

# Venue Support Grant 2024/25 Application Form

## Form Preview

## Venue Support Grant Program 2024/25

### Overview

The Venue Support Grant program offers support to organisations accessing City managed venues, malls, parks, gardens, public places and thoroughfares.

#### Funding Available

Support is available in 2 categories:

1. Community Venues - up to \$2,500 ex GST in-kind support
2. Parks, Public Places and Thoroughfares - up to \$7,500 ex GST in-kind support

The grant covers **venue hire fees only**. Applicants must meet all standard conditions of hire and pay all additional charges such as deposit and bond, security/key deposit, public liability insurance, cancellation fees, audio visual, and any additional employee or service costs.

#### Key Dates

The City will accept applications for a Venue Support Grant at any time, however decisions are made on a case-by-case basis in line with budget and strategic priorities. This grant operates as exhaustive funding and the City reserves the right to close the program once the available budget has been expended.

#### Documentation Required

Applicants will need to supply the following documentation:

- Evidence of financial viability through a recent bank statement, business activity statement or annual reporting statement.
- Copies of relevant insurance.
- Booking confirmation or cost estimate for an eligible City of Perth community venue, park, public place or thoroughfare.

## Declaration

\* indicates a required field

### Eligibility

Please note the Eligibility Criteria for the Venue Support Grant program before starting your application - see the program Guidelines on the [Sponsorship & Grants](#) page on the [City of Perth](#) website.

To be eligible to receive sponsorship from the City, the applicant **must**:

- be a legally constituted entity or individual with an Australian Business Number (ABN);
- have appropriate insurances and licenses where required, as outlined under the City's Activity Approvals, venue, or other relevant policies and procedures;
- have booked, or submitted an application to book, a City of Perth venue listed within this document and obtained a cost estimate for the booking;

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- have submitted the application prior to the project commencement date with sufficient time to enable consideration by the City; and
- demonstrate financial viability without the City's support (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, however this does not include an application from an organisation that an employee, elected member or their immediate family member may be part of;
- 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. Further details on eligibility and requirements can be found in the [City's Sponsorship and Grants Policy](#).

The applicant must review the Policy prior to submitting an application for grant funding and, to the extent of any inconsistency, the Policy takes precedence over this document.

If you have any questions please contact a 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

Please note, before you commence your application you are required to speak with a City Sponsorship Officer to ensure your event is eligible and aligned with the program.

**I confirm that I have spoken to a City of Perth Sponsorship Officer about my event and application \***

I confirm

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**Which Sponsorship Officer at the City of Perth have you discussed your application with? \***

**Please list any other City of Perth officers you have spoken to regarding your application**

## Applicant Details

\* indicates a required field

### Definition of Applicant

**Definition of 'Applicant':** the party that makes an application, including its officers, directors, employees, an auspice of an applicant, an agent, or any individual who represents, acts on behalf of, or in the interests of, the applicant.

For the purpose of this application, you will be asked to provide the details of the applicant entity and the responsible contact person.

### Applicant Entity

**Definition:** the organisation or individual who will enter into an agreement with the City of Perth and in-kind support will be granted to.

#### **Applicant Entity \***

Organisation Name

Make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

#### **Applicant Entity 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

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ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Address \*

Address

  

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

### Website

Must be a URL

### Organisation's purpose or mission statement \*

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

## Applicant Contact

**Definition:** the person completing this form and will be responsible for communicating with the City of Perth during the application and assessment process.

### Who is completing this application form? \*

- Event Owner, Employee, Board Member or Volunteer (person directly employed by the 'applicant', organisation which owns the event)
- Authorised Agent, such as contracted Event or Project Manager or similar

## Applicant Contact Details

### Applicant Contact \*

Title      First Name      Last Name

            

This contact will be the person the City will correspond with regarding the application process

### Position held in organisation \*

### Applicant contact number \*

### Applicant contact email \*

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Must be an email address.

### Authorised Agent Details

As this application is being completed by an external party from the applicant organisation, the following detail is required:

#### **Authorised Agent Organisation \***

Organisation Name

#### **ABN of Authorised Agent Organisation \***

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	

Must be an ABN.

