

Community Arts and Events Fund 2022-2023

Form Preview

Overview

The Community Arts and Events Fund enables the City of Stirling to provide support and financial assistance to community groups and not-for-profit organisations in the areas of arts and events.

Funding is considered for events, projects and activities that contribute to a culturally vibrant, creative and connected community, providing opportunities to engage with art and culture, to celebrate, and to enjoy our unique lifestyle and spaces, as well as support and enable the arts, events and creative industries.

Projects should address one or more of the following focus areas:

1. Vibrant spaces and places
 - Enhancing and activating the built and natural environment
 - Creating a sense of place
2. A creative and prosperous City
 - Contributing to a prosperous, creative and innovative city
 - Attracting visitors to our City
3. A culturally active and engaged community
 - Fostering health and well-being, social connection and a strong community spirit
4. Diversity and celebration
 - Celebration of the City's diverse communities and cultures

Before applying for Community Arts and Events funding applicants should familiarise themselves with the information about the Fund [on our website](#), read through the [Community Arts and Events Fund Guidelines](#) and speak with an officer from the City's Arts and Events Team.

When answering questions remember to respond as though the person reading the application knows nothing about your project.

You can contact us on (08) 9205 8555 or email grants@stirling.wa.gov.au.

Eligibility

* indicates a required field

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete this section before any others to ensure you do not waste your time applying for an unsuitable grant.

Who is eligible to apply?

- Incorporated organisations or not-for profit organisations
- Individuals/collectives auspiced by an incorporated organisation

Applicants are eligible for one allocation of funding per financial year and should have no outstanding debts with the City of Stirling. They should also have successfully acquitted all previous grant funding with the City of Stirling.

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Applications will be considered for eligible applicants and projects commencing within the 2022/2023 financial year. If your project falls outside of these time-frames please discuss with the Funding Officer - Arts and Events.

Incomplete applications and/or applications received outside of the respective closing deadline will not be considered for funding.

Please note the Community Arts and Events Fund will not support:

- School fairs/fetes;
- Activities that are part of the regular day-to-day business of the applicant organisation;
- Faith-based activities: this includes worship activities of a religious entity or group such as preaching, delivery of sermons, prayer services, rituals and the like;
- Organisations/activities aligned to a political cause;
- Expenses not related to the project, including ongoing staff salaries, administration, maintenance or operating costs;
- Catering for events;
- A project that is already funded or supported by the City of Stirling; and
- A project that has already commenced or completed.

Confirmation of eligibility

Please confirm that all statements above are true and correct to the best of your knowledge:

- - The applicant has read and understands the program guidelines.
 - The applicant has discussed their project with an officer from the City's Arts and Events Team.
 - The applicant is eligible to apply for the grant.
 - The project will be held within City of Stirling.
 - The project will commence within the timeframes of this round of funding.
 - The project benefits City of Stirling residents.
 - The project is open to the general community.
 - The project aligns with the overall aims of the Community Arts and Events Fund.

Please select below: *

Yes No

Focus areas

Please select the focus areas your project addresses: *

- Vibrant spaces and places
- A creative and prosperous City
- A culturally active and engaged community
- Diversity and celebration

You may choose more than one focus area

Not eligible

Thank you for your interest in the Community Arts and Events Fund.

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You have indicated that you are not eligible for funding. If you would like to discuss eligibility requirements further please contact the City of Stirling's Arts and Events Team on (08) 9205 8555 or email grants@stirling.wa.gov.au

Contact details

* indicates a required field

Privacy notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to <https://www.stirling.wa.gov.au/privacy>

Applicant organisation details

Name of applicant organisation *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Name of auspicing organisation (if applicable)

Use this field only if relevant

Applicant postal address

Address

Applicant website

Primary contact person *

First Name

Last Name

This is the person we will correspond with about this grant

Position within organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Phone number *

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Email address *

Secondary contact person *

First Name

Last Name

For when the primary contact is not available

Position within organisation *

Phone number *

Email *

Auspice information

* indicates a required field

Is your organisation auspiced by another organisation for the purposes of this grant?

Yes

No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. Small businesses/sole suppliers with an ABN cannot be auspiced.

Auspice organisation details

Name of auspicing organisation *

Organisation Name

Primary contact person at auspicing organisation *

First Name

Last Name

We may contact this person to verify that this auspicing arrangement is valid and current.

