Venue Support Grant 2026/27 Application Form
Form Preview

Introduction

Program Information

The Venue Support Grant program provides support to organisations accessing City managed venues, malls, parks, gardens, public places and thoroughfares, for events/ activities that are open to the public to attend.

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.

Before You Begin

To make your application process simple, we recommend having the following documents available:

Program guidelines

- Review the guidelines and make sure you understand all requirements of the program.
- You can also review the Make Your City Event Shine event guide for practical considerations that will help you address the assessment criteria.

Required Documentation

1. **Project budget showing income and expenditure**
   - You can attach this as a document or use the form builder option. A template is available here.
2. **Evidence of financial viability**
   - e.g. a recent bank statement, business activity statement or annual reporting statement.
3. **Copies of relevant insurance**
   - If you don't have available this can be provided during the agreement stage.

Feedback

- A Sponsorship & Grants Officer is available to provide feedback and answer any questions you may have about the application process prior to submitting.

Eligibility Declaration

* indicates a required field

Please note the Eligibility Criteria for the Venue Support Grant program before starting your application.

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 where required, as outlined under the City's Activity Approvals or other relevant policies;
- have submitted the application prior to the project commencement date with sufficient time to enable consideration by the City;
- offer a project or initiative within the City's local government area; 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 considers) supports, promotes or facilitates violence, intolerance or discrimination;
- an employee or elected member of the City, or their immediate family, 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 entity that an elected member or City employee has an ownership stake in;
- an applicant that has outstanding debts to the City;
- an applicant who is in legal conflict with the City;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City funding;
- an applicant that has already received City funding (including in-kind) for the same project within the same financial year; and
- an applicant that conducts themselves in a way the City 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 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.

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

I confirm that I have read and understood the Eligibility Criteria before proceeding with the application. *
○ I confirm

Before you commence your application you are required to speak with a City Sponsorship & Grants Officer to ensure your project is eligible and aligned with the program.

Which Sponsorship and Grants 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

Applicant

Definition: the organisation or individual who will enter into an agreement with the City of Perth and funds will be paid to.

Applicant Entity *
○ Individual ○ Organisation
Organisation Name

Title | First Name | Last 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

ATO Charity Type	More information
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 *

Word count:
Must be no more than 100 words.
What type of projects or programs do you deliver? Are you member based or not-for-profit?

Application 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? *
- ○ Owner, Employee, Board Member, Volunteer of the applicant organisation
- ○ Authorised Agent, such as contracted third-party 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 *

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	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

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 *

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 form the applicant entity stating authorisation to act on their behalf.

Required Documentation

The following documentation is required from all applicants in this program

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

Key Details

Project name *

Must be no more than 15 words.
Your title should be short but descriptive

Which City managed venue are you hosting your project at? *

Project description *

Word count:
Must be no more than 350 words.
Provide an overview of your project - what are you planning to do?

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

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.

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 Amount Requested *

Project start date *

This should be the start date of public activity. Do not include rehearsals or bump-in.

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 *

This is the time the event closes to the public.

Provide any additional information about your event dates and times:

If you have multiple event components or dates please upload a schedule here.

Attach a file:

Total projected attendance *

Must be a number.

Is this a new event? *

○ Yes ○ No

How many years has your event been running? *

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, Langley Park Pavilion 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

When answering the below question, you may like to consider if the event/project is:

- Open for the community to attend for free or low cost;
- Creates safe and enjoyable experiences in the public realm;
- Attracts visitors and increase dwell time to the city and city neighbourhoods;
- Increases 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 below Visitation criteria. *

Word count:
Must be no more than 350 words.

How did you reach this projected attendance number? *

E.g. Have you run the event previously?

The event program for attendees/audience is:
○ Completely free ○ Completely ticketed ○ Free and ticketed
eg. entry into a music festival is ticketed, spectators watching a fun run is free etc.

Optional supporting documents can be attached
Attach a file:

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

When answering the below question, you may like to consider if the event/project:

- Acknowledges, recognises and engages with the traditional owners of city lands, the Whadjuk Nyoongar people;
- Appeals to a range of diverse communities, encouraging participation from groups such as youth, seniors, people living with disability, etc.;
- Provides accessible and relevant community support services;
- Provides life-long learning opportunities; or

- Promotes participation, social wellbeing and inclusion.

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

Word count:
Must be no more than 350 words.

Optional supporting documents can be attached
Attach a file:

Economic Growth

When answering the below questions, you may like to consider how your event/project:

- Engages services from businesses within the City of Perth;
- Offers incentives or promotions to encourage engagement with businesses in the City of Perth; or
- Promotes businesses within the City of Perth through the activity and the organisation's communication channels.
- If you have engaged with businesses located within the City of Perth, please list them (supplier, discount/vouchers, local activity promotion)

Please describe how your project will address the Economic Growth criteria. *

Word count:
Must be no more than 350 words.

Optional supporting documents can be attached
Attach a file:

Part Two: Project Delivery Criteria

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 Details

* indicates a required field

Budget

What is the total cost of your project? *

$

What is the total budgeted cost of your event?

Please provide a detailed event budget including projected income and expenditure. Your request to the City of Perth should be shown as projected income.

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**.

EXAMPLE BUDGET TEMPLATE: You can download and use our Budget Template as a guide.

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

○ Upload budget ○ Complete budget below in 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	$
	$		$
	$		$
	$		$
	$		$

Total Income Amount * **Total Expenditure Amount *** **Total Profit ***

$
This number/amount is calculated.

$
This number/amount is calculated.

$
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

We would like to understand the impacts to your project/event if the in-kind support is not approved.

Please consider how you will address this and if there are elements of the event that will be scaled or not delivered.

How will you address changes to your project if your funding goals are not achieved? *

Word count:
Must be no more than 200 words.

Additional Information

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

Word count:
Must be no more than 300 words.

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

The City of Perth is committed to protection of information, including your personal information in accordance with the Privacy and Responsible Information Sharing Act 2024, additional details regarding which are set out on the City's website at Privacy and Personal Information Statement and the attached Collection Notice.

Information Protection

If you are intending to include any confidential or other protected information as part of your application, please make this known to the Sponsorships and Grants Officer so that the City can endeavour to treat this as Commercial-in-Confidence and/or confidential and/or otherwise appropriately protected.

However, please note that the City of Perth must comply with the *State Records Act* 20000 (WA), *Local Government Act* 1995 (WA) and other relevant legislation and regulations, as well as appropriately reply to any Court Orders, Notices to Produce, a Subpoena, regulatory notices from government agencies and otherwise as required by law. Successful applicants may be listed on the City's website in addition to other "open government" reporting requirements.

Your application and the City's assessment of your application may form part of the City's decision recommendation report, each of which may be subject to Freedom of Information (FOI) requests (including redaction of protected information where allowed, such as when 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 links to view the standard City of Perth Sponsorship Agreement or Grant Agreement templates.

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

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

In the event supplementary information is requested, this will be communicated by a Sponsorship and Grants Officer directly.

I agree to these requirements *
○ Yes

Applicant Certification

This section must be completed by an appropriately authorised person from within the applicant entity (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.

This section must not be completed by an authorised agent acting on behalf of the applicant.

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

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 and Grants team so 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 *