Events Grant 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?

Events Team

events@cityofpae.sa.gov.au

08 8405 6600

Grants Team

grants@cityofpae.sa.gov.au

08 8405 6600

Assessment

There are three funding rounds per financial year with opening and closing dates listed on the City of PAE website. All online applications will be assessed on comparative merit after each round has closed. Please note that the Events Grant Program budget allocated for the relevant financial year is subject to the successful adoption of the Annual Business Plan and Budget in June each year.

Applications will be assessed by City of PAE staff against the criteria outlined in the Events Grant Information Sheet.

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

You will be notified of the outcome within four weeks of the round closing date, with the decision made by the Assessment Panel final. All correspondence relating to an application will be made by email to the lead applicant.

Applicant Eligibility Criteria

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 have initiated an Event Permit due for completion at least 2 months before the event, if road closures are required and/or food vendors will be on site
☐ 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

Suburb State Postcode

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.

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 Event Details

* indicates a required field

Event Summary

Name of Event *

Short Event description - Provide a short summary of the event program and experience *

Word count:
Must be no more than 150 words.
Include: general theme and activities, target audience and key objectives.

Event start date *

The event start date must be at least four weeks after the grant round closes.

Event start time *

Event end date *

Event finish time *

Bump in and bump out times *

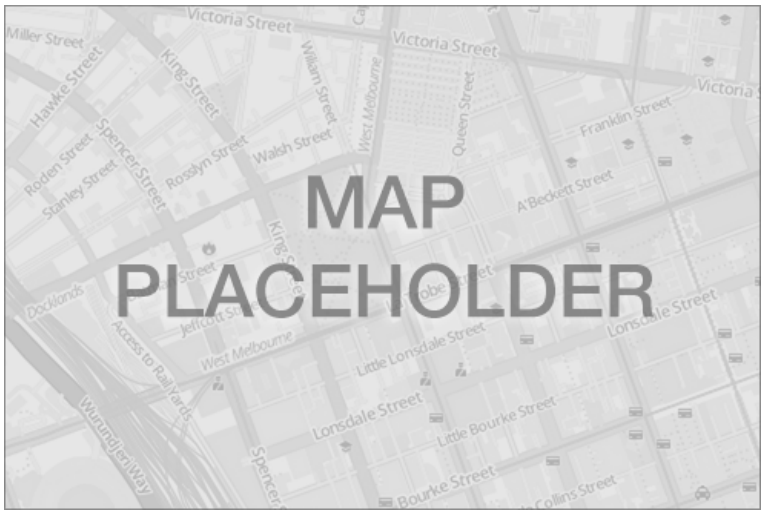
When will you start setting up and finish packing up your event?

Event Site

Name of Event Site/Property/Reserve/Road *

Site address where event will take place *
Address

Suburb State Postcode



Must be within the City of Port Adelaide Enfield Council area

Event site booking *

○ Event on private property – booking confirmation required
○ Event on Council property or reserve - booked via SpacetoCo

To check availability and booking of a Council property/reserve please visit SpacetoCo at https://www.spacetoco.com/org/cpae. If you can't find a suitable space on SpacetoCo, please contact our Bookings Officer at service@cityofpae.sa.gov.au or on 08 8405 6950.

Please upload the venue booking confirmation *

Attach a file:

Please upload your SpacetoCo booking request confirmation *

Attach a file:

Event Permit

Event Permit application *

○ Event on private property – an Event Permit is not required but specific forms may be required depending on the event offering (refer to the Event Permits webpage below to see which forms may need to be submitted)
○ Event on Council owned land or property - Event Permit application initiated or submitted (approved or pending approval)

An Event Permit is required for events held on Council owned land and roads. To learn more about the Event Permit application visit https://www.cityofpae.sa.gov.au/services/apply-for-permit/event

Event Permit application reference number *

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An Event Permit application reference number will be issued when an Event Permit application is initiated/submitted online.

Event Objectives

Select the Event Category you are applying for *

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

Refer to Events Grant Information Sheet for criteria. Please note that the Assessment Panel will have final say on which category (and therefore which funding level) the proposed event falls under.

How much funding are you applying for? *

$

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

Which Grant Objectives does your 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.

Summarise how your Event meets/achieves each Grant Objective selected above *

Word count:

Must be no more than 200 words.
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.

Describe how the PAE community can be involved in the Event *

Word count:

Must be no more than 200 words.

