

# Events Grant - Online Application Form

## Form Preview

### Introduction

\* indicates a required field

The City of PAE's Events Grant Program aims to help create a community that is inclusive, cohesive, creative and prosperous through the support of a program of accessible and diverse community events and festivals across the City.

Please note:

- 1. Applicants must complete all sections of this application form and attach relevant documentation to this application to be eligible to be funded.**
- 2. All grants are subject to availability of funds, eligibility and assessment requirements.**
- 3. 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.**
- 4. An [Events Information Kit](#) is also available to help you organise an event in PAE. Please read this document before submitting an Events Grant application.**

### Who can I talk to?

Jude Gun

Activation & Events Coordinator

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

08 8405 6861

Mr Andrea Satireyo

Funding & Partnerships Officer

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

08 8405 6972

### Assessment

Applications will be assessed by City of PAE staff against the criteria outlined in the [Events Grant Guidelines](#).

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

### Applicant Eligibility Criteria

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

\*

- ☐ Applicant organisation is a legal entity with an active Australian Business Number (ABN)
- ☐ The proposed event is to be held within the City of PAE boundaries
- ☐ The proposed event is open to the general public
- ☐ The application will only be accepted online with a copy of the organisation's public liability insurance (covering the date of the event as well as bump-in/out) or a quote for public liability insurance attached
- ☐ The event addresses the criteria outlined in the Events Grant Guidelines and Application Form
- ☐ I have read and understood the Event Information Kit and my responsibilities
- ☐ I will complete an event permit and submit it at least 2 months before the event, if road closures are required
- ☐ The proposed event is NOT private, commercial or fundraising in nature
- ☐ The funding sought through this application is NOT to cover costs associated with running an organisation (e.g. salaries, equipment, operational costs)
- ☐ The funding sought through this application is NOT used as retrospective funding or to cover budget deficits
- ☐ Applicant organisation has fulfilled all previous grant acquittals and obligations with the City of PAE

## Applicant Details

\* indicates a required field

### Applicant Information

**Organisation/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

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

**Position within organisation \***

**Contact Phone Number \***

Please provide the best contact number during business hours

**Contact Email \***

**Postal Address \***

Address

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<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Alternate Contact Name**

**Alternate Phone Number**

Please provide an additional contact phone number

**Alternate Email**

Please provide an additional contact email address

**Organisation Website**

only if applicable

**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.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Applicant must have an ABN which matches the applicant name

## Proposed Event Details

\* indicates a required field

### Event Summary

**Name of event \***

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**Short event description**  
- provide a general overview of the event, including the event theme, activities, entertainment, catering and other relevant information. How do you summarise the 'experience' offered at your event? \*

Word count:  
Must be no more than 250 words.

**Event start date \***

**Event start time \***

**Event end date \***

**Event finish time \***

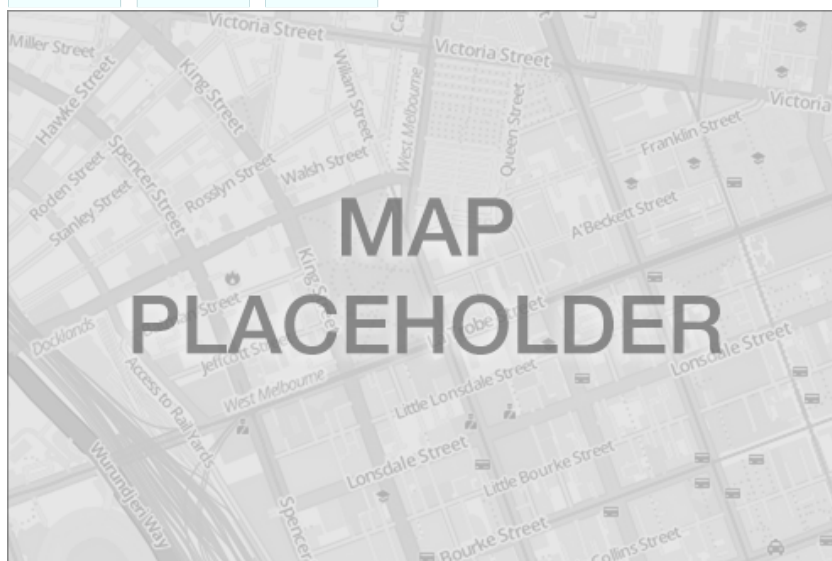
**Bump in and bump out times \***

When will you be setting up and packing up your event?

