



# FESTIVALS AND EVENTS GRANTS

Guidelines for Applicants  
and  
How to Guide



**The Festivals and Events Grants provide funding support for community initiated medium to large festivals and community events which help to establish a proud and harmonious community.**

**Festivals and Events Grants funding is available for medium to large music, cultural or community events that:**

- Are free for the entire community to attend.
- Are held in the City of Gosnells
- Festivals, events or series of events that attract significant attendance. i.e. more than 1,000 people to the event (for smaller events please discuss grant opportunities with the City's Community Events Team).

### **Eligibility Criteria**

**To qualify for consideration:**

- Applicants must be a not-for-profit incorporated community organisation.
- Applicants must ensure all event legislative requirements are met, and obtain appropriate insurances and licences as described in City policies and procedures relevant to the event.
- Applications must be submitted at least six months prior to the event commencement date to allow sufficient time to enable consideration by the City and Council.
- The event must have a contingency plan should restrictions on large gatherings be enforced at the time of the event.
- Applicants must have discussed the project with the Community Events Team.

### **Funding**

Applicants may apply for Festivals and Events Grants funding between \$10,000 and \$20,000. The City will fund 50% of the total event cost. An applying organisation's 50% contribution can be made up of in-kind support such as through volunteer labour, donations and so on. An organisation can split their contribution into in-kind and cash contributions.

### **What we will fund**

Festivals, events or series of events that attract significant attendance.

This list is not exhaustive and you will need to discuss your project with the Community Events Team prior to submitting an application:

- Traffic management
- Staging, audio visual and structures
- Performers, entertainers and activities
- Art activations
- Marketing and promotion
- Toilet and infrastructure hire



### **What we won't fund:**

- Commercial activities.
- Core organisational operating costs.
- Events with a political or religious purpose only.
- Events that have begun or are completed before approval of funding.
- Events that are not open to the general public or where access is restricted to members or delegates.
- Events that promote gambling, drugs and/or alcohol.
- Events that are the responsibility of other levels of government.
- School fairs/fetes and similar insular initiatives.

### **Key questions to consider**

- Who is your target audience?
- How many visitors are you expecting?
- What are you trying to achieve?
- What difference will your event make to the City of Gosnells community?
- How will you know you have made a difference?
- How will you measure the success of your event?

### **Application questions and information the Community Events Team will need to assess the grant and assist the applicant at time of submission:**

1. Organisation details
2. Contact name and details
3. Event name
4. Venue booking
5. Overview/description of the event
6. Have you discussed the event with the City's Community Events Team? If so, with whom? (You will be required to meet with the Community Events Team who will guide you through the event application process)
7. Event date (must be at least six months prior to the event)
8. Amount requested
9. What will the grant be used for?
10. Event target audience and estimated attendance
11. Venue booking confirmation
12. Overview/description of the event
13. Certificate of Incorporation
14. Public Liability Insurance
15. Event plan and scope
16. Budget
17. Risk Management Plan
18. Site plan

### **Who is not eligible?**

- Applicants without an Australian Business Number
- Commonwealth or State Government Departments
- Political, religious, advocacy or lobbying activities



- Festivals and events that occur before the funding agreement has been signed (including promotions of an event)
- An applicant that has outstanding debts to the City of Gosnells
- An applicant that is in legal conflict with the City of Gosnells
- An applicant that has failed to provide satisfactory acquittal reporting for any previous City of Gosnells funding
- An applicant that has already received City of Gosnells funding (including in-kind) for the same event within the same financial year

### Terms and Conditions

Successful applicants will be required to enter into a funding agreement with the City of Gosnells.

A post-event report and acquittal must be submitted to the City within 90 days of the event.

### In-Kind Support

Successful applicants who receive funding to deliver events are eligible for free use of City-managed facilities, subject to the following conditions:

- The free use only applies to the waiving of facility hire fees for built infrastructure such as sports fields, kitchens, function rooms and meeting rooms. Other hire fees for items such as bonds, bins, security callouts, floodlighting and technical support are payable by the applicant.
- The free use is limited to the duration of the specific event or program being funded. Fees for other facility booking times related to the event or program planning meetings and rehearsals will be payable by the applicant.
- The maximum value of the free hire will be **\$700** per project, calculated using the City of Gosnells adopted Fees and Charges. Any hire charges above \$700 will be payable by the applicant.
- The facility is available at the time of booking.
- Any facilities which are currently leased to a third party are excluded.
- Further in-kind support can be discussed with the City of Gosnells Community Events Team.

### Process for Grant Applications

1. Read the guidelines for the grant application and ensure your application is submitted 6 months prior to your event.
2. Contact the City of Gosnells Community Events Team at [events@gosnells.wa.gov.au](mailto:events@gosnells.wa.gov.au) who will review the event planning process and provide guidance on the City's requirements. Useful documents to provide are:
  - Scope of event and the event plan
  - Venue booking
  - Legislative and health requirements
  - Risk management plan



- Traffic and parking plans
  - Accessibility plan
  - Staff/Volunteer plan
3. Complete the application form – NB the web form is a cookies-based form so we advise people to complete the application in a word document off line before entering the details into the web based form. If you change computers or your cookies are refreshed in your internet browser before you complete the online application, you will lose your information.
  4. Complete the budget template provided.
  5. Attach requested documents to the form:
    - a. Certificate of Incorporation
    - b. Public Liability Insurance
    - c. Event Plan & Scope – see template
    - d. Risk Management Plan – see template
    - e. Site Plan
  6. Submit application form.
  7. Application is assessed.
  8. If successful, a funding agreement outlining the grant conditions will be submitted to you for signing.
  9. The City of Gosnells Community Events Team will coordinate meetings with the applicant to discuss:

Approval requirements for events e.g.

- a. Parks
- b. Waste
- c. Health
- d. Facilities
- e. Safety Advisor
- f. Chief Fire Officer (If fireworks)
- g. Ranger services

A pre-event meeting will be held to review all documentation, ensure the Large Public Event Application has been approved, run through bump in / bump out process and for the Community Events Team to provide support and advice.



## Acquittal report

Complete the online grant acquittal report within 8 weeks of the event including:

- Project completion report that outlines the date of the project, photographs and what outcomes were achieved.
- Statement of income – which includes an income and expense budget for the event and copies of all invoices related to the grant.
- Acknowledgement report which is a report showing the inclusion of logos in project media, web pages, social media, signage, and media releases. Evidence of media photo opportunities need to be included.