Event evaluation - what measures are in place to assess your Event objectives and outcomes? *

Word count:
Must be no more than 100 words.
E.g. QR code/customer surveys, head count,/attendances revenue, post codes, community surveys, participant surveys, attendance data. Must be included in the post-Event acquittal.

Grant acknowledgement - outline how you intend to recognise the support provided by the City of PAE *

Word count:
Must be no more than 100 words.

Event Planning, Promotion and Marketing

* indicates a required field

Audience

Who is your target audience? *

Word count:
Must be no more than 100 words.
E.g. families, cultural groups, local interest groups, sporting enthusiasts, car enthusiasts, etc

What is the maximum capacity of your Event (per day)? *

Must be a number.

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

Must be a number.

What is the estimated attendance of local PAE residents as a percentage of total attendees? *

Must be a percentage

What is the estimated attendance of visitors from outside PAE as a percentage of total attendees? *

Must be a percentage

Admission

Is there an admission fee for your Event? *

○ Ticketed Event
○ Free Event - no admission fee

Ticket price *

$

If your event is free say $0. If your event has tiered ticket pricing, nominate an everage ticket price.

Event Promotion

How will your Event be promoted/marketed? *

Word count:
Must be no more than 100 words.

What is the history of this Event? *

Word count:
Must be no more than 100 words.
Describe the background of the event, including number of times the event has been held in the past, attendance numbers and key event outcomes.

Event Planning

Event Site Plan - what considerations are in place for attendee, participant and local resident safety and comfort? *

Word count:
Must be no more than 100 words.
E.g. stages, production, first aid/medical, toilets, shade, family activities, music program, food vendors, accessible entry, emergency egress, etc. Please note that a detailed Event Site Plan must be attached with this application in the Attachments section.

Event Risk Assessment - what is the full name and contact number for the person responsible for site safety and decision-making (Chief Warden) of this Event? *

Word count:
Must be no more than 100 words.
Please note that a comprehensive Risk Assessment must be attached with this application in the Attachments section.

Accessibility - summarise how your Event provides access to a diverse audience including people with disabilities, culturally diverse, aging etc? *

Word count:
Must be no more than 100 words.

Outline your Accessibility Plan addressing site amenities including parking, toilets, sightlines, access/ egress, change facilities, sensory guides, catering and promotion, evacuation points, SA Health requirements as required, etc

Traffic Management - what measures are in place to address impacts on local traffic and parking? *

Word count:
Must be no more than 100 words.
Please note that a comprehensive Traffic Management Plan may be required for Events on Council property/land and/or estimated attendances exceeding 100 people. If required, please attach your Traffic Management Plan with this application in the Attachments section.

Sound Management - what measures are in place to mitigate noise impacts on local residents? *

Word count:
Must be no more than 100 words.
Please note that an approved Sound Management Plan may be required for this application. If required, please attach your Sound Management Plan with this application in the Attachments section.

Community Consultation - what measures will be implemented to notify local residents in relation to the Event? *

Word count:
Must be no more than 100 words.
E.g. letterbox drop distributed two weeks prior to households within 1km radius of Event site - Download sample template

Event Innovation and Financial Sustainability

What innovations have been implemented in relation to your previous Event/s? *

Word count:
Must be no more than 100 words.
E.g. modified site layout, new initiatives, alternate funding sources, etc.

Financial Model - is this Event reliant on other funding sources (ie. other grants, sponsorships, etc.)? *

Word count:
Must be no more than 100 words.
Itemise other funding sources as relevant: e.g. funding source and status (confirmed/unconfirmed), timeframes. Please make sure you include these funding sources in the event budget section of this application.

How will this Event proceed if the application is unsuccessful or partly funded? *

Word count:
Must be no more than 100 words.
E.g. Is the event scalable?

What financial strategies are in place to support future Events at the end of this grant? *

Word count:
Must be no more than 100 words.
Outline the ongoing funding model to ensure the long-term financial sustainability of the Event (if applicable).

Attachments

* indicates a required field

Please ensure to give each document a relevant file name so we know what it is.

Upload your Public Liability Insurance (PLI) Certificate of Currency (must include the Event date/s and bump-in/out) or a quote for your Event's PLI *
Attach a file:

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

Upload your Event Site Plan (this must be an illustration) *
Attach a file:

An illustration mapping out the entire footprint of the event (indoor and outdoor) including, where applicable, toilets, parking, entry/exit, market stalls, food vendors, waste management, stage orientation, production/technical layout, emergency vehicle access, etc.

Upload your 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.

Upload your Event Risk Assessment *
Attach a file:

The City of PAE accepts no responsibility for the development of others' Risk Management documents or procedures - Download sample template.

