



**City of Port Phillip  
Local Festivals Fund  
Guidelines and Criteria**

**2011/12**

# Local Festivals Fund Funding Guidelines and Criteria

---

## Part A – Guidelines and Criteria

### Introduction

The Local Festivals Fund has been developed to support the celebration of the City's people, places and cultural heritage. The City endorses the philosophy that true community celebrations are only meaningful if they are generated and resourced by the local community, for the local community.

The funding program aims to support small-scale local neighbourhood celebrations that celebrate the City's community spirit, identity and engage our community as active participants.

It is council's intention to support groups that manage and stage their own celebrations.

Community event organisers can apply for funds for logistics and infrastructure associated with community celebrations.

Usually, a maximum of \$10,000 is usually available per project. Funding provided in the current financial year does not assure that funding will be available in future years. This fund is intended for seed and development funding.

### Who is eligible for funding?

Council encourages applications to the Fund from groups and organisations that demonstrate the involvement of a cross section of the community. A clear understanding of the factors that contribute to successful and safe community events will be an advantage to applicants.

### Examples of ineligible requests

The City of Port Phillip Local Festivals Fund will not fund festivals that:

- Seek to attract only a special interest audience and/or recruit new members (e.g., religious, political, members only)
- Are created and/or promoted primarily as a fundraiser
- Are organised by an individual or private enterprise
- Have already occurred

## **Assessment Criteria**

Applicants **must clearly and separately address** each of the following assessment criteria and demonstrate how the community celebration will:

- Be generated by the community and have a high degree of support and ownership within the community for whom it is intended
- Profile City of Port Phillip arts and cultural organisations.
- Encourage audience development and participation of residents in the arts and cultural activity
- Actively involve City of Port Phillip residents in the artistic content of the event
- Be affordable and provide equitable access for all City of Port Phillip residents
- Promote tolerance and diversity within the community
- Be able to demonstrate a level of support and commitment either financial or in-kind by local business towards the running of the festival
- Be produced in an environmentally responsible manner and have minimal impact on residential amenity. Outline strategies for waste minimisation and/or recycling
- Be consistent with Councils own corporate and ethical standards and sponsorship policy.

## **Grant conditions**

### **Funding agreement**

Successful applicants will be required to enter into a formal agreement with the Port Phillip City Council.

### **Legal and insurance standards**

All applicants must ensure that they comply with all legal and insurance standards. For certain projects that include public participation or occur in public areas, applicants will be asked to produce proof of public liability insurance (certificate of currency).

### **Applicant responsibilities:**

Successful applicants must ensure they act with fairness and equity in all matters concerning staff recruitment and management, for both paid and volunteer staff.

Funded applicants are required to comply with relevant Acts such as:

- Workplace Relations Act 1996
- Equal Opportunity Act 1995
- Racial and Religious Tolerance Act
- Victorian Information Privacy Act 2000
- Occupational Health and Safety Acts, Regulations and Codes of Practices
- Victorian Workcover Scheme

## **Funds as taxable income**

Any monies received by the grant recipient will be considered to be taxable income unless the Australian Taxation Office has declared the organisation a tax-exempt body. For detailed information visit [www.ato.gov.au](http://www.ato.gov.au) or phone 13 28 66.

## **GST (Goods & Services Tax)**

Organisations and individuals are strongly encouraged to clarify their GST status and indicate on the application form what that status is. For detailed information visit [www.ato.gov.au](http://www.ato.gov.au) or phone 13 28 66

## **Future funding**

Funding provided in the current financial year does not assure that funding will be available in future years.

## **Assessment process**

All applicants will receive a letter confirming receipt of their application.

The Local Festivals Fund is a competitive fund and the Port Phillip City Council cannot fund all the applications it receives. The success of applications is determined by the application's merits against the funding criteria and program objectives, and in competition with assessment against other applications.

## **How to apply**

The Local Festivals Fund is open to applicants throughout the year. Applications must be received a minimum of ten weeks prior to the date of the event.

1. Fill in the application form either electronically by tabbing from one box to the next through the document and typing (minimum 11 point font) in your details (use the mouse or the letter 'x' to check boxes) or you can print out and neatly handwrite with black pen. ***Do not staple or bind the document.***
2. Ensure you have included all material as outlined in the application checklist:
  - Completed application form with detailed budget
  - 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 copy of your certificate of currency for public liability insurance, listing the City of Port Phillip as an interested party
  - Information on the proposed marketing plan of the festival
  - 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.)

- 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.
  - Applicable support material such as CDs, DVDs, brochures etc
- 3.** Submit one (1) original and two (2) photocopied versions of your application.