



**CITY OF  
PERTH**  
City of Light

# Venue Support

**GRANT GUIDELINES • 2024-2025**



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## Disclaimer

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**Cover image:** Perth Town Hall

# The City's Aspiration

The City of Perth is committed to supporting initiatives that contribute to our aspiration for Perth – Liveable, Sustainable and Prosperous. Through Sponsorship and grants, we support stakeholders to build a sense of vibrancy, celebrate our diverse culture, and contribute to economic growth, creating a city that is a great place to live, work and visit.



**Liveable**



**Sustainable**



**Prosperous**



Northbridge Piazza

## ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

The City of Perth acknowledges the traditional custodians of the land that we are situated on, the Whadjuk people of the Nyoongar nation and Aboriginal people from other lands.

We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo and the Derbarl Yerrigan.

We offer our respects to Elders past and present.

# Introduction

The Venue Support Grant program offers support to organisations accessing City managed venues, malls, parks, gardens, public places and thoroughfares.

Support is available in 2 categories:

1. **Community Venues – up to \$2,500 ex GST in-kind support**
2. **Parks, Public Places and Thoroughfares – up to \$7,500 ex GST in-kind support**

The grant covers **venue hire fees only**. Applicants must meet all standard conditions of hire and pay all additional charges such as deposit and bond, security/key deposit, public liability insurance, cancellation fees, audio visual, and any additional employee or service costs.



# Program Outcomes

To guide and inform the City’s direction and approach for the Venue Support Grant program, three key priority outcomes have been identified as priority. The City aims to support activities that can achieve the outcomes which are aligned to the City’s strategic pillars; Liveable, Sustainable and Prosperous.



## VISITATION

Free to participate activities that aim to attract visitation to the city and encourage people to increase dwell time in city neighbourhoods.



## ENGAGING A DIVERSE COMMUNITY

Activities that celebrate the diversity of Perth and promote inclusion, social wellbeing, education and increased cultural participation.



## ECONOMIC GROWTH

Activities that support the local economy through engagement with businesses or key industry sectors in the City of Perth.

# Eligibility Criteria

All applications for Venue Support Grants with the City of Perth **must** meet the following eligibility criteria.

1

be a legally constituted entity or individual with an Australian Business Number (ABN);

2

have appropriate insurances and licenses where required, as outlined under the City's Activity Approvals, venue, or other relevant policies and procedures;

3

have booked, or submitted an application to book, a City of Perth venue listed within this document and obtained a cost estimate for the booking;

4

have submitted the application prior to the project commencement date with sufficient time to enable consideration by the City; and

5

demonstrate financial viability without the City's support (an individual event or project may not be viable without the City's support, however the organisation must be).

## The City will not consider applications from:

- the Commonwealth or State Government Departments;
- a political party;
- an applicant that the City of Perth considers supports, promotes or facilitates violence, intolerance or discrimination;
- an employee or elected member of the City of Perth, or their immediate family members, however this does not include an application from an organisation that an employee, elected member or their immediate family member may be part of;
- an applicant that has outstanding debts to the City of Perth;
- an applicant who is in legal conflict with the City of Perth;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City of Perth funding;
- an applicant that has already received City of Perth funding (including in-kind) for the same project within the same financial year;
- an applicant that has already applied for City of Perth funding (including in-kind) for the same project within the same financial year and been refused; or
- an applicant that conducts themselves in a way the City of Perth considers to be injurious or prejudicial to the character or interests of the City.

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## The City will not consider applications for the following projects or project expenses:

- projects where the City of Perth consider the primary purpose to be political;
- projects that the City of Perth consider denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- projects that request reimbursement of funds already spent;
- projects that are for debt reduction or operational deficits; and
- project legal expenses.

The City of Perth will not support recurrent operational funding, including, but not limited to wages, salaries, or administrative overheads. Additional details on eligibility and requirements are set out in **Council Policy 4.3 Outgoing Sponsorship and Grants**.

The applicant must review the Policy prior to submitting an application for grant funding and, to the extent of any inconsistency, the Policy takes precedence over this document.