#### **Authorised Agent Address \***

Address

  

#### **Authorised Agent Contact \***

Title      First Name      Last Name

            

This contact will be the person the City will correspond with regarding the application process

#### **Position in organisation \***

#### **Authorised Agent contact number \***

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### **Authorised Agent contact email \***

Must be an email address.

### **Please upload documented evidence provided by the applicant authorising the agent to complete this application on their behalf \***

Attach a file:

This could be an email or letter from the applicant entity stating authorisation to act on their behalf.

## Required Documentation

The following documentation is required from all applicants in this program

### **In which City managed venue are you hosting your project? \***

### **Please attach your venue hire quote/cost estimate or booking confirmation \***

Attach a file:

### **A financial statement, business activity statement or similar to demonstrate financial viability \***

Attach a file:

This could include an annual financial statement or Business Activity Statement

### **Applicants operating as a trust are requested to provide the Trust Deed**

Attach a file:

### **Successful applicants will be required to provide evidence of appropriate insurances at the time of agreement execution \***

- Provide now (attach below)
- If successful, will be provided at time of agreement execution

### **Please provide evidence of appropriate insurances (e.g. public liability)**

Attach a file:

## Project Information

\* indicates a required field

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### Key Details

**Project name \***

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

**Project description \***

Word count:  
Must be no more than 500 words.  
Provide a description of your project - what are you planning to do?

**Total amount requested**

\$

This amount will be calculated from responses later in the application form

**Project start date \***

This should be the start date of public activity

**Project end date \***

If your event runs over multiple dates, please enter the date of the final event.

**Project start time \***

This is the time the event opens to the public

**Project end time \***

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

**Is this a new event? \***

Yes  No

**How many years  
has your event been  
running? \***

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Rod Evans Community Centre is offering free venue hire from January 2023 - January 2024. Please contact Community Services to discuss.

(08) 9461 3920 or CMSINBOX@cityofperth.wa.gov.au

**Do not proceed with this form**

## Assessment Criteria

\* indicates a required field

### Part One: Project Outcomes

Eligible applicants for Venue Support Grants will be assessed against the extent to which the activity addresses key priority outcomes: visitation, engaging a diverse community, and economic growth.

**Applications for Perth Town Hall, Citiplace Community Centre, Rod Evans Community Centre and City of Perth Library, are required to address 2 out of 3 assessment criteria.**

**Please select the two criteria which the project addresses: \***

- Visitation
- Engaging a Diverse Community
- Economic Growth

At least 2 choices and no more than 2 choices may be selected.

### Part One: Project Outcomes

Eligible applicants for Venue Support Grants will be assessed against the extent to which the activity addresses key priority outcomes: visitation, engaging a diverse community, and economic growth.

**Applications for Parks, Public Places and Thoroughfares will be required to address all 3 assessment criteria.**

## Visitation

Activities that:

- Are free and open to the community;
- Create safe and enjoyable experiences in the public realm;
- Attract visitors and increase dwell time to the city and city neighbourhoods;
- Increase exposure to the venue or promotes its heritage and history; or
- Activates the venue with weekend daytime activity.

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



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### Total Projected Attendance \*

Must be a number.

### How did you reach this projected attendance number? \*

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

### Is your project free or ticketed for attendees/audience? \*

Completely free       Completely ticketed       Free and ticketed  
eg. entry into a music festival is ticketed, spectators watching a fun run is free

## Attendance and Participation Cost

### Please detail cost for attendees and participants? \*

If ticketing, attending or participation costs vary please list. If multiple tiers of pricing please detail the range of prices (adults, children, concession etc).

## Engaging a Diverse Community

Activities that:

- Acknowledge, recognise and engage with the traditional owners of city lands, the Whadjuk Nyoongar people;
- Appeal to a range of diverse communities, encouraging participation from groups such as youth, seniors, people living with disability, etc.;
- Provide accessible and relevant community support services;
- Provide life-long learning opportunities; or
- Promote participation, social wellbeing and inclusion.

