



# Cultural Development Fund Festivals and Events Grants Guidelines

## City of Port Phillip

99a Carlisle Street, St Kilda, VIC 3182

📞 ASSIST 03 9209 6777

🌐 [portphillip.vic.gov.au](http://portphillip.vic.gov.au)



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### Language assistance

廣東話 9679 9810   Ελληνικά 9679 9811   Polska 9679 9812  
普通話 9679 9858   Русский 9679 9813   Other 9679 9814

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If you are deaf or have a hearing or speech impairment, you can phone us through the National Relay Service (NRS):

- TTY users, dial **133677**, then ask for **03 9209 6777**
- Voice Relay users, phone **1300 555 727**, then ask for **03 9209 6777**

🌐 [www.relayservice.gov.au](http://www.relayservice.gov.au)

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## Acknowledgment of Country

Council respectfully acknowledges the Traditional Owners of this land, the people of the Kulin Nations. We pay our respect to their Elders, past and present. We acknowledge and uphold their continuing relationship to the land.

## Introduction to Cultural Development Fund

The CDF-Festivals and Events grant offers opportunity for arts, cultural, trader and community organisations to apply for funding to support delivery of festivals and events in the City of Port Phillip that engage our community, foster social connectivity and/or drive visitation and support local economic benefit.

This fund is intended for seed and development funding and applicants are encouraged to seek out other sources of sponsorship and in-kind contributions to complement the support of council.

### Grant objectives

- Leverage and support events that drive economic growth by increasing visitation and tourism to the City, enhancing its reputation as a destination.
- Support organisations to develop and manage vibrant festivals and events in the City of Port Phillip that showcase our places and spaces, meeting community and industry needs.
- Support capacity building, mentoring, partnerships or collaborative development.
- Support and engage diverse communities of all ages and backgrounds, by developing events that engage with the wider Port Phillip community, introducing new experiences and connections.

### Council priorities

Events should provide opportunity and support diversity and vibrancy for the community while building identity for spaces and fostering local pride. In addition, events should attract and welcome visitors, drive tourism and local economic growth, as well as celebrate art and culture.

Events should contribute to the [Council Plan and Budget - City of Port Phillip](#) strategic directions to guide our program priorities for the future. Events will be evaluated according to how well they meet these Priorities:

- **Vibrant:** with a flourishing economy, where our community and local business thrive, and we maintain and enhance our reputation as one of Melbourne's cultural and creative hubs.

- **Inclusive:** a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities.
- **Sustainable:** Port Phillip has a sustainable future, where our community benefits from living in a bayside city that is cleaner, greener, cooler and more beautiful.

## Guiding Council Strategy

Council's [Events Strategy 2023-26](#) sets out Council's vision for events in the municipality, and how they should contribute to the community and daily life in the City of Port Phillip.

Applicants may also refer to Council's [Live Music Action Plan 2021-2024](#)

## Funding Tiers

All events are categorised into two tiers to ensure the application, assessment and subsequent grant allocation is equitable and reflective of the level of investment. Tiers are categorised by the total grant value and defined by the criteria below.

	Attendance	Marketing and Promotion	Local business/precinct benefits	Environmental impact management
<b>Tier One</b> <b>\$5,000-\$10,000</b>	Minimum 250 overall attendance with at least some free programming of event	Local exposure through marketing promotion	Identified local economic benefits	Provide appropriate event waste management and consideration of positive sustainability impact.  No single use plastics
<b>Tier Two</b> <b>\$10,001 - \$25,000</b>	Minimum 2,000 overall attendance with significant free programming. (Lower attendance numbers can be considered if the event can show significant	Significant local exposure through extensive marketing promotion.  Digital, print, signage or speaking opportunities.	Significant measurable local economic benefits  Engagement with minimum of 5 local businesses  Promotional opportunities for local businesses.	Clearly identified ways to reduce environmental impact  Supply of waste management and noise management plans as relevant to the event.

	positive impact to the local economy or strong alignment with Council's strategic priorities.			Demonstrate positive sustainability impact in project planning
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## Applying for a Cultural Development Fund grant

### Eligibility

To be eligible for Cultural Development Fund: Festivals and Events Grants funding applicants must:

- be a 'Not-for-Profit' arts, cultural or community organisation
- be Incorporated or auspiced by an Incorporated Association that is deemed to be non-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the [Income Tax Assessment Act 1936](#))
- provide an ABN or an Auspice Organisation ABN
- have Public Liability Insurance with a minimum of \$20 million or an Auspice Organisation Public Liability Insurance with a minimum of \$20 million
- have complied with all terms and conditions including the submission of a satisfactory project status and acquittal reports for all previous City of Port Phillip Grants
- Funded events must be based in the City of Port Phillip
- Organisations with existing funding service agreements with the City of Port Phillip must apply in partnership with at least one other entity such as a trader, cultural organisation, community group, artist, or group of artists.

