

Commemorative Event Fund

Guidelines



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What is a Commemorative Event?

A Commemorative Event, aligned with this Fund, must:

- Align with a nationally recognised commemorative date
- Acknowledge Australia's wartime heritage OR significant service contributions in civilian life
- Be held within the City of PAE
- Be considerate of event permit and in particular, relevant traffic management requirements in line with the scale and size of the event

Who is eligible?

RSL sub-branches operating within the City of PAE (as well as other local eligible organisations).

What funding is available?

Two tiers of funding are available, acting as a contribution to overall event costs. Please note that the Fund is not anticipated to cover the full cost of managing each commemorative event.

1. **Regional Commemorations** for events which attract significant visitation – of over 5,000 visitors or needing road closures over three hours in duration – eligible for up to \$15,000 per event
2. **Local Commemorations** for all other commemorative events – eligible for up to \$2,000 per event

Multi-year funding is available for a maximum of 3 years for each commemorative event.

How to apply?

Eligible organisations are invited to submit an application via the City of PAE's online grants portal (SmartyGrants) for up to two commemorative events per financial year, aligned with a relevant tier(s) of funding. Each commemorative event will require a separate application – ie. Please enter a separate application for an ANZAC Day and Remembrance Day.

Timeframes and Assessment

Online applications are open all year long, or until the annual budget allocation is exhausted.

Applications will only be considered if received up to two months prior to the date of the event.

Applications will be processed as they are received. Applicants will be notified of the outcome within four weeks of the submission date. The decision of awarding funds will be made by City of PAE staff with appropriate delegations.

Due to the nature of this Fund, applicants' ability to demonstrate that they meet the eligibility criteria will see funds granted.

Successful applicants will need to provide to Council, within two months of the completion of the event, an online financial acquittal and a summary of the event, including visitation numbers, and photographs.

Applicants that do not complete acquittal reports will be ineligible for future funding.

Other relevant information

This is the sole mechanism to support commemorative events in the City of PAE. Applications for commemorative events outside of this Fund will not be considered.

An event permit is required for events held on Council owned land and roads. Successful applicants will be required to provide an event permit at least two months before conducting the event, dependent on road closures. To learn more about the event permit application please visit: online.cityofpae.sa.gov.au/onlineform/events

Please note that successful multi-year applications will require the event organisers to apply for an event permit each year.

Funds will not be provided for/to:

- events that are private, commercial or fundraising in nature
- events organised by entities with existing and outstanding debts to PAE (including those that have not fully acquitted previous PAE grants or sponsorships)
- to cover costs associated with running an organisation (e.g. salaries, utility bills, operational costs), retrospective costs, or budget deficits

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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Event organisers are encouraged to contact Council's Grants Team prior to submitting an application.

 grants@cityofpae.sa.gov.au  8405 6600