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

## Economic Growth

Activities that:

- Engage services from businesses within the City of Perth;
- 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 organisation's communication channels.

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

Please include the names of the businesses that are participating.

**How many local businesses will be engaged during this project? \***

Must be a number.

## Part Two: Project Delivery

Applicants will also be assessed on the following questions based on information provided throughout the application:

- Does the applicant have a demonstrated capacity to manage all aspects of the project including a realistic budget?
- Has the applicant considered the suitability of the Venue and whether the nature of the activity complements the Venue?

## Financial Detail

\* indicates a required field

### In-kind Support Request

The Venue Support Grant program offers a **maximum in-kind contribution to the value of \$2,500 ex GST** for City Community Venue hire fees.

### In-kind Support Request

The Venue Support Grant program offers a **maximum in-kind contribution to the value of \$7,500 ex GST** for City Parks, Public Places and Thoroughfares hire fees.

**Total value of in-kind support requested \***

\$

Must be a dollar amount.

Please provide the quoted venue hire fee for your activity. Do not include any other fees or charges e.g., power, security, deposit, etc.

## Budget

**What is the total cost of your project? \***

\$

What is the total budgeted cost of your event?

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Please provide a detailed event budget including projected income and expenditure.  
The budget should include details of other funding that you have applied for and whether it has been confirmed or not. All amounts should be **GST exclusive**.

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

- Upload budget  Complete budget within form

### Form Budget (GST exclusive)

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

The event 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 add additional lines if required.

Income Description	\$	Expenditure Description	\$
City of Perth in-kind grant	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Total Income Amount \***

\$

This number/amount is calculated.

**Total Expenditure Amount \***

\$

This number/amount is calculated.

**Total Profit \***

\$

This number/amount is calculated.

### Upload Budget

**You may choose to upload a budget from your accounting system here \***

Attach a file:

Max file size 5MB

### Previous City of Perth Funding

**Has the applicant previously received funding from the City of Perth? \***

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Yes

No

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

Please add additional lines if required.

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

## Additional Information

**If there is anything else that you would like to add to support your application, please add it here**

**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

## 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 *State Records Act 2000 (WA)*, *Local Government Act 1995 (WA)* and other relevant legislation and regulations.

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

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

### Commercial-in-Confidence

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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.

### **I agree to these requirements**

Yes

## Conditions of Funding

### **City of Perth Sponsorship and Grants agreement**

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

Please follow the link to view the standard City of Perth [Letter of Agreement Template](#)

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

I agree to the terms of the City template.  I do not agree to the terms of the City template and list below the changes requested

### **Provide detail on the requested amendments to the City of Perth Sponsorship or Grants Agreement template \***

## Sponsorship and Grants 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. An applicant will not be eligible for future funding if they have failed to provide satisfactory acquittal reporting for any previous City funding.

### **I agree to these requirements \***

Yes

## Lobbying of Elected Members and Administrative Staff

Applications 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 a funding application and a determination by Council or the CEO, 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

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indirectly, on any matter relating to the funding application, the person/organisation will be disqualified and the sponsorship application excluded from being considered for approval.

In the event supplementary information is requested this will be communicated by your Sponsorship Officer directly.

### I agree to these requirements \*

Yes

## Applicant 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). The City of Perth may contact this person to certify the contents of the application.

**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 and certify this application \*

Yes

### Certification Contact \*

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

### Contact Position \*

### Primary Phone Number \*

### Primary Email \*

## Application Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few minutes to provide some feedback to the City of Perth Sponsorship team so 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 event           |
| <input type="checkbox"/> City of Perth website                                    | <input type="checkbox"/> Advertising                   |
| <input type="checkbox"/> City of Perth social media (Facebook, Twitter, LinkedIn) | <input type="checkbox"/> Industry forum or publication |
| <input type="checkbox"/> City of Perth newsletter                                 | <input type="checkbox"/> Internet search               |
| <input type="checkbox"/> Referral/word of mouth                                   |  |

### Please indicate how you found the online application process \*

Very easy

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- 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**