### What can be funded?

The following will be considered for funding:

- Vibrant festivals and events that engage community and/or which can show significant community benefit in the City of Port Phillip.
- Different modes of delivery including outdoor or indoor events or a combination of both.
- Live events that include some shared online content.

Please note that applicants that have a financial relationship with the City of Port Phillip (for example as employee, contractor or creditor) must declare this connection in the application. All information will be assessed accordingly.

### **What can't be funded (exclusions)?**

Funding in this round is not available for:

- Events which require retrospective funding, such as events which have commenced or are completed.
- Full online only events (some online event components are allowed as part of a live event).
- Capital works projects, such as infrastructure or purchase of plant and equipment.
- Events that are run as part of a competition or which awards prizes, primarily as a source of fundraising.
- Events that are a part of a formal course of study.
- Recipients of funding service agreements who do not apply in partnership with at least one other entity such as a trader, cultural organisation, community group, artist, or group of artists.
- Projects that do not align with Council's principles and values as identified in the [Council Plan 2021-31](#).

Applicants are encouraged to discuss their idea with a Council Officer before applying.

### **Assessment process**

After you have submitted your grant application:

- You will receive an email confirming receipt of your application and a PDF copy of your application for your records.
- Council officers conduct an eligibility check, including initial assessment. Applicants that do not meet eligibility criteria will not continue for further assessment and applicants will be notified by email.
- Your application will be assessed by a Council assessment panel consisting of three Council Officers with relevant expertise across related portfolios and is approved by the relevant Manager and appointed on an annual basis.
- All recommendations are presented to Council and applicants are notified of the outcome by email. It is noted that applications recommended by the Internal Panel can be presented directly to Council should opportunities arise.
- Recipients will be listed on the Council's website and may be published in Council's Annual Report.



## Assessment criteria

Cultural Development Fund: Festivals and Events Grants assessment panel will assess all eligible applications against the following assessment criteria:

Assessment Criteria	Weighting
<b>Leverage and support events that drive economic growth by increasing visitation and tourism to the City, enhancing its reputation as a destination</b> <ul style="list-style-type: none"> <li>provides local economic benefit to the City (e.g. incentive offers / packages, marketing / promotion, other measurable outcomes)</li> <li>encourages visitation and increase the City's profile as a tourist destination</li> <li>directly engages with local businesses as part of event delivery</li> </ul>	<b>35%</b>
<b>Support organisations to develop and manage vibrant festivals and events in the City of Port Phillip that showcase our places and spaces, meeting community and industry needs</b> <ul style="list-style-type: none"> <li>is the event unique, creative or trialling a new idea?</li> <li>the event activates our priority areas as identified in the Events Strategy (priority areas include: Port Melbourne, Balaclava and East St Kilda, St Kilda in Winter / shoulder months, South Melbourne and Fishermans Bend?</li> <li>the event meets community demand, support our creative industries, live music, or deliver on the brand and character of the area?</li> </ul>	<b>25 %</b>
<b>Support capacity building, mentoring, partnerships or collaborative development</b> <ul style="list-style-type: none"> <li>the organisation has the necessary resources and experience to successfully manage the project or program</li> <li>the budget reflects value for money</li> <li>shows evidence of in-kind contribution?</li> </ul>	<b>15%</b>
<b>Support and engage diverse communities of all ages and backgrounds, including the development of work that engages with the wider Port Phillip community</b> <ul style="list-style-type: none"> <li>demonstrates a high level of diverse community involvement and interest</li> <li>provides free programming elements that encourage active participation or will the event attract new audiences or introduce new experiences to our community</li> </ul>	<b>10%</b>

