



Guidelines and Criteria

Introduction to the Local Festivals Fund

The Local Festivals Fund supports the celebration of the City's people, places, arts and cultural heritage.

The Local Festivals Fund - Recovery grants aim to encourage and assist Local Not-For-Profit organisations and businesses to develop small to medium scale local neighbourhood festivals to celebrate the City's community spirit, identity, arts and culture.

The fund has a maximum of up to \$10,000 available per project. This fund is intended for seed and development funding and applicants are encouraged to seek out other sources of sponsorship to complement the support of Council. The Local Festivals Fund is informed by the [Council Plan](#) and the [Health and Well Being and Events strategies](#)

The City of Port Phillip aims to plan, attract and direct events to ensure our city is welcoming, healthy, safe and vibrant for all. It is commonly recognised and accepted that events bring a wealth of benefits to a community, from health and wellbeing of residents through to economic development for local businesses, cultural vibrancy and social engagement.

Who Can Apply?

- Local Not-For-Profit organisations and businesses; that
- Demonstrate a clear understanding of the factors that contribute to a successful and COVID safe community festival.

Applicants that have a financial relationship with the City of Port Phillip (e.g. as existing funding recipient, contractor or creditor) must declare this connection in the application. All information will be assessed accordingly.

Funding is not available for:

- Organisations that are not fully based in the City of Port Phillip.
- Organisations or groups who are assessed to have undertaken or intend to undertake significant activity on political advocacy(see below for definition).
- Groups who are perceived to be holding events to build a profile for political use.
- Organisations that seek to attract only a special interest audience and/or recruit new members (e.g., religious, political, members only).
- Events that are created and/or promoted primarily as a fundraiser.
- Events that are organised by an individual or private for-profit enterprise.
- Projects which require retrospective funding, i.e. projects which have commenced or are completed.
- Projects that have already received funding from previous Local Festivals Fund rounds and have not been completed.

- Previous recipients who have not fully met previous funding or acquittal obligations. Failure to meet the conditions of previous Council funding agreements will cause an applicant to be ineligible for any further Council funding.
- Projects that have already received funding through another City of Port Phillip grants program in the same financial year.
- Projects that take place outside the City of Port Phillip.

Organisations or groups who are assessed to have undertaken or intend to undertake significant activity on political advocacy

For clarity and for the purposes of assessing eligibility, “significant activity on political advocacy” means:

1. The activity of a group that is a registered political party.
2. A group that has campaigns in the community and/or advocates to Council for the same (or very similar) policy positions as a registered political party(ies).
3. A group that has consistently and repeatedly advocated to Council on proposed or existing policies and programs of Council.

For further clarity, “significant political advocacy” does not mean response by a group to formal engagement by Council on a proposed policy, program or project.

Eligibility Assessment Process

Organisations who are unsure of their eligibility may request an eligibility assessment prior to applying for a grant.

The assessment process will be undertaken by Council staff and will review Council and public records of the activities of the group for the period from 1 year before the last Council election to the current day to determine if the activity of the group falls within the criteria 1-3 listed above.

Council staff will make a recommendation on eligibility to the grant assessment panel.

The grants assessment panel will consider this recommendation and review and determine eligibility.

The group will be informed of the result of the eligibility assessment process.

If a request is not made by the applicant prior to a grant application being submitted, this assessment will be completed by Council staff and considered by the panel as part of the grant assessment process itself.

Appeal of Panel Decision on Eligibility

Groups who are deemed ineligible through this process and wish to appeal the

decision, may make a written submission outlining the reasons why they believe they are eligible.

Any submission made will be considered by the Council initially in confidence (if the request meets the requirements of the Local Government Act for a matter to be considered in confidence), with confidentiality on the decision to be lifted once the decision of Council has been communicated to the group.

If Council is unable to determine the result of the appeal due to a lack of quorum or other issue, then the application will be immediately declined with advice given to the applicant as to how they can contact the Ombudsman for further consideration of the decision by Council Staff and or the Assessment Panel.

Assessment Criteria

Essential Criteria

The following criteria must be addressed and articulated in the application:

- Event must meet the definition of a 'Festival' ie 'an organised series of cultural events held over a particular time period OR a day or period of celebration'.
- Demonstrate a high degree of support within the community for whom it is intended and value to the cultural life of Port Phillip.
- Encourage audience development and participation of residents in the arts and cultural activity.
- Be affordable and provide equitable access for City of Port Phillip residents.
- Be produced in an environmentally responsible manner and have minimal impact on residential amenity. Outline strategies for waste minimisation and/or recycling.
- Provide a balanced budget which includes in-kind and financial contributions by the organisation; project expenditure equal to project income and applicant must demonstrate that the project can proceed if other funding applications are unsuccessful.
- Leverage other sources of funding or make compelling case for requesting full amount from Council. This can include in-kind support.

Desirable Funding Criteria:

The ability to address and articulate any or all of the following may strengthen your application:

- Actively involve City of Port Phillip residents in the event.
- Profile City of Port Phillip arts, culture, creative and multi-cultural sectors.
- Promote access tolerance and diversity within the community.
- Develop partnerships with other local organisations.
- Enhance the profile of the City of Port Phillip as an outstanding, vibrant arts environment.

- Showcase and promote City of Port Phillip as a destination, demonstrating economic benefit and/or actively contributing to economic impact via supporting traders and/or local businesses.

How to apply

Potential applicants are encouraged to contact the Arts Administrator to discuss their Festival before applying for Local Festivals Fund and at any time during the application process.

- Read the Guidelines and Criteria carefully to make sure it is the right fund for you and you know what is expected.
- Contact the Arts Administrator on 9209 6217 to discuss your festival and how it may relate to the Guidelines and Criteria including any COVID safe questions.
- Check the closing date for applications.

