Venue Support Grant Program

2019-2020
Introduction

The City of Perth has the ability to provide assistance to eligible groups via the waiving of venue and reserve hire fees through the Venue Support Grants Program. Venue Support Grants are intended for use by the community, in order to increase the use of Council managed venues and reserves for meetings, forums, projects, activities and events.

Grant Categories

1. COMMUNITY PLACES
   Venues and reserves around the City of Perth

2. PERTH TOWN HALL
   Events held in the Perth Town Hall only

Image/Cover Image: Northbridge Piazza
Venues and Reserves

Venues and reserves covered in this stream are:

- Northbridge Piazza Open Space
- Forrest Place
- Hay Street Mall
- Murray Street Mall
- Citiplace Community Centre
- Any bookable parks and gardens managed by the City of Perth.

Please see an indicative list at the following link:


Please contact the Sponsorship Officer on (08) 9461 3333 if you are unsure if your venue is eligible for support under the Venue Support Grant.

Program Outcomes and Assessment Criteria

Applications will be assessed with consideration of the following outcomes from the City’s Strategic Community Plan:

- Create a strong sense of community vibrancy, connection and involvement;
- Facilitate sporting, cultural, entertainment and recreational opportunities;
- Strengthen the city’s thriving cultural diversity;
- Build a sense of community health, safety and wellbeing;
- Promote Perth as a great, vibrant place to visit; and
- Nurture and celebrate Aboriginal culture.
This category is for events to be held in the Perth Town Hall only. Events to be considered for fee waiver in this category should first be evaluated for their suitability for the space. The Town Hall’s acoustics, capacity, resources, layout, logistics and fragility should be taken into account. Details on the space can be found at www.perth.wa.gov.au/perthtownhall. A site visit and meeting with the Facilities Coordinator should be arranged to discuss these considerations and a tentative booking made prior to application.

Within the City of Perth’s overarching strategic priorities, this program covers or defrays venue hire fees for events that:

- activate the venue, particularly the Undercroft and Lower Foyer areas;
- make the venue accessible to the wider public space; and
- relate the venue to history, heritage and strategic City objectives.
Program Outcomes and Assessment Criteria

1. Reflects and adds value to the City of Perth strategic outcomes identified below:
   - Arts and culture creative activation in unused spaces;
   - Activities that support one of the following of the City’s strategic aims:
     - social enterprises are supported in the city; or
     - connect the community together and within the residential spaces.

2. Meets feasibility requirements:
   - A realistic, achievable budget;
   - Capacity to promote and market the activity to attract the projected numbers and types of attendees; and
   - Capacity to deliver the event competently and safely.

3. Meets or exceeds Town Hall outcomes
   - Events that activate the Lower Foyer and Undercroft areas;
   - Events that provide significant exposure to the Town Hall’s target markets by:
     - attracting 150 or more people who are in the 24-35 age bracket; or
     - attracting 150 or more people from a variety of workplaces in the CBD; or
     - attracting 50 or more people working in the events, wedding, meetings, conference, or related industries; or
     - attracting 400 or more members of the public; or
     - increasing the Town Hall’s prestige through significant media exposure or other means
   - Events which are particularly suitable for the Town Hall because they relate to heritage or history.

Applicants will be asked to provide a clear description of how they intend to achieve these criteria and evidence of their ability to do so.
Eligibility

To be eligible to receive a Venue Support Grant from the City, the applicant must:

- be a legally constituted entity;
- be a not-for-profit or social enterprise, or be a community group auspiced by a legally constituted entity; or
- be delivering a project that directly supports the City of Perth’s goals as identified in the Strategic Community Program;
- for Venue Support Grant for the Town Hall be an Australian legally constituted entity (including an individual operating as a sole trader with an ABN) holding $20m public liability insurance;
- have submitted the event application within the recommended timeline provided by the Approvals Officer, or 12 weeks from the event commencement date;
- submit a grant application through the City’s approved management portal SmartyGrants;
- have appropriate insurances and licences where required;
- have booked a City of Perth managed venue or reserve listed within this document and obtained a cost estimate for the booking *

The City will not consider applications from:

- The Commonwealth, State or any Government Agency;
- an employee of the City of Perth;
- an individual without an Australian Business Number;
- an applicant that has outstanding debts to the City of Perth;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City of Perth funding;
- an applicant that has already received City of Perth funding (including in-kind) for the same activity within the same financial year; and
- an applicant that has already applied for City of Perth funding (including in-kind) for the same activity within the same financial year and been refused;
- applicants for events which the sole purpose is the conduct of a religious event, activity or service;
- applicants for events which the sole purpose is the conduct of a political event or activity;
- applicants for events which denigrate or exclude parts of the community or have an adverse effect on public safety, health and safety, the environment or heritage;
- an applicant who is charging an entry fee or participation fee will need to be discussed with a Sponsorship Officer (excluding Perth Town Hall).

*Please note you will be required to pay an application fee at the time of booking the venue or space. If your application for a Venue Support Grant is successful, this application fee will be refunded to you.

Key Dates 2019-2020

Applications can be submitted at any time, however, must be submitted at least 6 weeks prior to the use of the reserve or venue.
Requests must be submitted on an approved application form within the City’s online management portal SmartyGrants. Your application will be assessed against the assessment criteria by an eligible City Officer.

The City of Perth receives more funding applications than it can support. Therefore, successful applications are those that best satisfy the assessment criteria. The City of Perth reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the criteria.

For successful applicants, Council will process the grant as in-kind support for the specific venue booking, on behalf of the applicant. If associated hire fees are more than the in-kind grant amount, all additional fees must be paid by the applicant. All other details regarding the hire of the venue must be handled by the applicant.

Venue support waivers are for in-kind requests only – no cash grants are available in this category. Applicants may only request waiver for venue hire fees. The following costs are not covered by this program:

- all associated bonds;
- waste and cleaning fees;
- staffing fees and costs;
- power consumption charges that may apply to venue use;
- security charges;
- on-street Parking bays;
- City of Perth Parking facilities; and
- any cancellation fees applicable if the event is cancelled.

Note: Town Hall hire includes limited waste disposal and loading/unloading bays. Venue staffing and security included in Town Hall quotations may be covered by this program.

For the Community Places category, the maximum cost of fees able to be waived is $7,500 per applicant per year.

For the Town Hall category, the maximum cost of fees waived by the City is $2,500.

Applicants may also apply for funding through other City funding programs; however, this must not be for the same event.
Frequently Asked Questions

1. What should I keep in mind when considering applying for City of Perth funding?
   - Consider location of your event and ensure you have all permits and bookings.

2. Can I assume my project will be funded if it has been funded in previous years?
   - The City of Perth is committed to ensuring the assessment process is fair and equitable. Annual funding is not guaranteed; applications are assessed on a case by case basis and against available budget.

3. How many times can I apply?
   - Applicants may apply several times for different events. An ongoing series of events (e.g. weekly venue use over a set time period) will be considered as one application.

4. Are the details of my application confidential?
   - No. The City of Perth must comply with the Local Government Act in regards to making information available to the general public.

5. How will I know if my application is successful?
   - The Sponsorship Officer will contact you in writing no later than twelve weeks after your application to let you know the outcome of your application.

Disability Access and Inclusion

Access and inclusion is about ensuring that all public services are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life.

To the extent that it is practicable, the applicant is required to provide universal access to sponsored events, as outlined in the City of Perth’s Disability Access and Inclusion Plan. The applicant will need to be able to provide a copy of their Disability Access and Inclusion Plan for the sponsored project if requested.

You will be required to report on accessibility of your project on the conclusion of your project as part of the acquittal report.

Canvassing of City Representatives

If prior to the determination of a Sponsorship or Grant by the Council or Committee, an applicant (or any agent) canvasses any representative of the City of Perth, or attempts to provide additional information, either directly or indirectly, on any matter relating to the grant to a City of Perth representative, the person/organisation may be disqualified and the sponsorship or grant excluded from being considered for approval.

Contact Us

SPONSORSHIP OFFICER
Business Support and Sponsorship

sponsorship@cityofperth.wa.gov.au
(08) 9461 3333

Information on other sponsorship and grant programs offered by the City of Perth can be accessed here: www.perth.wa.gov.au/grants-and-sponsorships