<b>Event delivery</b> <b>Does the event:</b> <ul style="list-style-type: none"> <li>• minimises environmental impact from the event where possible? (e.g. sustainable practice to reduce waste or waste impact on the local environment)</li> <li>• considers the impact the event may have on local residents or businesses (e.g. control of noise, allows access to properties, complies with relevant legislation)</li> </ul>	<b>10%</b>
<b>Standard of application</b> <ul style="list-style-type: none"> <li>• the application of high standard that has completeness of information, and accurate and completed budget and demonstrates the organisation's ability and capacity to deliver the event</li> <li>• the budget demonstrate value for money, attempt to source other funding where applicable and show financial viability with or without Council funding</li> </ul>	<b>5%</b>

## Support documentation required

The following support documents may be uploaded with the electronic application. Please limit size of individual documents to 2MB where possible.

- Confirmation of commitment from supporting venue(s) where applicable.
- Letters of support from participating organisations and or partners.
- Proof of public liability cover to the value of \$20m.
- Resume highlights of the key personnel (only contain information relevant to the event).
- Copy of most recent annual report (where applicable).
- Key examples of previous event promotional material, reviews, articles or supporting images of previous events.
- Supplementary budget information including quotes (where applicable).
- A risk management plan; including a matrix identifying risks and measures to minimize risks (the detail provided with this will depend on the size of the event you are planning and should include reference to Victorian Government COVID safe advice).
- Short artist bios or CV's of key artists involved in the event.
- Relevant experience of producers or festival/event committee.

- Links to vimeo, facebook or youtube as additional supplementary material in labelled fields. Avoid using links to online support material that require passwords for access.

## **Permits and Local Laws**

Events in Council venues or open spaces such as parks and foreshore may need permits. Applicants proposing events which include the exhibition and installation of artworks or the building of temporary structures, or performances or events in public and open space, may need advice regarding a permit application prior to application submission.

### **Event advice (for events in open space)**

If you are organising an event in an open space, discuss your event with Council's Events Team well in advance of your event presentation date.

Applicants planning events in outdoor public space will be required to apply for a City of Port Phillip Event permit.

For information and contacts refer to [City of Port Phillip Events Application](#) webpage

## **Working with First Peoples**

It is considered respectful to follow cultural protocols when engaging with Traditional Owner Groups who are the custodians of their land and hold cultural authority to any future projects or events that occur on their land and waterways.

Applications, particularly those that include any Indigenous elements or initiatives should engage with Traditional Owners and the best way to achieve this is through a consultation process.

The Traditional Boundaries that make up the City of Port Phillip belong to the Bunurong People, Boon Wurrung People and the Wurundjeri Woi Wurrung People of the wider Kulin Nation; with Bunurong People and Wurundjeri Woi Wurrung People being formally recognised as Registered Aboriginal Parties. The Bunurong People are represented by the [The Bunurong Land Council Aboriginal Corporation](#); The Boon Wurrung People are represented by the Boonwurrung Land and Sea Council and the Wurundjeri Woi Wurrung People are represented by the [Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation](#).

## **Artists working with community**

Community groups and artists who are interested in working with the community may find this useful [The Arts Ripple Effect | Creative Victoria](#).

A printed version of these guidelines is available on request.

# Submitting your application

All applications are made online through City of Port Phillip's Smarty Grants.

[SmartyGrants registration](#)

[Help guide for applicants](#)

[Applicant frequently asked questions](#)

For all enquiries, please contact us via ASSIST on 03 9209 6777 or send a service request online [Contact us - City of Port Phillip](#)

To find out about other City of Port Phillip funding and grants programs go to the [Funding Grants and Subsidies webpage](#)

## Support provided by Council

### Grants Information Sessions and Grant Writing Workshops

All applicants are strongly encouraged to attend a Grant Writing Workshop before applying for a Council Grant.

To attend a Grant Writing Workshop, visit [Grant Writing Workshops<sup>1</sup>](#)

Interpreters for Auslan and languages other than English are available upon request. If you have any access or support requirements to enable equitable participation in these sessions, please contact the Grants and Funding Officer, on phone: 03 9209 6777 or email: [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

See [Cultural Development Fund: Festivals and Events Grants Timeframes](#) for Information Session and Grant Writing Workshop dates

## Funding principles

Funding Principles	Funding Principles Example
Child Safe Standards	Meet obligations in relation to keeping children and young people safe

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<sup>1</sup> Full weblink to grant writing workshops <https://www.portphillip.vic.gov.au/people-and-community/community-sector-resources>

Funding Principles	Funding Principles Example
Inclusion and Accessibility	Be free from discrimination and enable equitable participation for all community members
Equity	Address disadvantage and offer equal opportunity to all by recognising the individual needs of different community members
Responsiveness	Consult with participants and service users to respond to community needs.
Efficiency and Effectiveness	Maximise use of community and Council resources to achieve project goals.
Accountability	Maintain transparent governance and reporting processes.
Sustainability	Model environmental, social and economic sustainable practice.

