Events Grant

Information Sheet



PORT ADELAIDE ENFIELD

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The City of PAE's Events Grant Program aims to **help create a community that is inclusive, cohesive, creative and prosperous** through the support of a program of **accessible and diverse community events** and festivals across the City.

What is an Events Grant?

The purpose of the Events Grant Program is to support and provide opportunities to event organisers to deliver innovative, creative and sustainable events that align with our City Vision to enhance economic, social and cultural life in PAE.

We are seeking events that align with the following main objectives:

- **Economic Development –** return economic benefit to businesses in the City of PAE
- **Visitor Economy –** attract tourists and visitors to the City of PAE
- **Arts and Culture –** foster access to social and cultural diversity
- **Placemaking –** large scale public space activation
- **Delivery of significant community celebrations**
- **Delivery of select significant sporting events** (with broad community interest and participation)
- **Responsiveness to Council's adopted** Activation Principles

How much can you apply for?

Event organisers may apply for a grant of up to 50% of the event/festival cost, capped at different levels depending on the relevant event category.

Neighbourhood Events

Previously known as Minor Community Events, small scale events that generate community participation and create a positive community identity at a neighbourhood level. Events in this category need to align with at least one of the grant program's main objectives.

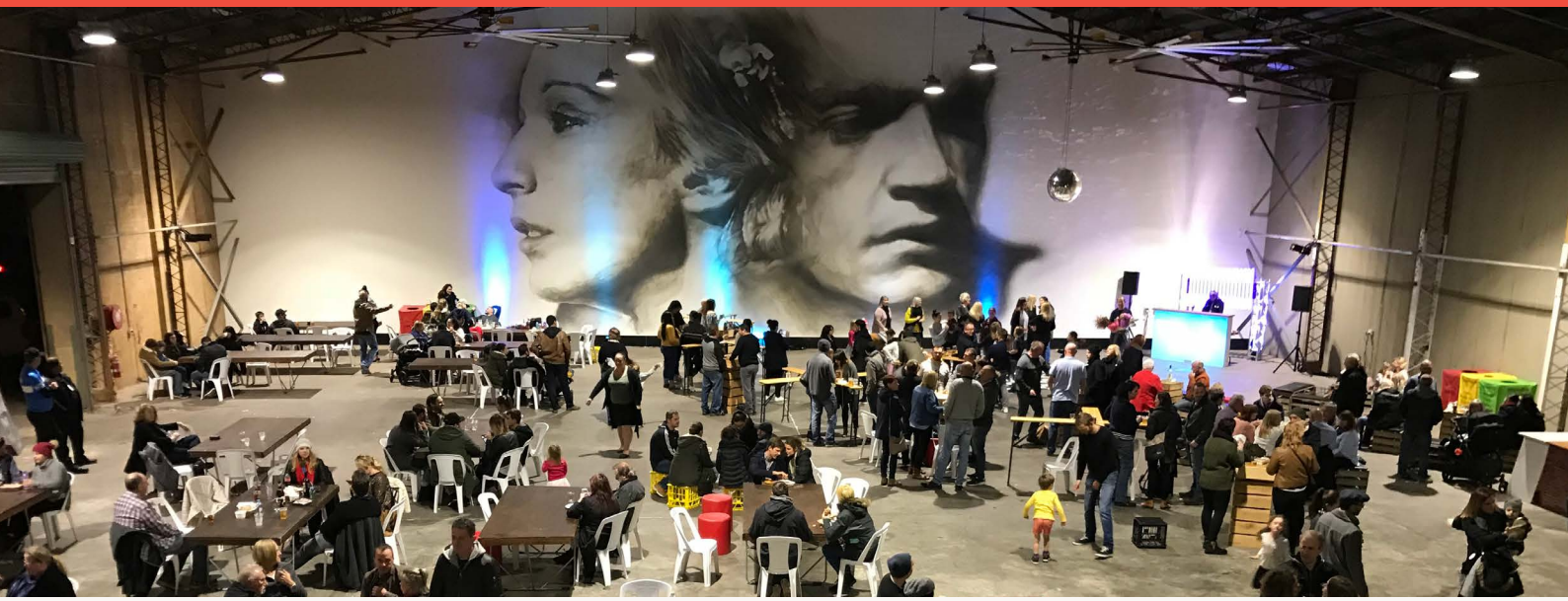
Community Events

Medium scale events accessible to the broader community that celebrate the cultural and social life of our community. Events in this category need to align with at least two of the grant program's main objectives.

