

# Community Events Grant

## Form Preview

### Applicant Key Information

- Read all the information contained in the [Community Events Grants/Sponsorship Information Form](#)
- Ensure your application meets each of the Community Events Grants/Sponsorship **selection criteria**.
- **Please ensure you answer all questions** - incomplete applications may not be considered by the City of Bayswater
- Prior to applying, please contact the **City's Coordinator Events** should you have any queries on **(08) 9272 0694**.

### Applicant's Details

\* indicates a required field

**Name \***

First Name

Last Name

**Organisation Name \***

Organisation Name

**Applicant Position \***

**Applicant Primary Address \***

Address

  

**Applicant Primary Phone Number \***

Must be an Australian phone number.

**Applicant Mobile Phone Number**

Must be an Australian phone number.

**Applicant Primary Email \***

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Must be an email address.

### Applicant Primary Website \*

Must be a URL.

### Secondary Contact

First Name

Last Name

### Secondary Contact Mobile Phone Number

Must be an Australian phone number.

### Briefly outline the aims of your group, organisation or business \*

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Is your organisation currently registered for GST? \*

- ☐ Yes  
☐ No

### Public Liability Insurance

### Do you hold current public liability insurance to the value of \$20 million? \*

- ☐ Yes  
☐ No

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**If you are successful in obtaining a grant, are you willing to attain public liability insurance to the value of \$20 million? \***

- ☐ Yes  
☐ No

**Please upload a copy of the organisation's public liability insurance.**

Attach a file:

## Proposed Event Details

**\* indicates a required field**

### City of Bayswater Event Planning Guidelines

Our City website has information on planning a Community event, visit this page [here](#).

[View the Event Guidelines here.](#)

**Have you read and understood the City of Bayswater Event Guidelines? \***

- ☐ Yes ☐ No

### Event Information

**Event name \***

**Event description \***

Word count:

Must be no more than 200 words.

The City encourages and supports community events that innovatively respond to celebrating music, art, cultural diversity, and our multicultural community by supporting vibrant local events.

**Event Location \***

Grant applications that take priority include free community events in public open spaces, reserves and parks and city facilities and assets.

**Start Date \***

Must be a date.

**End Date**

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Must be a date.

### *Important note:*

Up to \$5,000 requests must be submitted at least 4 months prior to the project commencing to allow for panel review and promotional timelines. For requests over \$5,000, please allow at least 5 months.

### **Event Start Time \***

### **Event Finish Time \***

### **Multiple Event Dates**

If applicable to your application, please provide all the scheduled dates for each event. Ensure the Budget section reflects all the combined event dates.

### **Number of expected attendees at any one time? \***

### **Total number of expected attendees at event? \***

### **Percentage of City of Bayswater residents you expect to attend?**

This will be asked in you

### **Target Audience? \***

### **Will there be an entry fee at the event? \***

- ☐ Yes - Please explain more below.  
☐ No

### **Please advise event fee and if any discounts would be applied for City of Bayswater residents.**

### **List the activities you plan to have at this event: \***

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**Are you or any third-party planning on serving alcohol at the event? \***

- ☐ Yes  
☐ No

Has this event operated or been delivered within the City of Bayswater previously?

\*

- ☐ Yes ☐ No

**If 'Yes', please provide event history, updates and changes:**

Are you collaborating, partnering with or being sponsored by other organisations for this event?

**If yes, please explain below in what capacity and the amount of funding sourced:**

## Access and Inclusion

**Please select which of the following will be included at your event. \***

- ☐ Wheelchair access  
☐ AUSLAN interpreters  
☐ ACROD parking  
☐ Hearing loop

**Please describe any other steps your organisation will take to ensure that the event will be accessible and inclusive to all people. \***

Please refer to the City of Bayswater Access and Inclusion Plan 2020 - 2024 which is available on our website at [www.bayswater.wa.gov.au](http://www.bayswater.wa.gov.au)

## Event Waste and Environmental Sustainability

The Waste Avoidance and Resource Recovery Strategy 2030 is a long-term state strategy tailored towards improving waste management and becoming a sustainable, low-waste, circular economy. The three objectives of the strategy are Avoid, Recover, Protect, and the City is committed to achieving these objectives, by helping reduce waste and increasing material recovery at City run events.

City of Bayswater discourages the use of the following materials at City-run events:

- Single-use water bottles
- Single-use plastic (cutlery, straws ect)
- Polystyrene cups and packaging

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- Lightweight plastic bags
- Single-use coffee cup lids
- Balloons
- Confetti and Glitter (including compostable glitter)

\*The City of Bayswater does not manage or provide free Waste Collection services to Grant Applicants.

**Will the above initiative be supported by you and your vendors at your event? \***

- ☐ Yes  
☐ No

### Event promotion and outcomes

**Promotion of the event - how will this event be promoted? Where will the City's contribution be acknowledged? \***

For example: flyers, photographs, newspaper articles, social media posts, speeches etc.

**Expected outcomes and community benefits of the event (include benefits to local businesses) \***

**How will you evaluate the success of your event? \***

For example: survey, anecdotal feedback, numbers etc.

**Event Surveys - If the City provides a survey link are you happy to share this with your visitors and patrons to gain feedback?**

- ☐ Yes  
☐ No

## Event Grant Criteria

\* indicates a required field

Community Event Grants are open all year round.

The aim of the Community Events Grant is to increase the capacity of not-for-profit community groups, clubs or businesses to deliver an event based in the City of Bayswater

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which is of benefit to City residents, businesses or both and is aligned to the City of Bayswater Strategic Community Plan aspirations, outcomes or strategies.

