



GUIDELINES

ARTS AND CULTURAL VENUE HIRE AND RESOURCES ASSISTANCE GRANT (Community Organisations)

OVERVIEW

Intent/ Purpose

To encourage the development of local community Arts and Cultural programs and activities and to foster opportunities for local arts and cultural activities that make a positive creative contribution to the region. To make available Council resources and capabilities to support Arts and Cultural projects and activities. The Arts and Cultural Venue Hire and Resources Assistance Grant category is available to not-for-profit organisations. *(NB Individuals are to apply under the Arts and Cultural Assistance grant stream.)*

Assistance Type

The fund will provide access to Council venues and resources for events, activities and projects. The minimum amount per application is \$500; the maximum amount per application is \$5,000.

Logistics

Applications can be submitted at any time during the year; however, the application must be lodged at least six weeks prior to the start of the event, activity or project. Events, activities and projects are to commence and be completed within twelve months of the approval date. Applicants can receive a maximum value of \$5,000 per year.

Assessment and Approval Responsibilities

The application will be assessed by the Manager, Cultural Services. The delegation for decision will be the full Council.

COVID-19

Please be aware there may be additional requirements that applicants must adhere to set out in the industry Framework for COVID Safe Events.

ELIGIBILITY

Applicants must:

- be applying for venue hire and resources assistance for events, activities or projects within the local government area of Cairns;
- provide Council with a relevant detailed project outline and a clear and detailed budget;
- be carrying out activities of cultural, arts or performing arts nature;
- provide a quote for the venue hire and resources they are requesting
- provide evidence of their not-for-profit status
- be an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit; or
- be a not for profit organisation.

Applicants must not:

- have outstanding Council grants that have not been acquitted satisfactorily;
- have overdue outstanding payments to Council (eg rents, rates, fees, Council guarantor loan repayments etc);
- be a registered Private Company;
- be an individual;
- be a registered political party or discriminatory group;
- be an organisation that manages or operates premises with poker machines;
- be a school, University or TAFE, college or other form of an education institution.

Applications must not be:

- requesting assistance or support for an event, activity or project that has already occurred
- for events, activities or projects that are the subject of litigation
- for general operating costs
- for projects that duplicate existing services or programs
- for interstate or international travel costs
- a registered political party or religious group
- for projects with a sole religious or political purpose
- requesting assistance from Council for resources or services that council has to procure from outside organisations. As a general rule this includes anything that is not core Council business.

APPLICATION APPROVAL PROCESS

1. The applicant must contact the venue to obtain a quote and provide evidence they will adhere to any venue specific requirements including COVID Safe Event Plans or Covid Safe Checklists.
2. The application will be prepared by the applicant using the appropriate application form. The applicant must consult with the Arts and Cultural Grants Coordinator for advice and guidance prior to submitting the application: Ph 07 4032 6650.
3. The completed application will be submitted by the applicant to Grants@cairns.qld.gov.au , within the designated application submission timeframe.
4. The application will be received and reviewed by the designated Council contact officer to determine eligibility and completeness. The Council contact officer will acknowledge receipt of application and will notify the applicant if the application is considered ineligible or appears incomplete.
5. The application will be submitted for approval or rejection to the delegated approval authority.
6. The Council contact officer will inform the applicant of the approval or rejection decision of their application once a decision has been made.
7. The Council contact officer will complete arrangements for successful applications.

ENQUIES AND APPLICATION SUBMISSION

Send the completed application form and supporting documents (as an attachment) to email address:

Phone: **(07) 4044 3945** Email: grants@cairns.qld.gov.au



APPLICATION FORM
ARTS AND CULTURAL
VENUE HIRE AND RESOURCES ASSISTANCE GRANT
 (Community Organisations)

SECTION 1 - ABOUT THE APPLICANT

APPLICANT DETAILS			
Organisation Name			
Principal place of Business		Postcode:	
Postal Address		Postcode:	
Main Contact Name for Application			
Position in Organisation			
Email Address			
Contact Number/s			
Alternative Contact Name		Position in Organisation	
Contact Number/s		Email	
Name of President or CEO			
Contact Number/s		Email	
Organisations' Website			
Does the organisation have an ABN?		Number	
<small><i>If no, include a 'Statement by Supplier' form advising why an ABN has not been quoted. Council is required to withhold 48.5% tax if an ABN or a Statement by Supplier form is not supplied. See http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf</i></small>			
GST registered		Incorporation Number	
<small><i>Note that even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the activity or event as per federal legislation. See https://www.ato.gov.au/Business/GST/</i></small>			
Organisation's main aims/objectives:			
Other Committee/Board members (please list all names and their positions):			