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

Address

Suburb State Postcode



Must be within the City of Port Adelaide Enfield Council area

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**Name of Reserve/Road \***

If not in a reserve put N/A

**Have you booked the space? \***

- ☐ Yes  
☐ No  
☐ Booking not required - event is not on council land

At least 1 choice must be selected.

To check availability and booking of a Council space please call our Community Bookings Officer on 08 8405 6950.

**I understand that if a permit is required, I will fill in a permit application \***

- ☐ Yes  
☐ No

An event permit is required for events held on Council owned land and roads. To learn more about the event permit application please visit <https://online.cityofpae.sa.gov.au/onlineform/events>

## Event Objectives

**Which category you are applying for? \***

- ☐ Neighbourhood Event - up to \$1,000  
☐ Community Event - up to \$7,500  
☐ Regional Event - up to \$15,000

Please refer to Events Grant guidelines to select relevant category.

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

\$

What is the total financial support you are requesting in this application? Funding is for up to 50% of the event cost, capped for each event category. Apply for what you need, it does not need to be the maximum amount available.

**Which grant objectives does the event align with? \***

- ☐ Economic Development - return economic benefit to businesses in the City of PAE  
☐ Visitor Economy - attract tourists and visitors to the City of PAE  
☐ Arts and Culture - foster access to social and cultural diversity  
☐ Placemaking - large scale public space activation  
☐ Delivery of significant community celebration  
☐ Delivery of select significant sporting events (with broad community interest and participation)  
☐ Responsiveness to Council's adopted Activation Principles

You need to select at least 1 choice if you are applying for a Neighbourhood Event, at least 2 for a Community Event, and at least 3 for a Regional Event.

**Please explain in detail how the event would meet each objective selected in the previous question and how it will**

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**make an impact for each of those. \***

Each objective should be addressed individually. This question is worth 30% of the total assessment so please be specific and use data wherever possible to back your statements.

### Event Planning, Promotion and Marketing

**Who is your target audience? \***

Word count:

Must be no more than 200 words.

**What is the estimated attendance for your event (per day)? \***

Must be a number.

**% of local residents \***

Must be a percentage

**% of people attending who live outside PAE \***

Must be a percentage

**Will there be any admission fees for your event? \***

☐ Yes

☐ No

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

Must be a dollar amount

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

Word count:

Must be no more than 250 words.

**Event history \***

Word count:

Must be no more than 250 words.

Describe the history/background of the event, including number of times the event has been held in the past, attendance numbers and key event outcomes.

**How is your event creative and innovative? \***

Word count:

Must be no more than 250 words.

**What strategies do you have in place to ensure the event is financially**

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### **sustainable now and in the future? \***

#### **Word count:**

Must be no more than 250 words.

Please describe what strategies you are putting in place to ensure the long-term financial sustainability of the event (if applicable).

### **Accessibility \***

#### **Word count:**

Must be no more than 250 words.

How will you ensure your event is accessible to a diverse audience (including people with disabilities, culturally diverse, aged, etc)? Your event planning should include an Accessibility Plan that addresses things like access/egress, parking, toilets, facilities, catering and promotion, SA Health requirements (if any), etc.

### **Event evaluation \***

#### **Word count:**

Must be no more than 250 words.

How will you know if you have achieved the objectives of the event? i.e. customer surveys, local business surveys, community surveys, participant surveys, attendance data. You will need to include this as part of your post-event acquittal.

### **Grant acknowledgement \***

#### **Word count:**

Must be no more than 250 words.

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

### **Please upload your completed event risk assessment \***

#### **Attach a file:**

If you are unsure or do not have a template available, a basic template for you to start is available at [https://www.cityofpae.sa.gov.au/\\_data/assets/word\\_doc/0040/1476787/PAE-Event-Risk-Assessment-Template.doc](https://www.cityofpae.sa.gov.au/_data/assets/word_doc/0040/1476787/PAE-Event-Risk-Assessment-Template.doc) - The City of PAE 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 event date as well as bump-in/out)
- ☐ Quote for Public Liability

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

#### **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.

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**for your event's Public Liability Insurance. \***

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

Attach a file:

## Additional Questions for Neighbourhood and Community Events

**Please upload your detailed Event Site Plan \***

Attach a file:

The Event Site Plan must illustrate the entire footprint of the event (indoor and outdoor) including, where applicable, toilets, parking, entry/exit, market stalls, food vendors, waste management, stage orientation, emergency vehicle access, etc.