Upload your Event Traffic Management Plan (if required)
Attach a file:

Medium to large public events requiring the use of substantial infrastructure will need to submit a Traffic Management Plan. Substantial infrastructure includes, but is not limited to: • Heavy or large infrastructure which needs to be delivered directly to the reserve by vehicle. • Infrastructure which needs to be secured safely with pegs, spikes or stakes. • Infrastructure that has a platform with a height greater than 3m. • Infrastructure which requires power. • Food is made available for sale to event attendees. To find out whether your Event needs a Traffic Management Plan, please contact permits@cityofpae.sa.gov.au

Upload your Event Sound Management Plan (if required)
Attach a file:

When amplified music forms part of the event, the site plan will need to include the placement and orientation of the stage and speakers to demonstrate how this will mitigate sound travelling beyond the boundaries of the event, as well as provide details as part of the application to show how noise levels will be monitored and noise complaints managed. To find out whether your Event needs a Sound Management Plan, please contact permits@cityofpae.sa.gov.au

If available, upload any other documents to support your grant application
Attach a file:

Additional Questions for Regional Events

Upload your detailed Event Marketing Plan *
Attach a file:

If no file is uploaded, or if the plan is not sufficiently detailed, you will only be considered for a maximum of $7,500.

Would you 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? Max $15,000 available

Year 2
$
What is the amount of funds requested in the second year? Max $15,000 available

Year 3
$

What is the amount of funds requested in the third year? Max $15,000 available

Past Events Information

* indicates a required field

Events experience

Have you organised any other events before? *

Must be no more than 100 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

Complete the table below to list all previous Grant/Sponsorship funding received

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 are reflected in your event budget including but not limited to:

- venue/reserve hire
- event waste management
- power
- security
- first aid
- technical/production hire fees
- irrigation marking on reserves
- portable toilets and/or public toilet cleaning
- road closures
- traffic management consultants
- promotional costs
- performers/artists
- contractors
- purchases, etc.

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

Word count:
Must be no more than 100 words.

Event Budget

Please itemise:

- All income sources (including PAE grant amount requested, other grants, private sponsorships, ticket revenue, financial contribution from applicant or others, in-kind contribution from applicant or others) in the "Income Source" column.
- All proposed expenses/purchases (incl GST) in the "Expense Item" column.
- Budget must balance to zero.

Budget totals will be automatically calculated. The total expenditure amount and total income amount should be equal. Do not show a profit or loss.

The income and expense items in the table below are there as suggestions. You can keep them or remove them or add some more as needed.

Please note that any “in-kind contribution” needs to appear as both "Income Source" and equivalent "Expense Item/s", and must include a description (ie. venue hire) so that it is clear which expenses are provided in-kind.

INCOME SOURCE	$ Amount	EXPENSE ITEM	$ Amount
PAE Events Grant	$	Venue/reserve hire	$
Ticket revenue estimate	$	Traffic management	$
Confirmed grant funds	$	Security	$
Unconfirmed grant funds	$	First aid	$
Applicant financial contribution	$	Promotion	$

Applicant in-kind contribution (i.e. venue hire)	$	Artists/performers fees	$
Private sponsorships/ donations	$	Food/catering	$
Revenue from stallholders	$	Equipment hire	$
Collaborator financial contribution	$	Stage hire	$
Collaborator in-kind contribution	$	Waste management	$
	$	Technical/production hire	$
	$	Power supply/ generators	$
	$	Contractors	$
	$	Fencing	$
	$	Stage Manager fees	$
	$	Event management fees	$
	$	Licensing	$
	$	Entertainment	$
	$		$
	$		$
	Include a $ amount for each income source.		Include a $ amount for each expense item.

Budget Totals

Total Income

Total Income Amount

$

This number/amount is calculated.

Total Expenditure

Total Expenditure Amount

$

This number/amount is calculated.

Difference

Income minus Expenditure

$

This number/amount is calculated.
This number must equal zero to show that there is no profit or loss.

Quotes

Please upload a minimum of 3 quotes specifically matching your largest expenses/costs listed in the 'Expense Item' column in the budget *

Attach a file:

Quotes are critical to ascertain the cost of the proposed event - uploading quotes for your expense items, especially the largest expense items, will strengthen the quality of your grant application. It is

highly recommended that you submit as many quotes as possible beyond the minimum 3 required. Please note that applications without relevant quotes will not be considered for funding.

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.
Bank Account Name must match name of the applicant organisation.

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 Information Sheet - 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 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.