SECTION 2 – ABOUT THE EVENT / ACTIVITY / PROJECT

APPLICATION DETAILS:			
Name of event, activity or project	Start Date	Completion Date	Proposed Event Date
Description of the event, activity or project. (max 150 words). <i>What is the purpose of your event, activity or project and has it been delivered before? What do you hope to achieve?</i>			
Please indicate how Council's contribution will be used? (max 150 words). <i>Please attach your quote from the venue and describe below how you will adhere to the venue hire requirements ie public liability, any applicable COVID Safe measures etc.</i>			
Is your event ticketed? <i>If yes, what are the estimated ticket sales?</i> <i>If you are profiting from ticket sales, please detail what the profits will be used for.</i>			
Proposed Location(s) of the event, activity or project?			
What Council permits/ fees are applicable to this event? (Eg park hire, food permits, temporary entertainment permit etc)			

SECTION 3 – FUNDING REQUESTED

FUNDING REQUESTED FROM COUNCIL	
Amount (Ex GST)	

I have attached a quotation for this amount

SECTION 4 - FUNDING HISTORY

HISTORY OF COUNCIL FUNDING (if applicable) Please list any previous grants received from Cairns Regional Council		
Year received	Name of Grant	Amount received
<i>E.g. 2014</i>	<i>Local Community Events Grant</i>	<i>\$5,000</i>

SECTION 5 - ASSESSMENT

APPLICATION ASSESSMENT <i>(Please describe how the application meets the assessment criteria in the spaces provided below.)</i>
<p>Demonstrated ability of the event, activity or project to align with the funding stream intent/purpose (max 150 words). <i>The intent and purpose of this grant stream is to encourage the development of local community Arts and Cultural programs and activities and to foster opportunities for local arts and cultural activities that make a positive creative contribution to the region.</i></p>
<p>Demonstrated cultural and artistic merit of the event, activity or project (max 150 words). <i>Please provide details of previous work / events / activities / projects of this kind and if applicable provide links as evidence of artistic merit.</i></p>
<p>Demonstrated ability of the applicant to successfully manage the event, activity or project (max 150 words). <i>Suggestions to include in your answer: Provide a list of events, activities and projects which the organisation has completed. Detail any experience that members of the organisation may have in previous roles.</i></p>

SECTION 6 – CHECKLIST

Before submitting this application, please check that you have:	
	Discussed this application with the Arts and Cultural Grants Coordinator Phone: (07) 4032 6650
	Attached a quotation for the hire amount requested
	Supplied a clear and detailed Budget for your event / activity / project <i>(including details of how any profit will be used if you event is ticketed)</i> .
	Attached evidence of not-for-profit status
	Discussed all Venue Hire requirements with the Venue (if applicable to your event / activity / project) ie public liability certificate of currency, Covid Safe Event Plan or Covid Safe Checklist.

SECTION 7 – DECLARATION

DECLARATION/ AUTHORISATION	
<p>I certify that I am authorised by the organisation to prepare and submit this application. I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this is correct and disclose full and accurate information of expenditure and activity proposed. I agree to provide Council with any additional information required to assess this application. I agree to comply with all requirements of the Grant funding stream. I will acknowledge the support of Council in all relevant promotional and printed material. I confirm that the appropriate level of Public Liability Insurance will be arranged for the event/activity/project that is described in this application.</p>	
Applicant Name	<input type="text"/> Signature: <input type="text"/> Date
Director/Secretary	<input type="text"/> Signature: <input type="text"/> Date
<p><i>Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law. Cairns Regional Council and its offices are subject to the Queensland Right to Information Act 2009.</i></p>	

SECTION 8 – INFORMATION

INFORMATION ABOUT THE APPLICATION AND ASSESSMENT PROCESS
<p>All grant applications are considered and assessed by Council officers. The final decision, however, rests with our Councillors. We will let you know with an official email if your application has been successful or unsuccessful. In the meantime, you are welcome to follow the progress of your application through Council meetings, which are livestreamed to the public. We stress, however, that you must wait for the official, direct correspondence about the outcome of your application before you move forward with your grant project.</p>