory requirement and must be to a minimum level of \$20 million. Public Liability Insurance needs to be in the same name as the legal entity applying for the grant.

**If available, please upload any other documents to support your grant application**

Attach a file:

## Budget

\* indicates a required field

### Activation Budget

**Please provide a list of funding sources (including grant amount requested, other grants, financial contribution from applicant or others, in-kind contribution from applicant or others) in the income column.**

**Please provide a list of the key proposed purchases/expenses (with GST included) in the expenditure column. Examples can include performers fee, equipment hire, sound tech, etc.**

**The total expenditure and total income should be equal. Do not show a profit or loss.**

**Income/Funding sources (including Council grant, applicant financial contribution, etc.)**

**Expenditure/Costs ( \$ Amount please itemise your activation expenses )**

	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

### Budget Totals

Total Income Amount

Total Expenditure Amount

Income minus Expenditure

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This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.  
This number must equal zero

## Bank Account Details

Council's payment method is only by Electronic Funds Transfer (EFT). **Council will not provide cheques.** Grant funds will be automatically deposited into the following nominated account which must be in the name of the organisation applying for this grant.

### Bank Account \*

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Account name needs to be the SAME as the applicant.

### Bank or Credit Union Name \*

## Terms and Conditions

\* indicates a required field

I, being the applicant completing this application form, certify that:

- 1.The statements made in this application are true and correct.
- 2.Failure to comply with these conditions may preclude our organisation from accessing further grant funds in the future.
- 3.I agree to abide by the conditions under which the City of PAE may approve funding of this request.
- 4.I will submit an appropriate acquittal to Council, no more than two months after the activation.
- 5.I also confirm that I have read and understood the conditions for funding as outlined in the City of Port Adelaide Enfield's [Business Activation Grant Information Sheet](#) - I confirm that I accept and agree to abide by the conditions therein.
- 6.I understand that to receive Business Activation Grant funding from the City of PAE, I must deliver my business activation on the same day(s) of Council's key event.
- 7.I understand that a permit will be required if the proposed activation is held on Council land.
- 8.I agree that should my application for funding be approved, Council may provide any information contained herein to the public in any form and/or use this information to promote their grant program.
- 9.I also agree to acknowledge Council's funding of the project in any publicity or promotion.
- 10.further agree that monies received from the City of PAE will be expended as outlined in this application and in accordance with Council's approval letter. Any monies not expended will be returned to the City of PAE.

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1 Any changes to the agreed expenditure of Council's grant funds must be negotiated in writing with Council's Grants Team.

**I agree to abide by the above Terms and Conditions \***

Yes I agree

A submission of an online application for the City of PAE is an acknowledgement that applicants will abide by the conditions of any grant approval

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in the City of Port Adelaide Enfield's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles City of Port Adelaide Enfield's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.