

Venue Support Grant Guidelines



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Cover image: Perth Town Hall

The City's Aspiration

The City is committed to supporting initiatives and projects that contribute to our aspiration for Perth – Liveable, Sustainable and Prosperous. Through the provision of grants and sponsorships the City supports others to make the city a great place for people to live, work and visit. We aim to facilitate stakeholders to build a sense of vibrancy, celebrate and develop our diverse cultural experiences, as well as support economic growth to enable Perth to continue to compete on the world stage as one of the great liveable cities.



Liveable



Sustainable



Prosperous

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 community and non-for profit organisations wishing to utilise City managed venues, malls, parks, gardens, public places and thoroughfares.

The City offers two categories of Venue Support Grants:

1. **Parks, Public Places and Thoroughfares; and**
2. **Community Venues.**



Yondee Art Talk - City of Perth Library

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 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); or

2

be a not-for-profit or social enterprise, or a community group under the auspice of an Australian legally constituted entity; or

3

for the Town Hall and the Library be an Australian legally constituted entity (including an individual operating as a sole trader with an ABN) holding \$20m public liability insurance;

4

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

5

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;

6

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

7

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;
- 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.

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 eligibility and other application requirements are set out in the City's **Sponsorship and Grants Policy**. The applicant must review the Policy prior to submitting an application for sponsorship funding and, to the extent of any inconsistency, the Policy takes precedence over this document.

Parks, Public Places and Thoroughfares

Venue Criteria

Eligible applicants for Venue Support are to demonstrate how the activity aligns to the program outcomes defined below:

- Demonstrate how the activity will attract visitation to the city and encourage people to increase dwell time in city neighbourhoods.
- Demonstrate how your project celebrates the diversity of Perth, by engaging a diverse range of community groups and promote participation.
- Provide detail on how the activity will stimulate the local economy through engagement with businesses in the City of Perth.

The applicant will be assessed against the extent to which the activity addresses the venue specific criteria in the table.



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; and
- that promote repeat visitation by residents and visitors.

Engaging a Diverse Community

Activities that:

- acknowledge, recognise and engage with the traditional owners of city lands, the Whadjuk Nyoongar people;
- encourage diversity and participation from groups such as youth, seniors, people living with disability; and
- promote social wellbeing and inclusion, education, increased cultural participation and reduce antisocial behaviour.

Economic Growth

Activities that:

- engage services from businesses within the City of Perth; or
- 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 organisations communication channels.



Parks, Public Places and Thoroughfares Information

Description	<p>City mall precincts covered in this category are:</p> <ul style="list-style-type: none"> • Forrest Place; • Hay Street Mall; and • Murray Street Mall. <p>Parks and gardens covered in this category are:</p> <ul style="list-style-type: none"> • Parks and reserves managed by the City of Perth. <p>For more information visit the Hold an event or activity in the city's malls or Parks, Gardens and Reserves Hire webpage.</p>
Contact Details for bookings	<p>Phone: (08) 9461 3333 Email: activity.approvals@cityofperth.wa.gov.au Hold an event or activity in the city's malls Parks, Gardens and Reserves Hire</p>
Examples of supported activities	<p>Free to attend and participate;</p> <ul style="list-style-type: none"> • Community events • Multi-cultural festivals • Sporting festivals/activities • Community activations in the malls
Maximum contribution	\$7,500 per application

Community Venues

Venue Criteria

Eligible applicants for Venue Support are to demonstrate how the activity aligns to the program outcomes defined below.

- Demonstrate how the activity will **attract visitation** to the city and encourage people to increase dwell time in city neighbourhoods.
 - Demonstrate how your project **celebrates the diversity** of Perth, by engaging a diverse range of community groups and promote participation.
 - Provide detail on how the activity will stimulate the **local economy** through engagement with businesses in the City of Perth.
- The applicant will be assessed against the extent to which the activity addresses the venue specific criteria in the table.

Perth Town Hall

Activities are to address 2 of 3 of the below criteria

Visitation	Activities that: <ul style="list-style-type: none">• are free and open to the community; or• promote visitation and increase exposure to the venue; or• promote the history and heritage of the venue; or• activate the venue between Monday and Friday; or• activate the Lower Foyer or Undercroft areas.
Engaging a Diverse Community	Activities that: <ul style="list-style-type: none">• appeal to a range of diverse communities; and• promote participation, social wellbeing and inclusion.
Economic Growth	Activities that: <ul style="list-style-type: none">• engage services from businesses within the City of Perth; or• 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 organisations communication channels.



Citiplace Community Centre

Activities are to address the below criteria

Engaging a Diverse Community	Activities that: <ul style="list-style-type: none">• appeal to a range of diverse communities; or• provide life-long learning opportunities; or• provide accessible and relevant community support services; or• promote participation, social wellbeing and inclusion.
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City of Perth Library

Activities are to address 2 of 3 of the below criteria

Visitation	<p>Activities that:</p> <ul style="list-style-type: none"> • are free and open to the community; • promote visitation, attracting over 20 people; and • increase exposure to the venue.
Engaging a Diverse Community	<p>Activities that:</p> <ul style="list-style-type: none"> • provide life-long learning opportunities; • appeal to a range of diverse communities; and • promote participation, social wellbeing and inclusion.
Economic Growth	<p>Activities that:</p> <ul style="list-style-type: none"> • engage services from businesses within the City of Perth; or • 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 organisations communication channels.



City Venue Information

	Perth Town Hall	Citiplace Community Centre	City of Perth Library
Description	Perth Town Hall is a beautifully restored heritage venue suitable for banquets, theatre-style and cocktail events, festivals or exhibitions.	<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>	The Library Auditorium is a flexible space suitable for evening and daytime functions. The venue includes a complimentary lectern, microphone and AV equipment.
Contact Details for bookings	Phone: (08) 9461 3555 Email: townhall@cityofperth.wa.gov.au	Phone: (08) 9461 3501 Email: community.centre@cityofperth.wa.gov.au	Phone: (08) 9461 3500 Email: library.events@cityofperth.wa.gov.au
Website	Perth Town Hall	Citiplace Community Centre	City of Perth Library
Examples of supported activities	<ul style="list-style-type: none"> • Expos • Seminars • Social forums • Educational activities 	<ul style="list-style-type: none"> • Community and group meetings • Educational activities • Information sessions • Workshops 	<ul style="list-style-type: none"> • Education Sessions • Book Clubs • Community and Group Meetings • Lectures and Public Talks • Workshops and Classes • Film Screenings
Maximum contribution	\$2,500 per application	\$2,500 per application	\$1,000 per application

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.

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 2024.

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.

Should the applicant wish to apply for these costs in-kind, they should apply under the most relevant funding program.

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.



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 receives 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 may 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 or the CEO, 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 sponsorship application excluded from being considered for approval.





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 in regard to retaining and making information available to the general public. 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 so as to protect trade secrets, information that has commercial value, or information about the business, professional, commercial or financial affairs of a person, so this information can be treated as Commercial-in-Confidence.

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

📍 27 St Georges Terrace, Perth WA 6000
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