



# FESTIVALS AND EVENTS GRANTS

## Frequently Asked Questions



## **What is the Festivals and Events Grants Program?**

The Festivals and Events Grants Program provides financial support for incorporated not-for-profit groups to deliver medium to large-scale cultural festivals or events which are open to the community, attract significant attendance and contribute to a proud and harmonious community. The grant is not intended for sporting or school events.

## **Who can apply for funding?**

Applicants must be an incorporated not-for-profit, or a charitable institution registered with the Australian Charities and Not-for-profits Commission.

## **Do I have to speak to someone in the Community Events Team before submitting my application?**

Yes, this is a requirement. The Community Events Team will talk to you about your application and help you with additional approval requirements for events.

## **How do I find out what areas are within the City of Gosnells boundary?**

If you wish to know the suburb boundaries that fit within the City of Gosnells, you can use the City's mapping tool. [https://www.gosnells.wa.gov.au/About\\_our\\_City/Maps](https://www.gosnells.wa.gov.au/About_our_City/Maps)

## **If I apply for the grant, entry must be free for attendees. Does that mean I cannot ticket my event?**

Although entry must be free for attendees, you can ticket the event in the instances where you need to set limits due to issues such as venue capacity.

## **How do I know what permits and licences I need?**

All events with over 500 people attending must submit a Large Public Event Application. Please contact the Community Events Team for information on permits and licences at [events@gosnells.wa.gov.au](mailto:events@gosnells.wa.gov.au) or phone 3937 3000

## **How do I obtain a Large Public Event Application?**

Please discuss your event with the City of Gosnells Community Events Team who will assist you through this process. You can click the link to obtain a copy of the application to fill out as part of your grant submission. [https://www.gosnells.wa.gov.au/Your\\_property/Community\\_health/Public\\_Buildings\\_and\\_Accommodation/Large\\_public\\_events](https://www.gosnells.wa.gov.au/Your_property/Community_health/Public_Buildings_and_Accommodation/Large_public_events)

## **How long does the process take for grant applications?**

The process can take some time for grants to be approved. We suggest applications are received six (6) months prior to the event. Please discuss your proposal with the City of Gosnells Community Events Team if you have concerns.

## **How do I contact the Community Events team?**

The Community Events Team can be contacted at [events@gosnells.wa.gov.au](mailto:events@gosnells.wa.gov.au) or 9397 3000.

## **If I have event sponsorship from another source, does that prevent me from applying for the City of Gosnells Festival and Events Grant?**



You can still apply for the grant if you have received or expect to receive sponsorship from another source. Just be sure to include it in your budget as part of your contribution to the grant application.

### **What does it mean to be auspiced by an organisation?**

An auspicings body is an incorporated group that can apply for a grant on behalf of an unincorporated group. The auspicings organisation becomes the official applicant and is responsible for managing the grant funds and completing the acquittal process. It is the applicant's responsibility to find a suitable auspicings organisation to support their application.

### **Can I apply after I've already completed the project?**

No, a project which has already commenced is ineligible for funding. This does not include any activities involved in the project planning where no expenses have been incurred.

### **What happens after I finish my project?**

You will need to provide an Acquittal Project Report outlining the achievements of your project, whether you met your intended outcomes, how you measured the success of your event and how the funds were expended.

### **How can I calculate in-kind/voluntary labour?**

Voluntary labour is calculated at a rate of \$40 per hour.

### **What are donated materials?**

Donated materials may be included as part of the applicant's financial contribution towards the project. For this to be considered, the City will require some form of documentation from the third party, clearly indicating the value of the goods or services being supplied and the level of discount or donation being provided.

### **What happens if my project does not proceed?**

You will need to contact the Community Events Team via [events@gosnells.wa.gov.au](mailto:events@gosnells.wa.gov.au) or 9397 3000 to provide updated information regarding the status of your project. A decision may be made to either delay the delivery of the project, or to agree that it will not be proceeding. If the decision is made that the project will not be proceeding, any funds will need to be returned to the City.

### **What if I cannot hold my event in the City of Gosnells?**

This is a key requirement for funding. If the event cannot be held within the City of Gosnells, then it will be considered ineligible and any funds will need to be returned.