**Please upload your detailed Event Run Sheet \***

Attach a file:

The Event Run Sheet is a detailed schedule that lists the timing and running order of site activities (including the event program) and identifies the person or supplier responsible for each task. The Event Run Sheet will include the sequence of your event day from site access, bump-in and deliveries, to start and finish times and final bump-out, and should reference times for suppliers and the public on site.

## Additional Questions for Regional Events

**Provide an Event Run Sheet, Site Plan and a Marketing Plan \***

Attach a file:

The Event Site Plan must illustrate the entire footprint of the event (indoor and outdoor) including, where applicable, toilets, parking, entry/exit, market stalls, food vendors, waste management, stage orientation, emergency vehicle access, etc. The Event Run Sheet is a detailed schedule that lists the timing and running order of site activities (including the event program) and identifies the person or supplier responsible for each task. The Event Run Sheet will include the sequence of your event day from site access, bump-in and deliveries, to start and finish times and final bump-out, and should reference times for suppliers and the public on site. If no file is uploaded you will only be considered for a maximum of \$7,500.

**Regional Events only - I would like to apply for a multi-year grant \***

- ☐ Yes - amounts stated below  
☐ No

Available for a maximum of 3 years.

### Year 1

\$

What is the amount of funds requested in the first year?

### Year 2

\$



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What is the amount of funds requested in the second year?

### Year 3

\$

What is the amount of funds requested in the third year?

## Past Events Information

\* indicates a required field

### Events experience

**Have you organised any other events before? \***

Must be no more than 250 words.

Please give detailed information into what they were, when they were conducted and what the outcomes were

### Previous Grant funding

**Have you received previous Grant/Sponsorship funding from the City of PAE before? \***

- ☐ Yes  
☐ No

If you have received previous Grant/Sponsorship funding can you please complete the table below

Event/Project name and year funding was received	Amount awarded for Event/Project
--	----------------------------------

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

## Budget - let's talk dollars

\* indicates a required field

Please note that if you obtain an Events Grant, no other costs associated with the event will be covered by the City of Port Adelaide Enfield. Please ensure **all** event costs - including venue/reserve hire, event waste management, power, security, first aid, irrigation marking

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on reserves, extra toilets or public toilet cleaning, road closures etc. - are reflected in your event budget.

Council can provide limited additional in-kind services to your event. Please tick "yes " and list them below if you need any.

**In-kind support needed?**

☐ Yes

☐ No

\*

**PAE has limited in-kind support available. Please let us know what would be helpful.**

## Event 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.**

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

**Income/Funding sources (including Council grant monies, in-kind, volunteer hours, other income)**

**\$ Amount**

**Expenditure/Costs (including in-kind, volunteer hour costs)**

**\$ Amount**

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

## Budget Totals

**Total Income Amount**

\$

This number/amount is calculated.

**Total Expenditure Amount**

\$

This number/amount is calculated.

**Income minus Expenditure**

\$

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

## Quotes

**Please upload at least 3 quotes for purchases \***

Attach a file:

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Choose purchases of \$500 or more to upload. Otherwise the highest expenditure quotes.

### 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.

Name of bank account 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 event.
- 5.I also confirm that I have read and understood the conditions for funding as outlined in the City of Port Adelaide Enfield's [Events Grant Guidelines](#) - I confirm that I accept and agree to abide by the conditions therein.
- 6.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.
- 7.I understand that should this application be approved by the City of Port Adelaide Enfield, I will be required to provide an Event Permit two months before conducting the Event, dependent on road closures.
- 8.I also agree to acknowledge Council's funding of the project in any publicity or promotion.
- 9.I further agree that monies received from the City of Port Adelaide Enfield 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 Port Adelaide Enfield.
- 10 Any changes to the agreed expenditure of Council's grant funds must be negotiated in writing with Council's Funding & Partnerships Officer.

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**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.