Table 4: Funding principles

## Access and inclusion

Interpreters for Auslan and languages other than English are available upon request. If you have any access or support requirements to enable equitable participation in this program, please contact the Grants and Funding Officer on 03 9209 6777 or email [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

A printed version of these Guidelines is available on request.

The City of Port Phillip is committed to equitable participation and engagement to its services and programs.

Council has also provided an [Accessibility and Disability Inclusion Fact Sheet<sup>2</sup>](#) to support applicants in ensuring that their projects are inclusive for all participants

## Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse, and we are a committed Child Safe organisation. [Our commitment<sup>3</sup>](#) is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip.

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<sup>2</sup> Full web link to Accessibility and Disability Inclusion Fact Sheet:

<https://www.portphillip.vic.gov.au/media/3m2fxcxh/accessibility-and-disability-inclusion-fact-sheet-for-grant-applicants-2021.pdf>

<sup>3</sup> Full web link to Council's Child Safe Standards: <https://www.portphillip.vic.gov.au/about-the-council/strategies-policies-and-plans/child-safe-standards>

All grant applications that work directly with children and young people are required to comply with legislation and regulations relating to child safety including, but not limited to, the *Working with Children Act 2005* and the Working with Children Regulations 2016 and the [Victorian Child Safe Standards \(CSS\)](#).

Successful applicants may be required to provide evidence of complying with Victorian Child Safe Standards by completing a declaration and providing copies of Working With Children Checks.

## LGBTIQA+

Council prides itself on being welcoming and sensitive to the needs of people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer and asexual (LGBTIQA+).

Council works hard to ensure our community is inclusive and we are committed to promoting a fair, just and tolerant community.

Applicants are encouraged to consider how they can ensure events are safe, welcoming and inclusive of LBGTQIA+ community.

## Sustainability

The City of Port Phillip has committed to improving sustainability and reducing waste through its strategies, [Act and Adapt – Sustainable Environment Strategy 2023 - 2028](#)  
Applicants are advised to avoid:

- balloons
- single use plastic bags and straws
- single use crockery and cutlery that cannot be recycled

Applicants are encouraged to consider how they can reduce their impact on the environment by:

- avoiding the use of disposable decorations
- reducing power consumption
- using e-ticketing
- promoting public transport, walking and cycling
- sharing resources with other organisations or project supporters
- washing crockery and cutlery rather than using disposable items
- encouraging reusable coffee cups
- providing drinking water to reduce the use of plastic bottles
- composting organic waste.

For advice about making your event more sustainable, contact Council on 9209 6777 or [enviro@portphillip.vic.gov.au](mailto:enviro@portphillip.vic.gov.au)

## Lobbying

Canvassing or lobbying of councillors, employees of the City of Port Phillip or assessment panel members in relation to any grant, subsidy and sponsorship applications is prohibited.

## More information

The City of Port Phillip is committed to providing equitable participation and engagement. If you have any accessibility or support requirements to complete your grant application, please contact the Grants and Funding Officer, phone: 03 9209 6777 or email:

[grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

## Checklist: Preparing your grant application

Task	Useful information and references
Successfully acquit all previous grants from the City of Port Phillip.	This includes either a Project Status Report or an Acquittal Report (if project is complete) for the previous year's Cultural Development Fund: Festivals and Events Grants  Council will consider an applicant's previous compliance with grant acquittal requirements when checking eligibility for and assessing new grant applications.
Read the Cultural Development Fund: Festivals and Events Grants Guidelines	(This document)
Check your organisation or group is an eligible applicant.	<a href="#">Eligibility</a> <a href="#">Appendix A – Definitions</a> <a href="#">Appendix B – City of Port Phillip Map</a> <a href="#">Appendix C – Grant terms and conditions</a>
Check your project or program is eligible for a Cultural Development Fund Grant.	<a href="#">Cultural Development Fund Grants</a> <a href="#">What can be funded?</a> <a href="#">What can't be funded (exclusions)?</a>