Auspice postal address

Address

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Contact person's primary phone number *

Contact person's email address *

Must be an email address

Please attach a letter or email from the auspicing organisation confirming this arrangement is valid and current *

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

Organisation details

* indicates a required field

Does your organisation or your auspicer have an ABN? *

Yes No

If you have an auspice you can add their ABN details here

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

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As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO](#).

Please upload completed Statement of Supplier Form:

Attach a file:

Max 25mb

and/or

Provide web link:

Project details

* indicates a required field

Name of project *

Provide a name for your project/program/initiative.

Please tell us about your project *

Include an overview/summary of your project, including who this project is for, what you will do (i.e. the activities you will perform etc.) Do not assume the person assessing the application knows anything about your project. If you have attached a document or website detailing the project further please state this in the response.

Anticipated start date

If unknown, provide your best guess or leave blank

Anticipated end date

If unknown, provide your best guess or leave blank

Project start and finish times *

i.e. 1.00pm - 5.00pm

Venue/s *

Where your project will take place

Which City of Stirling Ward will your project take place in? *

- Balga
- Coastal
- Doubleview
- Hamersley
- Inglewood
- Lawley
- Osborne
- Multiple wards

Find out which ward you event is in by clicking here: <https://www.stirling.wa.gov.au/your-city/in-your-area>

Reach

Who will be your main target audience? *

Does the project welcome primarily young people, seniors, youth, families, people with a disability, others or a wider audience?

How many people do you expect to be involved with your project or event? *

How many people are you anticipating to interact with your project/attend your event? Detail attendance numbers across individual events and across the total duration of your project.

Community benefits

How will the community benefit from the project? *

Are there any other community groups, organisations or businesses involved in your project? If so please detail these. *

Please provide details of their involvement where possible - you can provide links to emails/letters of support further along in the application

Experience and planning

Has the organisation or organising committee run this or a similar project before? If yes, please provide details. *

Detail individual experience and projects which may be relevant to this application.

Will a City of Stirling Event Application or Development Application need to be completed to gain approval for your project? *

- Yes
- No
- Unsure

[For more information on the City's Event Application process please click here.](#)

Funding

Why are you seeking Community Arts and Events funding towards this project? *

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What impact will receiving this funding have on your project? *

- Without this funding the project will go ahead as planned
- Without this funding the project will be delayed until alternative funding sources are sought
- Without this funding the scope of the project will be amended
- Without this funding the project will not go ahead at all

Will this project go ahead if you do not receive funding Community Arts and Events Funding?

What will you do with any income generated from your project? *

Has your organisation applied for funding from the City of Stirling for this or any other projects in the past? If yes, please provide details. *

Have you sought funding from any other organisations or businesses? Please detail these. *

Evaluation

What are the expected outcomes of the project? *

Describe three things you want the project to achieve in terms of benefits for participants and/or others

How will you know if these outcomes have been achieved? *

Describe three changes you will see if the expected outcomes of the project occur

How will you measure the success of your project and evaluate whether it met the intended outcomes? *

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An evaluation process should be demonstrated and results included in your acquittal. Things to evaluate include: Numbers - how many people attended/interacted with your project Promotions - Detail the promotions you did and note any media mentions/shares/articles generated prior to or as a result of your project Financial success - did the project represent value for money, run on budget etc? Satisfaction and Impact - A survey completed by stakeholders and participants of your project will assist you in gaining an understanding of demographics, how satisfied people were with the project, and if the aims of your project were met.

Additional information

Go to the [grants section](#) of the City's website for some guidance on these questions.

How do you plan to promote your project to your target audience? *

Promoting your project is essential in ensuring you reach your target audience and get a good reach.

What measures have been taken to ensure the event/project is affordable and accessible for all members of the community? *

The City supports projects that are accessible and affordable for the majority of the community. You can include in your budget funding to make your event more accessible (interpreters, infrastructure etc)

Do you have plans in place to minimise the environmental impact of the project? If so, please detail these. *

Consider how you can reduce the environmental impact of the project and ensure sustainable use of resources. You can include funding in your budget to make your project more sustainable.