# Venue Information

	<b>Parks, Public Places and Thoroughfares</b>	<b>Perth Town Hall</b>	<b>Citiplace Community Centre</b>	<b>City of Perth Library</b>	<b>Rod Evans Community Centre</b>
<b>Description</b>	<p>City mall precincts covered in this category are:</p> <ul style="list-style-type: none"> <li>Forrest Place;</li> <li>Hay Street Mall;</li> <li>Murray Street Mall; and</li> <li>Northbridge Piazza.</li> </ul> <p>Parks and gardens covered in this category are:</p> <ul style="list-style-type: none"> <li>Parks and reserves managed by the City of Perth.</li> </ul>	<p>Perth Town Hall is a beautifully restored heritage venue suitable for banquets, theatre-style and cocktail events, festivals or exhibitions.</p>	<p>The Citiplace Community Centre offers four spaces for hire, ranging in sizes to suit your activity.</p> <p>The Centre is a unique, accessible central city facility provided by the City of Perth which aims to provide a range of services and facilities to the community.</p>	<p>The Library Auditorium is a flexible space suitable for evening and daytime functions. The venue includes a complimentary lectern, microphone and AV equipment</p>	<p>The Rod Evans Community Centre offers a variety of spaces, available to community groups for hire to run community programs.</p> <p>The accessible, one-level venue includes multiple meeting rooms, a large multipurpose room, a large communal kitchen, and adjacent playground.</p>
<b>Contact Details for bookings</b>	<p><b>T:</b> (08) 9461 3333 <b>E:</b> activity.approvals@cityofperth.wa.gov.au</p>	<p><b>T:</b> (08) 9461 3555 <b>E:</b> townhall@cityofperth.wa.gov.au</p>	<p><b>T:</b> (08) 9461 3556 <b>E:</b> community.centre@cityofperth.wa.gov.au</p>	<p><b>T:</b> (08) 9461 3500 <b>E:</b> library.events@cityofperth.wa.gov.au</p>	<p><b>T:</b> (08) 9461 3920 <b>E:</b> CMSINBOX@cityofperth.wa.gov.au</p>
<b>Website</b>	<p><b>Hold an event or activity in the city's malls</b></p> <p><b>Parks, Gardens and Reserves</b></p>	<b>Perth Town Hall</b>	<b>Citiplace Community Centre</b>	<b>City of Perth Library</b>	<b>Rod Evans Community Centre</b>
<b>Maximum contribution</b>	\$7,500 ex GST per application	\$2,500 ex GST per application	\$2,500 ex GST per application	\$2,500 ex GST per application	\$2,500 ex GST per application

## Examples of Activities Supported

Below is a list of examples of activities supported under this program. This list is not exhaustive, and you are required to discuss your activity with a Sponsorship Officer prior to submitting an application.

- Cultural events
- Sporting and participation events
- Live music festivals/events
- Arts and culture events
- Exhibitions
- Markets
- Community and group meetings
- Educational and information activities
- Workshops and classes
- Book Clubs
- Film screenings
- Expos
- Seminars, lectures and public talks
- Social forums

## Examples of Activities Not Supported

Below is a list of examples of activities not supported under this program. This list is not exhaustive, and you are required to discuss your application with a Sponsorship Officer prior to submitting an application.

- Virtual events
- Private/invite only events (events or activities must be accessible to the public)
- Faith based activities of religious organisations
- Political or lobby groups events and activities

# Assessment Criteria

Applicants must address the following project outcomes and project planning criteria.

## PART ONE:

### Project Outcomes

Eligible applicants for Venue Support Grants will be assessed against the extent to which the activity addresses key priority outcomes: visitation, engaging a diverse community, and economic growth.

**Applications for Perth Town Hall, Citiplace Community Centre, and City of Perth Library will be required to address 2 out of 3 assessment criteria.**

**Applications for Parks, Public Places and Thoroughfares will be required to address all 3 assessment criteria.**

#### VISITATION

Activities that:

- Are free and open to the community;
- Create safe and enjoyable experiences in the public realm;
- Attract visitors and increase dwell time to the city and city neighbourhoods;
- Increase exposure to the venue or promotes its heritage and history; or
- Activates the venue with weekend daytime activity.

#### ENGAGING A DIVERSE COMMUNITY

Activities that:

- Acknowledge, recognise and engage with the traditional owners of city lands, the Whadjuk Nyoongar people;
- Appeal to a range of diverse communities, encouraging participation from groups such as youth, seniors, people living with disability, etc.
- Provide accessible and relevant community support services;
- Provide life-long learning opportunities; or
- Promote participation, social wellbeing and inclusion.

#### ECONOMIC GROWTH

Activities that:

- Engage services from businesses within the City of Perth;
- Offer incentives or promotions to encourage engagement with businesses in the City of Perth; or
- Promote businesses within the City of Perth through the activity and the organisation's communication channels.

