Venue Support Grant - Declaration

* indicates a required field

Please note the Eligibility Criteria for the City's Grants & Sponsorship programs before starting your application - see the relevant Guidelines on the Grants & Sponsorship page on the City of Perth website.

To be eligible to receive a Venue Support Grant from the City, you **must**:

- be a legally constituted entity or individual with an Australian Business Number (ABN) or be under the auspice of an Australian legal entity;
- be a not-for-profit or social enterprise, or a community group under the auspice of an Australian legally constituted entity; or
- for the Town Hall and the Library be an Australian legally constituted entity (including an individual operating as a sole trader with an ABN) holding $20m public liability insurance;
- have appropriate insurances and licenses where required, as outlined under the City's Activity Approvals or other relevant policies and procedures;
- have booked or submitted an application to book a City of Perth venue listed within the document or obtained a cost estimate for the booking;
- have submitted the Venue Support Grant application prior to the project commencement date with sufficient time to enable consideration by the city; and
- demonstrate financial viability without the City's funding (an individual event or project may not be viable without the City's support, however the organisation must be).

The City will not consider applications from:

- the Commonwealth or State Government Departments;
- a political party;
- an applicant that the City of Perth considers supports, promotes or facilitates violence, intolerance or discrimination;
- an employee or elected member of the City of Perth, or their immediate family members;
- an applicant that has outstanding debts to the City of Perth;
- an applicant who is in legal conflict with 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 same financial year and been refused; or
- an applicant that conducts themselves in a way the City of Perth considers to be injurious or prejudicial to the character or interests of the City.

The City will not consider applications for the following projects or project expenses:

- projects where the City of Perth consider the primary purpose to be political;
- projects that the City of Perth consider denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- projects that request reimbursement of funds already spent;
- projects that are for debt reduction or operational deficits; and

- project legal expenses.

The City will not support recurrent operational funding, including, but not limited to wages, salaries, or administrative overheads. Additional eligibility and other application requirements are set out in the City's Sponsorship and Grants Policy. The applicant must review the Policy prior to submitting an application for sponsorship funding and, to the extent of any inconsistency, the Policy takes precedence over this document.

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 *
○ I confirm

I have applied at least eight weeks prior to the start of the project *
○ Yes ○ No

The City of Perth encourages applicants to apply eight weeks prior to the start date of activity to allow sufficient time for assessment and notification of decision.

Organisations applying for support within this program must be:

- a legally constituted entity or individual with an Australian Business Number (ABN); or
- a not-for-profit or social enterprise or a community group under the auspice of an Australian legally constituted entity; or
- for the Town Hall and the Library be an Australian legally constituted entity (including an individual operating as a sole trader with an ABN) holding $20m public liability insurance.

I confirm *
○

Please provide evidence of the organisations not-for-profit or social enterprise, or community group under the auspice of an Australian legally constituted entity status or insurances. *
Attach a file:

Please note you are required to speak with a City of Perth Sponsorship Officer to ensure your project is eligible and aligned with the Venue Support Grants program.

I have consulted with a City of Perth Sponsorship Officer in regards to my application *

○ Yes ○ No

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

Please note it is a requirement of this program to discuss your application with a Sponsorship Officer prior to submitting. Please contact the City's Sponsorship team on 9461 3333 to discuss.

City of Perth Library Application Submission

* indicates a required field

Application Submission Criteria

Prior to submitting a Venue Support Grant application, applicants should first check the suitability and availability of the venue.

Please refer to the Perth Town Hall for the venue specific booking/ event application submission time frames. An application **must first be lodged** with the **City of Perth Library prior to applying for a Venue Support Grant** for the proposed project.

Additional fees and charges may apply and a quotation will be provided to you.

The **City of Perth Library** team can be contacted on **08 9461 3500 or via email**.

Have you submitted a booking request/ Event Application to the City of Perth Library? *

○ Yes ○ No

Your application will not progress to assessment if you have not submitted an Event Application.