Acknowledgment of funding

If your application is successful, the City of Stirling requires you to acknowledge contribution of funding by the following means:

- On promotional material (City of Stirling logo on posters, flyers or programmes),
- Acknowledgement of sponsorship - in social media mentions, media releases etc.,
- Display City of Stirling signage (provided by the City) at events/while the project is occurring,
- Verbally acknowledge City of Stirling support at the event or while the project is occurring,
- Invite the Mayor or His representative to present a keynote, welcome or opening speech at the event or at the commencement of the project (where appropriate),
- Invite City of Stirling Councillors to attend where possible, and
- Providing opportunities for the City of Stirling to promote its services and facilities to participants (where appropriate).

*

Agree

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Disagree

Other:

Budget and funding details

* indicates a required field

The information you provide here will assist assessors in considering the following:

- Will the project be delivered successfully and meet the intended aims?
- Does the project demonstrate realistic consideration of all activity elements
- Is the project financially sustainable and responsibly managed?
- Does the project represent good value for money
- Has the applicant provided a clear balanced budget with all aspects of project taken into account
- Have other sources of funding/in-kind support been secured

Tips for completing your budget:

- Projects should represent good value for money and have a clear, balanced budget with all aspects of the event/project taken into account.
- Applicants should provide their own funding towards the event/project and secure other sources of funding/income where possible.
- The City of Stirling will not pay for the entire project through this grant funding - we expect applicants to make a contribution of in-kind and/or cash funding of at least 50% of the total project budget.
- Detail the costs of the project as a whole and not just the expenses funded by the City of Stirling grant.
- List each item/supplier on a separate line.
- Income should equal expenditure.
- Include [fair rates of pay](#) for contractors.
- Events should comply with local and state laws and there may be costs associated with this.

Funding requested

Total funding requested

*

\$

What is the total cash funding you are requesting from the City of Stirling?

Total project cost *

\$

What is the total budgeted cost of your project?

Income

Example income items might include:

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- This grant,
- Other grant funding,
- Internal funds,
- Fundraising/donations,
- Ticket sales,
- Stallholder fees, and
- Commercial sponsorship contributions.

In-kind support

In-kind support includes the donation of good or services you may receive toward a project.

Please include any in-kind support being provided by your organisation or other individuals/organisations here, and give an estimated value of this support. How much would you have to pay for these goods or services if they were not being provided free of charge?

This could include things like volunteer hours and donations of space and materials.

Please detail how you calculated the amount (i.e. Volunteer event management fee - 50 hours at \$50/hour).

The City of Stirling may cover some costs towards your project - these costs will form part of your total approved approved grant package.

In-kind costs the City can cover include:

- Venue hire of City-managed facilities (venue bond charges and any other costs associated with the event/project will still apply).
- Promotion (provided by the City via existing marketing and communication channels);
- Waste management (using the City's waste management services),
- Development Application fees

Please talk to the grant officer for estimated costs before including in your budget.

| Income | Income Type | \$ Amount | Notes |
|--------|-------------|--------------------------|-------|
| | | Must be a dollar amount. | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |

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| | | | |
|--|--|----|--|
| | | \$ | |
| | | \$ | |
| | | \$ | |

Expenditure

Cash expenses should not include:

- Ongoing staff costs (regular salaries/wages)
- General business administration costs
- Purchase of capital equipment for use outside of the project
- Maintenance or operating costs of equipment
- Provision of food/catering for patrons of your activity

| Expenditure | Expenditure Type | \$ Amount | Notes |
|-------------|------------------|-----------|-------|
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |

Budget Totals

Total Income Amount
 \$
 This number/amount is calculated.

Total Expenditure Amount
 \$
 This number/amount is calculated.

Income - Expenditure
 \$
 This number/amount is calculated.

Budget documents

Please attach quotes for materials/services or evidence of support (emails or similar) for:

- cash expenditure amounts over \$500
- donations/sponsorships
- other grant funding

Budget documents *

Attach a file:

Max 25mb per file

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and/or

Provide weblink:

Supporting documents

Please attach any supporting documents which will assist in assessing your application.

This should include items such as:

- Certificate of Incorporation
- Certificate of Currency - insurance covering project
- Project program or timeline
- Letters of support from other sponsors/community etc
- Anything else which you think will support your application such as flyers, news articles, photos from previous events, letters of support from community groups, artists, etc.

Upload files

Attach a file:

Max 25mb per file

and / or

Provide web link:

Certification

* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

Yes

No

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Name of authorised person *

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Email *