

Local Festivals Fund - Recovery grants 2020/21 Round 2 Application

Form Preview

Title and Applicant Details

* indicates a required field

Project Title *

Name of organisation that will manage the funds *

Applicant should be an incorporated not-for-profit organisation

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |
|---|
| ABN |
| Entity name |
| ABN status |
| Entity type |
| Goods & Services Tax (GST) |
| DGR Endorsed |
| ATO Charity Type More information |
| ACNC Registration |
| Tax Concessions |
| Main business location |

Must be an ABN

Registered for GST? *

- ☐ Yes
☐ No

CEO/Chairperson or President *

Postal Address *

Address

Suburb State Postcode

Phone *

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Mobile *

Email *

Re-enter email *

Fax

Website

Main Project Contact

Name of Contact Person *

Organisation Name

**Contact Person/
Organisation Primary
Address ***

Address

Suburb State Postcode

**Contact Person /
Organisation Postal
Address (if different
to Primary contact
address)**

Address

Suburb State Postcode

**Contact Person Primary
Phone Number ***

**Contact Person Mobile
Phone Number ***

**Contact Person Primary
Email ***

**Contact Person /
Organisation Primary
Website**

[Summary - general project details](#)

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* indicates a required field

Summary project details

Amount Requested *

\$

Must be a dollar amount

What is estimated total project budget? *

\$

Must be a dollar amount.

Festival start date *

Must be a date

Festival finish date *

Must be a date

Estimated Festival Attendance *

Festival Location *

Will this take place in a council venue or public open space? *

Will your event take place in *

- ☐ outdoor location
- ☐ indoor location
- ☐ a combination of outdoor and indoor

Will your event have an online or digital component? *

☐ Yes ☐ No

If yes, briefly describe

If your event is occurring outdoors, will you need assistance with COVID safe planning? *

☐ Yes ☐ No

Is your event part of a Festival or other event? (If so, please include name) *

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Project Description summary

* indicates a required field

Name of project *

Project description summary *

The 'what, why, when, how, where and who' summary Must be no more than 50 words

Expanded Project Description

* indicates a required field

Please include in the expanded project description details of your project /an explanation of the ways in which the project meets the Essential Assessment Criteria and any relevant desirable criteria(see Guidelines and Criteria). *

Must be no more than 1000 words. The description should include how community participation in the arts / cultural component is encouraged.

Project Plan and key dates and stages *

How has the idea for this project emerged? *

Briefly describe your organisation's experience in running similar projects/ activities. *

3 paragraphs - this can be demonstrated with attached letters of support from businesses providing financial or in-kind support;

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community groups involved in your project; resumes; marketing plan.

How will the project be managed (E.g. will you set up a steering committee, project manager, recruit volunteers? *

3 paragraphs

What measures will you have towards environment sustainability? *

See Toward Zero Policy on Sustainability page of City of Port Phillip website.

How will this project acknowledge the City of Port Phillip and reach a Port Phillip audience? *

Project Budget Totals

Will you be able to undertake your project if you receive less than the requested amount?*

☐ Yes

☐ No

If yes, how? Please note any areas where costs or program outcomes may vary.

Please provide details of funding sought from other government bodies or private sponsors where applicable.

NB: Please include: name of organisation, amount requested, notification date for each application

Previous City of Port Phillip Funding

Have you received previous funding from the City of Port Phillip? *

☐ Yes

☐ No

If yes please indicate most recent

- ☐ Cultural Development Fund
- ☐ Community Grants Scheme
- ☐ Local Festivals Fund

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☐ Other:

Title of project

Year funding received

Amount of funding received

Grant acquittal submitted

☐ Yes

☐ No

If not, why not?

Project Budget

- Please use numbers in the \$ fields only and round to the nearest dollar
- It is not necessary to type the \$ sign in each field
- Please do not cut and paste from other documents into the budget page as it may affect automatic addition
- Please identify expenditure areas to be funded through the Local Festivals Fund in the column titled LFF \$.
- Please use this format. For a complex project additional budget information can be submitted as part of your support material.
- Please see key at bottom of page for a range of typical budget expenses and income sources.
- In-kind volunteer contribution can be calculated at \$28/hour (based on Volunteers Victoria rates)

There are many books and websites that can help with the budget. One useful help sheet can be found at http://www.ourcommunity.com.au/management/view_help_sheet.do?articleid=69

| Income Description | \$ | Expenditure Description | \$ | LFF \$ |
|--------------------|----|--------------------------|----|-------------------------|
| | | | | Must be a dollar amount |
| Grants | | Project/Production costs | | \$ |
| 1 | | 1 | | |
| 2 | | 2 | | |
| 3 | | 3 | | |
| 4 | | 4 | | |