General Information

The City will process the grant as in-kind support for the specific venue booking, on behalf of the successful applicant. If associated hire fees are more than the grant amount, the applicant will be invoiced for the additional fees or charges not covered under the Venue Support Grant. All other details regarding the hire of the venue must be handled by the applicant.

The application will also be assessed in consultation with the preferred venue to discuss the ability to provide venue support at that time.

Eligible costs

A Venue Support Grant is applicable to the venue hire cost only and does not extend to other city fees and charges or service costs outlined below

Ineligible costs Applicants may only request in-kind support for venue hire fees. The following costs are not covered by this program: • all associated bonds; • waste and cleaning fees; • staffing fees and costs; • power consumption charges that may apply to venue use; • security charges; • on-street Parking bays; • City of Perth Parking facilities;

and • any cancellation fees applicable if the event is cancelled. Should the applicant wish to apply for these costs in-kind, they should apply under the most relevant funding program.

Please note, booking fees may apply when submitting an Event Application, this fee is not refundable and can not be claimed under the Venue Support Grant program.

In-kind Support Request

The Venue Support Grant program (City of Perth Library) offers a maximum in-kind contribution to the value of $1,000 (ex GST) for City venue hire fee's.

Please attach your venue hire quote/ cost estimate or booking confirmation *
Attach a file:

Total value of in-kind support requested *

$

Please provide the quoted venue hire fee for your activity. Do not include any other fees or charges eg. bin hire, power etc.

Applicant Details

* indicates a required field

Organisation or Business 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.

Primary Contact *

Title First Name Last Name

Applicant Contact Position *

Applicant Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Phone Number *

Must be an Australian phone number.

Applicant Email Address *

Must be an email address.

Website

Must be a URL.

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	

Project Information

* indicates a required field

Project name *

Must be no more than 50 words.
Your title should be short but descriptive

Project venue/ location *

For Parks, Public Places and Thoroughfares covered under this program, please refer to the guidelines or make contact with the City of Perth on 9461 3333.

Project description *

Must be no more than 100 words.
Please include detail of the benefit of this event to the community

Booking start date *

This date is the date which the venue booking commences and may differ from the activity (project) start.

Booking end date *

This date is the date which the venue booking commences and may differ from the activity (project) start.

If your event runs over a series of dates and times, please list them here

Project start date *

Date that the activity commences

Start time *

End time *

Project end dates *

Date that the activity concludes entriely

Projected attendance *

Must be a number.
Total number of attendees over all events

How did you reach this projected attendance number? *

E.g., have you run this event previously?

Project cost to attend and/or participate

The City aims to support projects within this program that are free and open to the community to attend and/or participate.

Is the project free to participate and/or attend? *

- ○ Yes
- ○ No - There is a fee to participate and/ or attend.

Please detail cost for attendees and participants

If ticketing, attending or participation costs vary please list.

Program Criteria

* indicates a required field

Venue Criteria

Eligible applicants for Venue Support are to demonstrate how the activity (project) aligns to the program outcomes defined below: • Demonstrate how the activity will attract **visitation** to the city and encourage people to increase dwell time in city neighbourhoods. • Demonstrate how your project **celebrates the diversity** of Perth, by engaging a diverse range of community groups and promote participation. • Provide detail on how the activity will **stimulate the local econom**y through engagement with businesses in the City of Perth.

The applicant will be assessed against the extent to which the the activity addresses the venue specific criteria in the table below.

Please note, Activities are to address 2 of 3 of the below criteria.

Please select the two criteria which the project addresses: *

☐ Visitation
☐ Engaging a Diverse Community
☐ Economic Growth

At least 2 choices must be selected.

Visitation

Visitation *

This number/amount is calculated.

Visitation Activities that: • are free and open to the community; • promote visitation, attracting over 20 people; and • increase exposure to the venue.

Please describe how your project will address the above Visitation criterion *

Engaging a Diverse Community

Engaging a Diverse Community Activities that:

- provide life-long learning opportunities;
- appeal to a range of diverse communities; and
- promote participation, social wellbeing and inclusion.