Review the list of previous Cultural Development Fund Grant recipients to understand the types of projects and programs funded.	<a href="#">Previous Cultural Development Fund Grant recipients<sup>4</sup></a>
Check the Cultural Development Fund: Festivals and Events Grants Timeframes align with your project or program timeframes.	Program <a href="#">timeframes</a>
Familiarise yourself with the Council Plan.	<a href="#">Council Plan 2021-31<sup>5</sup></a>
Attend a grants information session or grant writing workshop (or both).	Cultural Development Fund <a href="#">-Grant writing for Creatives Workshop and information Session<sup>6</sup></a>
Start a new Cultural Development Fund Grants application in SmartyGrants: <ul style="list-style-type: none"> <li>• Visit the City of Port Phillip SmartyGrants website.</li> <li>• Select the Cultural Development Fund Grants category to which you would like to apply.</li> <li>• You will then be asked to log into your existing SmartyGrants account or register as a new user.</li> </ul>	<a href="#">City of Port Phillip SmartyGrants website<sup>7</sup></a> <a href="#">City of Port Phillip SmartyGrants Login and Registration page<sup>8</sup></a>
Review the Assessment Criteria in these Guidelines.	<a href="#">Assessment Criteria</a>
Fill in and complete your application form. Note: In the budget section, ensure the income equals expenditure.	<a href="#">City of Port Phillip SmartyGrants Login and Registration page</a> <a href="#">Access and inclusion</a>

<sup>4</sup> For full link to Previous Grant Recipients: [Cultural Development Fund - Festivals and Events - City of Port Phillip](#)

<sup>5</sup> For full web link to the Council Plan 2021-32: <https://www.portphillip.vic.gov.au/about-the-council/council-plan-and-budget>

<sup>6</sup> For full web link to Cultural Development Fund Grants Information Session: <https://www.portphillip.vic.gov.au/people-and-community/funds-grants-and-subsidies/community-grants-program>

<sup>7</sup> For full web link to the City of Port Phillip's SmartyGrants website: <https://portphillip.smartygrants.com.au>

<sup>8</sup> For full web link to the City of Port Phillip's SmartyGrants Login and Registration: <https://portphillip.smartygrants.com.au/applicant/login>



	<a href="#">LGBTIQA+</a> <a href="#">Sustainability</a>
<p>Obtain and attach all mandatory supporting documentation to your application.</p> <p>There are additional requirements for applicants who are being auspiced.</p>	<a href="#">Support documentation required</a>
<p>Review your application to ensure it is complete:</p> <ul style="list-style-type: none"> <li>• All mandatory questions answered</li> <li>• The budget section balances – Total project income equals total project expenditure</li> <li>• All mandatory supporting documentation attached</li> </ul>	
<p>Submit your application via SmartyGrants by the closing date.</p>	<p>Check the current <a href="#">program timeframes</a>.  Late applications will not be accepted.</p>

Table 5: Checklist - Preparing your application

## Appendix A – Definitions

**ABN (Australian Business Number):** The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for the organisation or for the Auspice organisation must be provided in the grant application.

**Assessment Panel:** Your application will be assessed by a Council assessment panel consisting of three Council Officers with relevant expertise across related portfolios and is approved by the relevant Manager and appointed on an annual basis.

Care is taken to ensure that representatives do not have a conflict of interest in assessing and recommending Grants for funding.

**Auspice:** A legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

**Acquittal Report:** An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project objectives. Grant recipients will be required to provide a testimonial or photo as supporting documentation along with their acquittal report. The acquittal report also includes a financial statement detailing how the funds were spent. The financial statement must include a detailed budget breakdown. Acquittal Reports will be due 4 weeks after project completion or at the end of the funding period. All acquittal reports are summarised and presented to Council one month after the due date. Organisations that do not submit their acquittal report will be listed and may not be eligible for further funding from the City of Port Phillip.

**Community:** For the purposes of the Cultural Development Fund Grants, 'community' refers to people living, working, visiting and studying within the City of Port Phillip.

**Conflict of Interest:** A conflict of interest occurs if a member of the Assessment Panel has something to personally gain from the grant application. It also extends to providing family and close friends with preference.

