

Arts Grants 2020/21 Application Form Round 1

Form Preview

Declaration

Eligibility

To be eligible to receive an Arts Grant from the City, the applicant **must**:

- be an Australian legally constituted entity or be an individual with an Australian Business Number (ABN);
- have submitted the application not less than three months from the project commencement date;
- submit an application through the City's approved management portal, SmartyGrants (perth.smartygrants.com.au);
- have all appropriate insurances and licences; and
- be applying for a project or initiative which either occurs within the City of Perth local government area, or, of not within the City of Perth local government area, the project or initiative demonstrates that it directly supports the City of Perth goals as identified in the Strategic Community Plan.

The City will **not** consider applications from:

- the Commonwealth, State or any Government Agency;
- an employee of the City of Perth;
- an individual without an Australian Business Number;
- an applicant that has outstanding debts to the City of Perth;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City of Perth funding;
- an applicant that has already received City of Perth funding (including in-kind) for the same project within the same financial year;
- an applicant that has already applied for City of Perth Funding (including in-kind) for the same project within the previous four months and been refused; and
- an applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the City of Perth.

Activities not supported through an Arts Grant include:

- fundraising initiatives;
- events or projects where the primary purpose is religious or political;
- events or projects that denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- reimbursement of funds already spent; and
- salaries or wages for core administrative staff.

If you have any questions please contact the City of Perth Sponsorship Officer on 08 9461 3333.

I confirm that I have read and understood the Eligibility criteria before proceeding with the application

- Yes
 No

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Please note you are strongly encouraged to speak with a City of Perth Sponsorship Officer to ensure your event is eligible and aligned with the Arts Grants program.

Name of officer at the City of Perth with whom you have discussed your application

Please note you will be unable to proceed with this application

Applicant Details

* indicates a required field

Applicant Name *

Individual Organisation
Organisation Name

Title First Name Last Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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Address *

Address

Suburb State Postcode

Website

Must be a URL

What is your organisation's purpose or mission? *

Word count:

Must be no more than 250 words.

What type of projects or programs do you deliver? Are you member based or not-for-profit?

Primary contact person *

First Name

Last Name

This is the person we will correspond with about this grant

Position held in organisation *

Primary phone number *

Email address *

This is the address we will use to correspond with you about this grant.

Project Details

* indicates a required field

Project Name *

Must be no more than 20 words.

Project Start Date *

Project End Date *

If you are applying for funding for multiple events or projects, please insert the end date of the last event or project

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Total Funding Amount Requested *

a dollar amount and no more than 40000

Project Description *

Must be no more than 500 words.

Is this a new project? *

- Yes No

How many years has the program been running?

Venue

Where is your project being held?

Please detail all locations if being held in multiple venues

Has the venue/s been confirmed? *

- Yes
 No
 Some

Will you be using City of Perth managed space for your project? *

- Yes
 No

City owned spaces include Perth Town Hall, Northbridge Piazza, Murray Street Mall, Hay Street Mall, Forrest Place and various public parks, gardens and reserves. Visit the City's website for a full list.

Venue - City of Perth spaces

Organisers of events held on public land within the City of Perth municipality must lodge an application to the City of Perth for the proposed event. The **Health and Activity Approvals** team is responsible for approving all public events on roads, parks and reserves. The City requires applications for minor events to be submitted at least **one month** prior to the event, all other event applications must be submitted at least **six months** prior to the event. Various fees and charges may apply and a quotation will be provided to you. To access the event application form please [click here](#)

The **Health and Activity Approvals** team can be contacted on **08 9461 1444**.

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Have you submitted an event application to the City of Perth? *

- Yes
- No
- Not Applicable

Your application may not progress to assessment if your event utilises City of Perth public land and you have not submitted an event application.

Audience Profile

* indicates a required field

What is the cost for audiences/participants?

- Free
- Ticketed
- Both free and ticketed

If there are multiple parts of your project, you will have the opportunity to detail ticket prices for each component later in the application

What is the cost of a standard adult ticket to attend your event?

\$

Must be a dollar amount.

If there are various, please provide average cost

What is the cost of a child ticket to attend your event?

\$

Must be a dollar amount.

If there are various, please provide average cost

What is the cost of a concession ticket to attend your event?

\$

Must be a dollar amount.

If there are various, please provide average cost

Projected overall attendance at free components

Must be a number.

Projected overall attendance at ticketed components

Must be a number.