Please describe how your project will address the Engaging a Diverse Community criterion *

Economic Growth

Economic Growth Activities that:

- engage services from businesses within the City of Perth; or
- offer incentives or promotions to encourage engagement with businesses in the City of Perth; or
- promote businesses within the City of Perth through the activity and the organisations communication channels.

Please describe how your project will address the Economic Growth criterion *

Project Financial Information

* indicates a required field

Total value of in-kind support requested *

$

This number/amount is calculated.

Previous City of Perth Funding

Please detail all previous grants, sponsorship or in-kind support received by this applicant from the City of Perth for this or other projects.

Please add additional lines if required.

Financial Year	Program/Event	Amount
		Must be a dollar amount.
		$
		$
		$

Budget

Please provide a detailed project budget by completing the income and expenditure tables below or uploading a budget worksheet.

The project budget is to include 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 'performer fees', 'venue hire', 'marketing'.

Your budget **MUST** be accurate 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 must include all potential or secured sponsorship or grants within the income table.

Please select whether you would like to upload the project budget or complete the budget table within the form *

○ Upload budget ○ Complete budget within form

Form Budget (ex GST)

Income	$	Expenditure	$
	$		$
	$		$

Budget Totals

Total Income Amount *

$

This number/amount is calculated.

Total Expenditure Amount *

$

This number/amount is calculated.

Income - Expenditure *

$

This number/amount is calculated.

Upload Budget

You may upload a budget from your accounting system here *

Attach a file:

Applicant Documentation

The applicant is required to provide documentation to demonstrate the financial viability of the organisation. *

Attach a file:

This could include a bank statement, financial statement or Business Activity Statement.. Max file size 5MB.

Successful applicants will be required to provide evidence of appropriate insurances at the time of Agreement execution. Please select: *

○ Provide now (attach below)

○ If successful, will be provided at time of Agreement execution

Please upload evidence of relevant insurances.

Attach a file:

Eg. Public Liability Certificate of Currency, Workers Compensation and Volunteers Compensation (where applicable)

Certification and Feedback

* indicates a required field

Privacy Notice

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 and other relevant legislation in regard to making information available to the general public.

An assessment of your application will form part of the decision recommendation report which is subject to potential Freedom of Information (FOI) requests.

Successful applicants may be listed on the City's website.

If you have included any confidential information as part of your application, please make this known to the Sponsorship Officer so that this information can be treated as Commercial-in-Confidence.

Conditions of Funding

City of Perth Grants and Sponsorship Agreement

Successful applicants will be required to accept the terms and conditions of the funding as outlined in the City of Perth's Grants and Sponsorship agreement. The Grants and Sponsorship Agreement is a standard legal document, amendments can not be made to the terms and conditions of the agreement.

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

I agree and understand that amendments can not be made to the standard agreement *

○ Yes ○ No

Grants and Sponsorship Acquittal

Successful applicants will be required to acquit the project for which they have been funded.

The information within the application will be used to inform the acquittal process and the success of the project.

If successful, the applicant agrees to submit the acquittal by the determined due date.

I agree *

○

Lobbying of Elected Members and Administrative Staff

Applicants or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff. If, during the period between submitting funding application and a determination by Council, an applicant or any member of the public seeks to lobby any Elected Member or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter

relating to the funding application, the person/organisation will be disqualified and the sponsorship 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 *
○

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, and I understand that if the applicant organisation is approved for this funding, we will be required to accept the terms and conditions of the funding as outlined in the letter of approval and or agreement.

I agree * ○

Name of authorised person * First Name Last Name

Applicant Contact Position *

Applicant Primary Phone Number *
Must be an Australian phone number.

Applicant Primary 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? *

- ☐ Previous recipient
- ☐ City of Perth website
- ☐ City of Perth social media (Facebook, Twitter, LinkedIn)
- ☐ City of Perth newsletter
- ☐ Referral/word of mouth
- ☐ City of Perth event
- ☐ Advertising
- ☐ Industry forum or publication
- ☐ 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? *

Must be a number.
Estimate in minutes i.e. 1 hour = 60 minutes

Please provide the City of Perth with your suggestions about any improvements and/ or additions to the application process/form that you think we need to consider.