## PART TWO:

### Project Delivery

Applications will also be assessed on the following through the information provided in the application:

- Does the applicant have demonstrated capacity to manage all aspects of the project including a realistic budget?
- Has the applicant considered the suitability of the Venue and whether the nature of the activity complements the Venue?



Twilight Food Market

# General Information

## Key Dates

The City will accept applications for Venue Support Grants at any time, however decisions will be made on a case-by-case basis in line with budget and strategic priorities.

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**Applications Open**      **1 May 2024**

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**Applications Close**      **30 April 2025**

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Applicants are required to apply at a minimum of 8 weeks prior to the start of their event or project and must provide a public outcome before 30 June 2025.

This grant operates as exhaustive funding, and the City reserves the right to close the program once the available budget has been expended.

## Key Information

Prior to submitting a Venue Support Grant application, applicants should first check the suitability and availability with the venue. Applicants may then submit a booking request or event application with the venue.

The City will process the grant as in-kind support for the specific venue booking, on behalf of the successful applicant. If associated hire fees are more than the grant amount, the applicant will be invoiced for the additional fees or charges not covered under the venue support grant. All other details regarding the hire of the venue must be handled by the applicant.

The application will also be assessed in consultation with the preferred venue to discuss the ability to provide venue support at that time.

## Eligible costs

A Venue Support Grant is applicable to the venue hire cost only and does not extend to other city fees and charges or service costs outlined below.

## Ineligible costs

Applicants may only request in-kind support for venue hire fees. The following costs are not covered by this program:

- all associated bonds;
- waste and cleaning fees;
- staffing fees and costs;
- power consumption charges that may apply to venue use;
- security charges;
- on-street Parking bays;
- City of Perth Parking facilities; and
- any cancellation fees applicable if the event is cancelled.

## How to Apply

Applications for Venue Support Grants must be submitted through the City's approved online management portal, **SmartyGrants**.

You are required to discuss your application with a City Sponsorship Officer or Venue representative prior to submission to ensure you are applying in the most suitable program.



Perth Town Hall, Prints 2023



Perth Town Hall, Rag Pop Up

## Assessment Process

Applications are assessed in collaboration with the venue. Assessors may recommend full, part or no support to the decision-making authority. The recommendation is carefully considered with the view of maintaining the integrity of the proposal.

The City regularly received more funding applications than the available budget can accommodate. Therefore, successful applications are those that best satisfy the assessment criteria.

The City reserves the right to request further information in considering any application, as well as the right to reject any application for any reason.

## Decisions and Notifications

Applications may be accepted or rejected or part-funding approved, and the decision is final and not subject to any further appeal.

Allow up to 8 weeks to be notified of a decision for a Venue Support Grant.

## Acquittal Process

Successful applicants will be required to submit an acquittal report through SmartyGrants within three months of project or initiative completion. All sponsorships must be acquitted prior to being paid on a subsequent successful application for funding. Acquittal reports will be considered as part of future funding applications.

## Lobbying of Elected Members and Administrative Staff

Applicants or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff. If, during the period between submitting a funding application and a determination by Council, an applicant or any member of the public seeks to lobby any Elected Member or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application, the person/organisation will be disqualified and the grant excluded from being considered for approval.







Harold Boas Gardens

## Frequently Asked Questions

1

### Can I assume my project will be funded if it has been funded in previous years?

The City is committed to ensuring the assessment process is fair and equitable. Recurring annual funding is not guaranteed. The City recommends you also seek additional funding from other sources. Additional funding sources will strengthen your application.

2

### How many times can I apply?

Applicants may apply for sponsorship for several projects however each project may only receive sponsorship once in each financial year.

3

### Can I apply for support for other fees and charges within the Venue Support Grant program?

The Venue Support Grant program is to cover the costs of the venue hire only.

4

### Are the details of my application confidential?

No. The City must comply with the *Local Government Act 1995 (WA)*, *State Records Act 2000 (WA)* and other relevant legislation and regulations. An assessment of your application will form part of the decision recommendation report which may be subject to Freedom of Information (FOI) requests. Successful applicants may be listed on the City's website. Please make it known to the Sponsorship Officer if information provided in your application is commercially sensitive.

5

### How will I know if my application is successful?

The City of Perth will contact you to advise you of the outcome of your application within 8 weeks.

This document is available in other formats or languages on request.

## Contact Us

### Sponsorship Team

@ sponsorship@cityofperth.wa.gov.au  
perth.wa.gov.au/grants

### Activity Approvals Team

@ activity.approvals@cityofperth.wa.gov.au

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