Total total attendance

This number/amount is calculated.

Where are your attendees from? *

- Perth CBD and surrounds
- Interstate

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- Greater metropolitan region International region
 Regional WA

Select all of those that apply. In order to select interstate or international, you must be able to demonstrate that attendees have specifically traveled from these locations to your program

Additional Project Components

* indicates a required field

Project components are considered distinct elements of your project. For example, you may be running separate events, workshops or other associated activities. Please detail each component of your project here.

If you have multiple, different components, you can click the "Add More" button to add a new section and enter the additional information.

- Do you have additional project components you wish to provide information on?**
- Yes
 No

Project Component *

Start Date *

Must be a date.

End Date *

Must be a date.

Description *

Projected attendance *

Must be a number.

Location / Venue *

Is this new programming? *

- Yes
 No
 NA (First year of event)

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This project component is: *

- Completely free
- Completely ticketed
- Both free and ticketed

If ticketed, what is the cost for a standard (adult) ticket to attend?

\$
Must be a dollar amount.

If ticketed, what is the cost for a concession ticket to attend?

\$
Must be a dollar amount.

If ticketed, what is the cost for a child to attend?

\$
Must be a dollar amount.

Assessment Criteria

* indicates a required field

Essential Assessment Criteria

Does the project demonstrate artistic excellence? *

Does the project increase opportunities for the community to participate in cultural life? *

Does the project contribute to a positive sense of place within the city and its neighbourhoods? *

Does the project support development of the local arts and cultural sector through the provision of professional development opportunities such as skills development, networking, connection and/or collaborations? *

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Does the individual or organisation have a demonstrated capacity to manage all aspects of the project? *

To what extent are the project plan and budget realistic and value for money? *

Optional Assessment Criteria

The below is a non-essential criteria (optional) based on goals identified in the City of Perth Strategic Community Plan. Applicants who can demonstrate their project achieves this can receive additional assessment points .

Does the project assist the City of Perth in activating public places that are well patronised and enjoyed by all?

- Yes
 No

Does the project celebrate Aboriginal culture?

- Yes
 No

Activating Public Places (optional)

You have indicated you project meets the optional Assessment Criteria. Please detail your response below.

How does your project assist the City of Perth in activating public places that are well patronised and enjoyed by all?

Celebrating Aboriginal Culture (optional)

You have indicated you project meets the optional Assessment Criteria. Please detail your response below.

How does your project celebrate Aboriginal culture?

Project Management and Delivery

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* indicates a required field

COVID-19 Contingency Plan

The COVID-19 pandemic is currently putting our local arts and events industries under unprecedented pressure. The City of Perth is committed to working with our local artists and organisations over this difficult period.

Please advise what your contingency plan would be if you are successful in your grant application however the widespread COVID-19 bans are still in force.

Please advise of any changes to your proposal / delivery method of your project. Examples may include changing to an online delivery model or any other methods that assist you and the artists you work with over this period.

Outline your COVID-19 Contingency Plan *

Project Management and Key Personnel

Summarise the role of key project staff (including artists) and their relevant experience *

You may wish to attach professional bios as support material. Please keep information succinct

Key Project Bios

Attach a file:

You may choose to upload professional bios here. Max file size 5MB

If relevant, please upload examples of past work

Attach a file:

Examples include images of work or performance and reviews. For video, include links in a word document attachment

Marketing and Promotion

Summarise the advertising and publicity you intend to carry out to promote your project

You may choose to attach your marketing plan as support material. Please include details of all social media channels including number of followers

Upload a Marketing Plan

Attach a file:

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You may choose to upload your marketing and promotional plan here. Max file size 5MB

Project Evaluation

Please detail how you will measure the success of your project *

Key Performance Indicators should be specific and measurable i.e. 750 people will attend. You will be required to report on this in your post event acquittal

Disability Access and Inclusion

Access and inclusion is vital to the City of Perth's Community Engagement Strategy.

The City of Perth wants to ensure access and inclusion for everyone. Access and Inclusion is about ensuring that all public services are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life. A copy of the City of Perth's Disability Access and Inclusion Plan is available [here](#).

Event organisers must consider accessibility as an important part of your planning and put measures in place to ensure the event is accessible to everyone.

Please refer to the Disability Services Commission "Creating Accessible Events" Checklist available [here](#).