Regional Events

Larger events attracting audiences from across the Metropolitan Region that deliver significant and measurable economic benefit to the City of PAE. Events in this category need to align with at least three of the grant program's main objectives.

Category	Event Cost	Max Grant
Neighbourhood Events	Up to **$5,000**	Up to **$1,000**
Community Events	Between **$5,000 and $30,000**	Up to **$7,500**
Regional Events	Above **$30,000**	Up to **$15,000**



Who is eligible?

We encourage both community groups and professional event organisers to apply for our Events Grant. Eligible applicants need to be a legal entity with an ABN and appropriate public liability insurance. Individuals or entities without an ABN will not be eligible. The City of PAE will only fund events that occur within our City and that are open to the public.

Timeframes & Assessment

There will be three funding rounds per financial year with opening and closing dates listed on the City of PAE website. All online applications will be assessed on comparative merit after each round has closed. Please note that the Events Grant Program budget allocated for the relevant financial year is subject to the successful adoption of the Annual Business Plan and Budget in June each year.

If your application meets all of the eligibility criteria (see 'Who is eligible?'), it will proceed to the assessment stage where it will be evaluated against the assessment criteria below. We aim to ensure that successful applications achieve a score of 60% or more. If your application fails to meet that score, we will discuss it with you and provide feedback on what you need to improve.

Both the eligibility and assessment stages are undertaken by City of PAE staff. The decision of awarding grants will be made by City of PAE staff with appropriate delegations.

You will be notified of the outcome within four weeks of the round closing date, with the decision made by the Assessment Panel final. All correspondence relating to an application will be made by email to the lead applicant.

Successful applicants will be required to deliver their event and spend the City of PAE's funds within the financial year in which the funds have been granted. Any unspent funding must be reimbursed to the City of PAE.

Successful applicants will need to provide to Council, within two months of the completion of the event, a detailed financial acquittal and outcome evaluation online. Applicants that do not complete acquittal and evaluation reports will be ineligible for future funding.

No.	Assessment Criteria	Weighting
1	Alignment with grant program's main objectives: • at least 1 for Neighbourhood Events • at least 2 for Community Events • at least 3 for Regional Events	30%
2	Diversity of event offering (e.g. location, time of year, uniqueness)	15%
3	Effective event planning: Budget, risk assessment, marketing, environmental and financial sustainability, public liability	25%
4	Applicant contributions to event delivery(cash and in-kind)	10%
5	Community accessibility and affordability	10%
6	Community involvement	10%
Total		100%

What else do you need to know?

The City of PAE is under no obligation to fund previously funded events. We are also not responsible for the delivery of the event as the responsibility for events sits exclusively with event organisers.

Event delivery history will be taken into consideration, including feedback from residents.

Multi-year grants are available for a maximum of 3 years for Regional Events only. Applications for Regional Event funding must include a detailed event marketing plan, otherwise they will be considered for Community Event funding only.

City of PAE may be able to provide additional limited in-kind services for your event. Please contact us for more information.

It is recommended that you familiarise yourself with our Events Information Kit prior to submitting your application.

Grants will not be provided for:

- Events that are overtly political, offensive or religious
- Events that have potential to cause damage to PAE's reputation
- Events that are private, commercial or fundraising in nature
- Events that are organised by entities with existing and outstanding debts to PAE (including those that have not fully acquitted previous PAE grants/ sponsorships)
- Applications submitted outside of requested timeframes (see "Timeframes" p.3)
- Costs associated with running of an organisation (eg. salaries, operational costs)
- Purchase of equipment
- Budget deficits

Change of Scope

Any changes to the scope of the proposed event under the funding agreement must be re-submitted to the City of PAE for assessment. The same criteria will apply to the re-submitted application, and the assessment process may take up to two weeks from the date of submission. While the City of PAE strives to fast track the review of re-submitted applications to minimise business disruption, it is essential that applicants discuss the rationale for the scope change with City of PAE staff before spending any awarded funds.

How to apply.

We provide an online application tool for you to prepare and submit your application:

It's available from our website, just visit **cityofpae.sa.gov.au** and search:

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You are strongly encouraged to contact our Events Team to discuss your event/festival prior to submitting an application.

events@cityofpae.sa.gov.au
8405 6600

