



**City of Port Phillip
Local Festivals Fund
Application Form**

2011/12

Part B – Application form (Ensure you have read the Guidelines and Criteria before you begin filling in this form.)

LOCAL FESTIVALS FUND (Put the title of the festival below)					
1. ORGANISATION THAT WILL MANAGE THE FUNDS					
Organisation				ABN	
CEO/Chairperson or President					
Street address					
				Postcode	
Postal address					
				Postcode	
Phone		Fax		Email	
2. MAIN PROJECT CONTACT					
Title		First name		Surname	
Organisation			Position		
Phone		Fax		Email	
Amount requested:					
Festival start date		Festival finish date			
Estimated festival attendance					
Project location					
<ul style="list-style-type: none"> • Please provide attached acknowledgement of a booked venue (this can be a tentative booking). • If you are using open spaces in the City of Port Phillip please contact the Foreshore Events Adviser on 9209 6320 and ask for an Event Application Form. 					
3. PROJECT SUMMARY (Describe the overall concept and activities of the project and its relevance to the fund. Max 2 paragraphs)					

4. How has the idea for the project emerged? (2 paragraphs)

5. Explain your organisation's ability to undertake the project. (E.g. project management experience, experience in running similar events). (3 paragraphs – can also be illustrated in attached résumés)

6. How will the project be managed? (E.g. will you set up a steering committee, recruit volunteers?) (3 paragraphs)

7. What opportunities for promoting the City will you offer the City of Port Phillip as a funding partner?

Budget Details

- Please see **key** at bottom of page for a range of typical budget expenses.
- Expenditure to be funded through the Local Festivals Fund must be identified with an asterisk (*) in the column provided.
- **Total income must equal total expenditure**

Income	\$	Expenditure	\$	*
Grants ¹		Project / production costs ⁵		
Artists & other contribution ²		Marketing and promotion ⁶		
Project income ³		Administration / public liability insurance ⁷		
Other ⁴		Salaries, fees, other costs ⁸		
TOTAL		TOTAL		

Key

1. Local Festivals Fund, Local, State or Federal Funding, private/corporate sponsorship
2. Cash, in-kind contribution, value of materials
3. Box office (with details on how figure was estimated), merchandise, membership, entry fees
4. Donations / fundraising
5. Development costs, production, technical needs, materials, postage
6. Promotions, publicity, advertising, printing, graphic design, programs, posters
7. Office costs, admin, public liability insurance
8. Wages and other costs

Will you be able to undertake your project if you receive less than the requested amount?

Yes

No

If yes, how? Please note any areas where you will cut costs or program outcomes.

Please provide details of funding sought from other government bodies or private sponsors (including the amount requested and the amount received, if known)

Application checklist (Ensure you prepare your application according to page three of the Guidelines and Criteria)

Please complete this checklist and attach a copy to the end of your application.

- 1. Completed application form with detailed budget
- 2. An expanded project description, clearly outlining what the project intends to achieve including, but not limited to the following information (**this information should not exceed 10 pages**)
 - Explanation of how the project meets all of the essential funding criteria
 - Explanation of how you will measure the success of the project
 - Timeline of the project (include preparation, presentation and project acquittal)
 - Details of the publicity and marketing plan – this may be simple or complex – depending on your celebration.
 - A risk management plan, including a matrix identifying risks and measures to minimise risks (the detail provided with this will depend on the size of the event you are planning.)
- 3. Supporting documentation
 - A copy of your *certificate of currency* for public liability insurance, listing the Port Phillip City Council as an interested party
 - Résumé highlights of key creative personnel (only contain information relevant to the project.)
 - Letters of support from both relevant businesses providing in-kind or financial support; and community groups involved in your celebration.
 - Acknowledgement of a booked venue (this can be a tentative booking).
 - If using open spaces in the City of Port Phillip attach confirmation you have contacted the Foreshore Events Adviser on 9209 6320 and submitted an Event Application Form.
 - Applicable material such as:
 - CD;
 - CD-ROM;
 - DVD;
 - video;
 - photographs;
 - colour laser copies;
 - brochures;
 - reviews; and
 - slides (a maximum of six slides contained in a slide sheet can be submitted).

Please provide one copy of material only. All material must be clearly labelled with the applicant's name and address and placed at the back of the application.

I certify that all details supplied in this application form and in the attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of the applicant organisation or auspicing body.
I agree to contact the City of Port Phillip in the event that any information regarding this application changes or is found to be incorrect.

Name _____

Position in organisation _____

Signature _____

Date _____

Privacy Notification

The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining Local Festivals Grants from the Local Festivals Fund. The personal information will be used solely by the City of Port Phillip for this primary purpose and the directly related secondary purpose of sending you a grant application form for next year. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information.

Program Enquiries

If you need further information on making your application, contact the Arts Administrator at the City of Port Phillip.

Telephone: 03 9209 6217

Fax: 03 9536 2717

aswinton@portphillip.vic.gov.au

Information on this fund and other funding programs is available on the City of Port Phillip's website at www.portphillip.vic.gov.au

Where to send your application

Postal address:

Amanda Swinton
Arts Administrator
Arts and Festivals
City of Port Phillip
Private Bag No 3,
PO St Kilda, Victoria 3182

Or you may hand deliver to:

Street Address

Arts and Festivals
City of Port Phillip
Level 1/232 Carlisle Street
Balaclava, 3183

NOTE: The review committee may not consider applications that do not include all of the information requested on the application form. Please keep a copy of this application and the supporting documentation for your files.