Have you conducted a self-assessment using the Creating Accessible Events Checklist? *

- Yes
- No
- N/A

Will your event include any of the following? *

- Wheelchair access
- Interpreting
- Event signage in languages other than English
- Video recording or streaming online
- Captioning on videos
- Other:
- None of the above

**Please detail how you will address the following areas of access and inclusion at your event:
Text and content,
accessible paths
of travel, visibility,
toilets, signage and
communication.**

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You will be required to report on accessibility of your project on the conclusion of your project as part of the acquittal report.

Financial Details

* indicates a required field

Total Funding Amount Requested *

Must be a dollar amount and no more than 40000

Total Project Cost *

a dollar amount

What is the total budgeted cost (dollars) of your project?

Value In Kind

The City of Perth **does not** provide value in kind. Any fees and charges applicable to your project will be charged at the agreed rate when confirming your permits and approvals. You must take these charges into consideration when submitting this application.

Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be **GST exclusive**.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'DCA grant', 'ticket sales', 'Company X Corporate Sponsorship'. Examples of expenses could include 'Artist fees', 'venue hire', 'marketing'.

Your budget **MUST** be accurate at the time of submission and **does not have to balance income and expenditure**. Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

You may prefer to choose to attach a budget from your accounting system in the section below **Upload a Budget**.

Income Description \$

Expenditure Description

\$

	\$		\$

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have mandatory recognition requirements which must be provided as follows:

- Logo recognition on all project promotional material and project website;
- Opportunity to display City of Perth signage during the project, if applicable; and
- Opportunity for the City of Perth Digital team to access the project and produce content at the City's cost

You may choose to offer additional benefits or recognition to the City. If so, please identify these below:

I have read and understand the mandatory recognition requirements *

- Yes
 No

Please list any additional sponsorship benefits to be provided to the City of Perth for the requested level of funding.

Additional Information

Additional Supporting Information

If there is anything else that you would like to add to support your application, please comment or add supporting material below

Any further supporting material for your application can be uploaded here

Attach a file:

A maximum of 10 files may be attached. Suggested max file size 5MB. Click add

Certification and Feedback

* indicates a required field

Privacy Notice

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City of Perth pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles \(APPs\)](#) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, [click here](#)

Confidential Information

Please note that the City of Perth must comply with the Local Government Act in regards to making information available to the general public. An assessment of your application will form part of the Council Report which is made publicly available on the City of Perth website.

If you have included any confidential information as part of your application, please make this known to the Sponsorship Officer.

Canvassing of Elected Members

If prior to the determination of funding by the Council or Committee, an applicant (or any agent) canvasses any Elected Member of the City of Perth, or attempts to provide additional information, either directly or indirectly, on any matter relating to the sponsorship or grant to an Elected Member, the person/organisation may be disqualified and the sponsorship or grant excluded from being considered for approval.

In the event supplementary information is requested to be provided to Elected Members, please contact your Sponsorship Officer directly to disseminate this.

I agree *

- Yes
 No

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct.

I agree *

- Yes
 No

I understand that if we are successful in the application for an Arts Grant, we will be required to accept the terms and conditions of the funding as outlined in the City of Perth's sponsorship agreement. This is a standard agreement, and due to City policy, no changes are able to be made to the agreement.

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Please contact the Sponsorship Officer if you would like to view the standard agreement.

I agree *

- Yes
 No

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Name of authorised person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Must be a senior staff member, board member or appropriately authorised volunteer

Contact phone number *

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback to the City of Perth Sponsorship team so that we can continually improve our application form and process.

How did you hear about this funding program? *

- | | | | | | | | | |
|---------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------|----------------------------------------------|-------------------------------------------------|--------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Previous recipient | <input type="checkbox"/> City of Perth website | <input type="checkbox"/> City of Perth social media (facebook, twitter, LinkedIn) | <input type="checkbox"/> City of Perth newsletter | <input type="checkbox"/> Referral/word of mouth | <input type="checkbox"/> City of Perth event | <input type="checkbox"/> Advertising newsletter | <input type="checkbox"/> Industry forum or publication | <input type="checkbox"/> Internet search |
|---------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------|----------------------------------------------|-------------------------------------------------|--------------------------------------------------------|------------------------------------------|

Please indicate how you found the online application process: *

- Very easy Easy Neutral Difficult Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60 minutes

Please provide the City of Perth with your suggestions about any

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**improvements and/
or additions to the
application process/form
that you think we need
to consider.**