**Council:** The City of Port Phillip is defined as a geographical area and also the entity which has the authority to make decisions on behalf of the City of Port Phillip.

**Funding Agreement:** A Funding Agreement is a formal document stating the purpose of the funding, the financial amount, and the conditions attached to the grant. It also defines

the rights and responsibilities of the grant recipient and Council. Once signed, recipients are under a legal obligation to comply with the stated terms and conditions. A Funding Agreement will be issued to successful applicants for amounts over \$2,000.

**Grant:** A grant is a sum of money awarded to an organisation for a specified purpose.

**GST (Goods and Services Tax):** Organisations are strongly encouraged to establish their responsibilities in relation to their GST status and indicate on the application form what that status is. Successful organisations with an ABN and registered for GST will either submit a grant tax invoice or receive a Recipient Created Tax Invoice, for their grant, plus 10% GST. Successful organisations with an ABN and not registered for GST will not receive a Recipient Created Tax Invoice or 10% GST for their grant. These organisations will receive only their grant amount.

**In-kind Contributions:** An in-kind contribution is the 'non-cash' contribution made by the applicant that can be allocated a financial value, such as volunteer services. Applications with in-kind contribution will be viewed favourably.

**Incorporated Organisation:** An organisation that is a legal entity and has a legal structure. The organisation must be registered with Consumer Affairs Victoria. For more information please contact Consumer Affairs Victoria or phone 1300 558 181.

**Non-compliant:** An applicant (this includes organisation and/or individual) may be deemed non-compliant in the circumstances that the recipient:

- failed to meet terms and conditions of funding deed
- is insolvent
- is under legal investigation
- failed to lodge a satisfactory acquittal (a satisfactory acquittal demonstrates that the selection criteria of the program were met, and the financial expenditure of the project was spent appropriately and/or unspent funds returned to Council)
- did not complete the project and failed to lodge an acquittal
- completed the project and failed to lodge an acquittal.

**Not for Profit (NFP) Organisation:** An NFP is an organisation that does not distribute any profit to an individual, its members and or shareholders. Any profit from the organisation will be directed back into the organisation and its activities.

**Objectives / Aims:** An objective/ aim states the overall goals of the project.

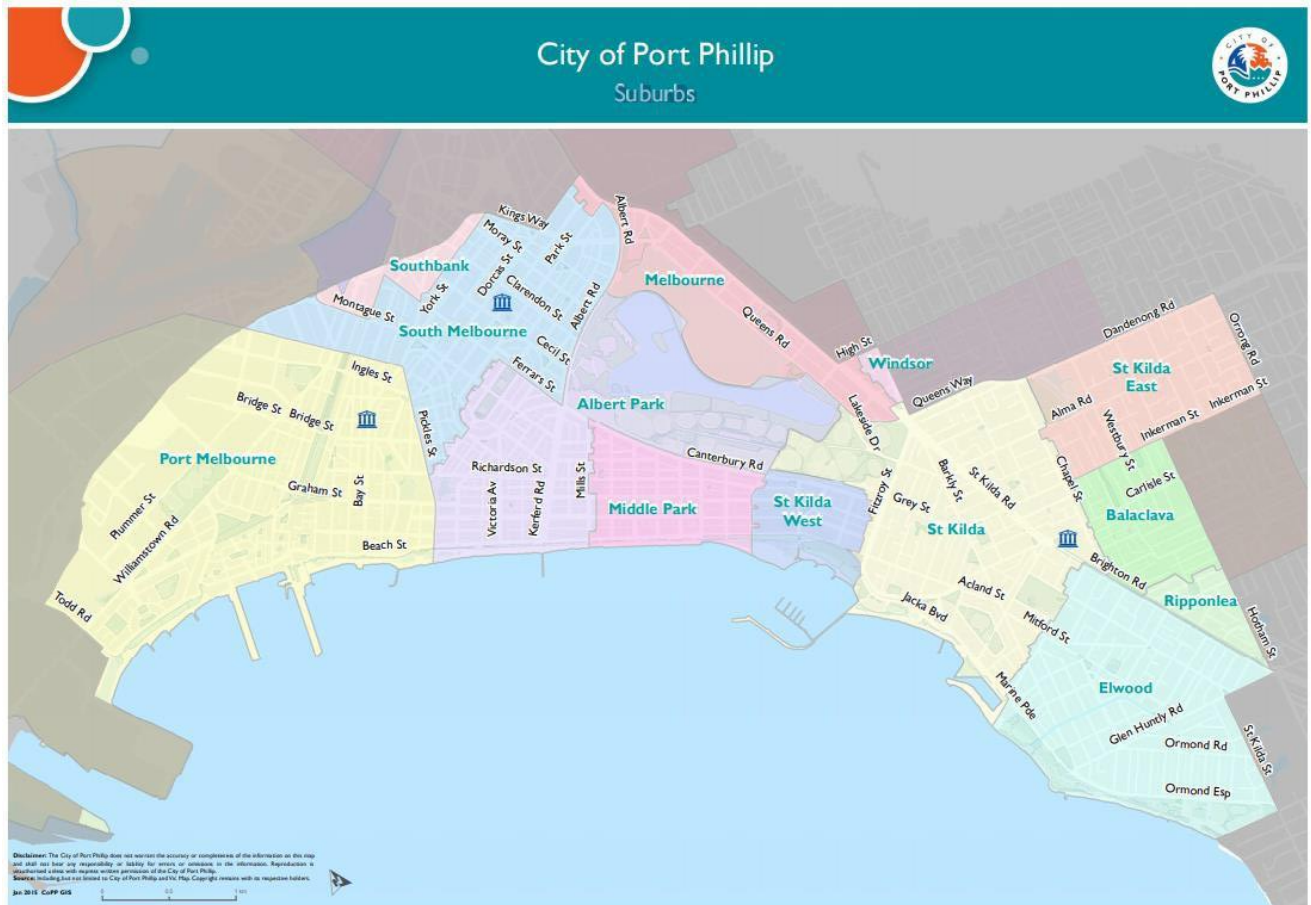
**Outcomes:** Outcomes describe the specific results of the project.