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| | | | | |
|-----------------------------|--|---|--|--|
| Donations & Fundraising | | Marketing & Promotion | | |
| 1 | | 1 | | |
| 2 | | 2 | | |
| Organisation contribution | | 3 | | |
| 1 | | 4 | | |
| 2 | | Administration/ public liability insurance | | |
| Project Income & Box Office | | 1 | | |
| 1 | | 2 | | |
| 2 | | 3 | | |
| 3 | | 4 | | |
| Other | | Salaries/fees/ other costs | | |
| 1 | | 1 | | |
| 2 | | 2 | | |
| 3 | | 3 | | |
| 4 | | 4 | | |
| Total | | Total | | |

Income items may include:

- Local Festivals Fund, other Local, State or Federal Funding
- private/corporate sponsorship
- Cash, in-kind contribution, value of materials
- Box office (with details on how figure was estimated), merchandise, membership, entry fees
- Donations / fundraising

Expenditure Items may include

- Development costs, production, technical needs, materials, postage, art materials
- Promotions, publicity, advertising, printing, graphic design, programs, posters
- Office costs, admin, public liability insurance
- Artists' wage and other costs

Please check that the expenditure total = the income total

Application Supplementary Material

Documents that support your application may be submitted

- **uploaded as either a WORD or PDF file. Please limit the size of uploaded documents to a maximum size of 2MB (see the upload fields below)**
- **included as links to vimeo, you tube or facebook (see fields below)**

Please read the instructions below.

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Confirmation of commitment from supporting venue/s.

Attach a file:

Letters of support from both relevant businesses providing in-kind or financial support; and community groups involved in your event.

Attach a file:

Proof of public liability insurance.

Attach a file:

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)

Attach a file:

Risk management plans for this round should include COVID safe measures as per Victorian Government guidelines

Resume highlights of creative personnel (only include information relevant to the project)

Attach a file:

Some key examples of previous project promotional material, reviews, articles

Attach a file:

Supplementary budget information (if necessary)

Attach a file:

Quotes for services

Attach a file:

If you are unable to upload these documents, they may be submitted by mail with other physical supplementary material.

Links to other sites as support material

This year applicants may submit links to the following as application support material: **vimeo, facebook or youtube**

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Please ensure that these links do not require passwords for access and please limit the file size where possible to make them easily downloadable.

Add link 1

Must be a URL

Add link 2

Must be a URL

Add link 3

Must be a URL

Supplementary Material Checklist

1. I have uploaded support material documents with my application

☐ Yes

Please list

Certification page

*** indicates a required field**

Please read the following

I certify that I have read the Fund guidelines and criteria, and that all details supplied in this application form and attached documents are true and correct to the best of my knowledge. This application has been submitted with the full knowledge and agreement of the management of the applicant organisation.

I agree to contact the City of Port Phillip in the event that any information regarding this application changes or is found to be incorrect.

Name *

Title

First Name

Last Name

Position in organisation

Organisation Name

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Date *

Privacy Notification

The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining Local Festivals Fund Grants from the Local Festivals Fund. The personal information will be used solely by the City of Port Phillip for this primary purpose and the directly related secondary purpose of contacting you about future Council funding opportunities. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information. Requests for access or correction should be made to governance@portphillip.vic.gov.au.

I agree *

☐ Yes

Please note: Applications must meet all essential criteria and at least 3 desirable criteria. (refer to the Guidelines and Criteria)

Contact information

If you have any queries please contact:

Arts Administrator City of Port Phillip Arts

Ph: (03) 9209 6217

Email: If@portphillip.vic.gov.au

Web: <https://www.portphillip.vic.gov.au/>

2020/21 Local Festivals Fund application feedback form

To assist Council to continuously improve the process involved with the Local Festivals Fund, it would be useful and appreciated if you would complete this feedback form.

1. How did you hear about the Local Festivals Fund?

- ☐ Local paper advertisement
- ☐ Council newsletter
- ☐ Council website
- ☐ Previous applicant and on mailing list
- ☐ Word of mouth
- ☐ E mail networks
- ☐ Social media
- ☐ Other

(please tick at least one box)

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2. Are the guidelines and criteria easy to understand?

☐ Yes

☐ No

If not, how can it be improved?

3. Is the Application Form easy to use?

☐ Yes

☐ No

If not, how can it be improved?

5. Any other comments?