The City encourages and supports community events that innovatively respond to celebrating music, art, cultural diversity, and our multicultural community by supporting vibrant local events. Grant applications that take priority include free community events in public open spaces such as markets and/or multicultural events, art and cultural events, movie screenings, music events, children's festivals and Pride events.

The City of Bayswater Community Events Grant offers up to \$5,000 in funding for community events. Funding over \$5,000 is available, however would require council approval.

### **Applications are graded on the following criteria.**

**FINANCIAL VIABILITY** - Has the applicant provided quotes and put forward a solid detailed budget? Does the budget detail all revenue and expenses? Does the budget add up? Is the event financially sustainable?

**VALUE FOR MONEY** - Is the event cost effective and value for money for the community?

**RISKS IDENTIFIED AND MITIGATED** - Are there any risks the community? Is the event controversial? Is the event dependent on other funding, partnerships? Does the applicant have experience in running these events.

**BENEFITS TO CITY RESIDENTS** - How much does the event benefit the city? Is the event free? Is the applicant supporting local suppliers, community groups, local businesses?

**EQUITY - CAN PEOPLE WITH DIFFERENT ABILITIES / BACKGROUNDS PARTICIPATE?**  
Is the event welcome - is the event appealing to minority demographic?

**PRIORITY RATING** - Is the event a priority event celebrating music, art, diversity or multiculturalism? Is the location showcasing a City of Bayswater asset, park or reserve or public space?

Have you already applied for or received funding from any of the following funding streams within the City's Community Grants Program in this financial year?

**If, in this financial year, you have already received a grant/ funding from the City of Bayswater from any one of its four Community Grant Program funding streams, you are not eligible to apply for another round of funding from the Community Grants Program until next financial year. In addition, all funds must first be successfully acquitted. \***

- ☐ Better Bayswater Grant
- ☐ Community Events Grant
- ☐ Capital Works Grant
- ☐ Donations
- ☐ None

Have you successfully acquitted any previous City of Bayswater funding, donation or grant allocations?

### **New Question**

- ☐ Yes

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☐ No

**If yes, please briefly detail below:**

Can you demonstrate your capacity to successfully plan, deliver and acquit a compliant event?

\*

☐ No

☐ Yes

**Please briefly detail below: \***

The City has a Strategic Community Plan (SCP). Refer to the 'Strategic Community Plan' on the City's website.

[Visit this link to view the Strategic Community Plan.](#)

**How does your event align with the SCP? Please list which SCP Outcomes and Strategies your event will support, and how. \***

Is the event within the City of Bayswater, and how will it benefit residents and businesses within the City of Bayswater?

\*

☐ Yes

☐ No

**Please briefly detail how the event will benefit residents and businesses within the City of Bayswater:**

How will this event celebrate music, art, cultural diversity, and our multicultural community?

**Please briefly detail below:**



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Equity - Can people with different abilities and backgrounds participate?

**Please briefly detail below:**

Is this a free event?

The City encourages and favors free community events for Community Event Grant applications.

**Is this a free event**

- ☐ Yes  
☐ No

**IF NOT A FREE EVENT. Please detail proposed fee charge; how many patrons expected; if discounts are offered to local residents.**

Please include the proposed income generated from the entry fee into the Budget Income section in this Application form.

**Event Budget (All amounts in this section are to be inclusive of GST.)**

**Event Income**

- Include revenue from event fees, food vendors, stall holders.
- If multiple events such as a food truck season, please enter the total amount for the season and provide details in the summary section. *Example '12 events in the season'*
- Include revenue from grants, partnerships & sponsorships excluding City of Bayswater

Source	Summary	Price
		\$
		\$
		\$
		\$
		\$

**In-kind Contributions**

As an example, in-kind contributions could include the value of volunteers, technical equipment, graphic or printing being provided 'in-kind' not a direct expense in the budget.

Contribution	\$
	\$
	\$

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	\$
	\$
	\$
	\$
	\$
	\$

### Event Expenses

- Budget expenses must be 100% directly attributed to this project.
- Quotes must be obtained for expenses in excess of \$1,000. Please attach evidence to this application. **Applications will not be reviewed without quotes attached.**
- The City does not provide or waiver fees on waste, traffic management approvals, and site booking unless requested and included in this event grant application and budget.
- Expenses should not include your salaries (this can be included to the In-kind section).

Supplier	Description	Include all expenses in this column	Amount requested from the City of Bayswater
			Must be a dollar amount.
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

### Budget Totals

Totals are automatically calculated from the entries above.

#### Total Event Income

\$

This number/amount is calculated.

#### Total In-Kind Contribution

\$

This number/amount is calculated.

#### Total Event Expenses

\$

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This number/amount is calculated.  
What is the total budgeted cost (dollars) of your project?

### Total Amount Requested from the City

\$

This number/amount is calculated.

## Executive Declaration

\* indicates a required field

The application should be signed by the accountable officer of the organisation or business (usually the President).

The organisation acknowledges and agrees that this application and information regarding it is subject to the *Freedom of Information Act 1992* and that the City of Bayswater may publicly disclose information in relation to this application, including its terms and the details of the organisation.

The City of Bayswater may wish to provide certain information to the media for promotional purposes i.e., the applicant's name, location, funding purpose, project activity and funding amount.

I certify that the information given in this document is true and accurate.

### Name \*

First Name

Last Name

### Organisation Name \*

Organisation Name

### Position \*

### Date of Application \*

Must be a date.

## Additional Information

Please be sure to upload all quotes over \$1,000

**Please upload any additional supporting documents for your application.**

Attach a file:

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Attach a file:

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