**Project Status Report:** An online Project Status Report must be submitted in SmartyGrants if an acquittal report Acquittal Report has not been submitted at the time of making a new application

**Project Variation Report:** A Project Variation Report is to be submitted only if there is to be a substantial variation or change to the. project from the initial project application. Funded organisations wishing to submit a Project Variation Report must first contact the Arts Grants and Funding Officer on 9209 6777 or [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

## Appendix B – City of Port Phillip map

[Digital maps<sup>9</sup>](#) of Port Phillip are also available.



<sup>9</sup> Full web link for Using Port Phillip maps: <https://www.portphillip.vic.gov.au/explore-the-city/travelling-around/using-port-phillip-maps>

## Appendix C – Grant terms and conditions

- Successful organisations will be required to sign and return the Funding Agreement for grant amounts over \$2,000.
- Funded organisations must provide a Project Acquittal Report eight weeks after completion of the project or end of the funding period by which time all projects should be completed unless otherwise approved in writing by Council. All reports are to be submitted online via <https://portphillip.smartygrants.com.au/>.
- Organisations holding a launch or event for the funded project, and planning to invite the Mayor/Councillors and/or Council Officers, must send their invitation at least four weeks prior to the event. The relevant Council officer must be notified of this invitation.
- Funded organisations are required to acknowledge the City of Port Phillip in all promotional or publicity material for the funded project. The presentation of the City of Port Phillip logo should match the involvement and relative importance Council had in the project or activity. A jpg and gif format logo along with City of Port Phillip's style guide will be provided with the notification letter to successful applicants.
- Funding from the Cultural Development Fund: Festivals and Events Grants requires compliance with specific conditions prior to payment and verification of ABN, GST status, and banking details (if required).
- The funded organisation must comply with all relevant laws, regulations and conditions. Significant State and Commonwealth legislation, regulations and statutory authorities include:
  - Carer Recognition Act 2012
  - Consumer Affairs Victoria
  - Charter of Human Rights and Responsibilities Act 2006
  - Child Safe Standards
  - Disability Discrimination Act 1992
  - Equal Opportunity Act 1995
  - Fair Work Act 2009
  - Privacy and Data Protection Act 2014
  - Public Liability Insurance
  - Racial and Religious Tolerance Act 2001
  - Child Safe Standards
  - Victorian Disability Act 2006
  - Volunteer Personal Accident Insurance
  - WorkSafe Victoria