Quick Tips for online submission

The City of Port Phillip uses the Smartygrants online application system grant applications.

- Read the basic tips and the Applicant Help Guide on-line (see a direct link to the Help guide at the beginning of the online application form).
- It is recommended that applicants save versions of initial drafts in a downloadable pdf version of the application for a back-up record. (see instructions in the Help guide).
- It is possible to cut and paste text (particularly the expanded project description) from a draft word document to the appropriate field in the electronic document.
- Please note that it is best **not** to cut and paste data into the fields on the on-line budget page, but to fill this in directly. The budget page has an automatic addition capacity.
- The final application is submitted in the online format. Save a pdf copy of the electronic version of your completed online form prior to final submission.
- A confirmation of submission email should be received within ONE WORKING DAY of submission with a final pdf copy of your application attached.
- The majority of the questions in the on-line form are compulsory fields. The application cannot be submitted unless all of these fields are completed. (an * appears next to these fields.) A dialogue box will appear on clicking the submit button on the final page if there are any empty fields.
- Two fields in the form have specified word limits. (the Project Summary and Expanded Project Description.) If these fields are over their word limits, a dialogue box will appear when you click the submit button.
- It is advisable when completing the online application form to Click on SAVE at the end of each page. Access will time out after one hour, so it is important to save frequently.

- If difficulty is experienced in accessing the on-line application or an application confirmation email is not received, please contact the Arts Administrator as soon as possible on 9209 6127.

Application Support Material

The following support documents may be uploaded with the electronic application. Please use WORD or pdf formats. Please limit size of individual documents to 2MG.

Ensure you have included all material as outlined in the application checklist:

- Confirmation of commitment from supporting venue/s.
- Letters of support from participating organisations and or partners.
- Proof of public liability cover to the value of \$20m (where necessary).
- Resume highlights of the key personnel (only contain information relevant to the project).
- Copy of most recent annual report (where applicable).
- Key examples of previous project promotional material, reviews articles or stills or supporting images of previous events.
- Supplementary budget information (where applicable).
- A risk management plan; including a matrix identifying risks and measures to minimize risks (the detail provided with this will depend on the size of the event you are planning and should include reference to Victorian Government COVID safe advice.)
- The online application includes fields for links to Vimeo, Facebook or YouTube as additional supplementary material. Please ensure that these links do not require passwords for access and limit the file size where possible.

If any problems are experienced with uploading documents, please contact the Arts Administrator.

Assessment process

The Local Festivals Fund is a competitive fund and the Port Phillip City Council cannot fund all the applications it receives. Applications are assessed by an internal assessment panel with expertise and experience relating to community grants and events as well as one Councillor representative.

The success of applications is determined by the merits of an application against the funding criteria and program objectives, and in competition with assessment against other applications.

The recommendations of the assessment panel will be provided to the Council delegate who will make the final decision on grant allocation. You will receive notification after the Council delegate has made their decision.

Applications are assessed quarterly, and Council officers will endeavour to notify of success or other within three months of the grant round closing. Applicants should however note that progressing with planning of an event prior to receiving

confirmation from Council on their application is at their own risk.

Other Council Funding

Information about other City of Port Phillip grants and related funding sources can be found at: on the [Council Funds grants and subsidies webpage](#)

Funding Requirements

Funding agreement

Successful applicants will be required to enter into a formal agreement with the City of Port Phillip before receiving a grant.

Acquittal Report

It is a condition of the grant that an acquittal report be submitted within eight weeks of the date of the festival. The guidelines for reporting are detailed in the applicant funding agreement. All projects for LFF Recovery 2020-21 are to be completed by 31 December 2021.

Legal and insurance standards

All applicants must ensure that they comply with all legal and insurance standards. For certain projects that include public participation or occur in public areas, applicants will be asked to produce proof of public liability insurance (certificate of currency).

Funds as taxable income

Any monies received by the grant recipient will be considered as taxable income unless the Australian Taxation Office has declared the organisation a tax-exempt body. For detailed information visit www.ato.gov.au or phone 13 28 66.

GST (Goods & Services Tax)

Organisations and individuals are strongly encouraged to clarify their GST status and indicate on the application form what that status is. For detailed information visit www.ato.gov.au or phone 13 28 66

Applicant responsibilities

Successful applicants must ensure they act with fairness and equity in all matters concerning staff recruitment and management, for both paid and volunteer staff.

Funded applicants are required to comply with relevant Acts such as:

- Fair Work Act 2009
- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities Act 2006
- Victorian Privacy and Data Protection Act 2014
- Disability Discrimination Act 1992
- Victorian Disability Act 2006
- Occupational Health and Safety Acts, Regulations and Codes of Practices
- Victorian Workcover Scheme

Council Priorities

COVID Safe Events

Local Not-For-Profit organisations and businesses proposing a festival will need to consider Victorian Government regulations and advice regarding COVID safe events. Information that will assist you to develop a COVID Safe Plan can be found at these sites:

- [Victorian Government COVID safe plan-events](#)
- [Creative Victoria COVID safe event planning information](#)
- [City of Port Phillip CoVID safe outdoor event planning resources](#)

Applicants planning events in public space will be required to apply for a COPP Events permit. To discuss how to apply for an event permit with a COVID safe plan, contact Arts Administrator on 9209 6217 before applying.

Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse and is a committed Child Safe organisation. This commitment is to ensure that a culture of child safety is embedded across our community

All grant applications that involve working directly with children and young people as participants are required to comply with legislations and regulations relating to child safety including, but not limited to the:

- Working with Children Act 2005
- Working with Children Regulations 2016
- Victorian Child Safe Standards (CSS)

Council reserves the right to verify this information.

For more information on the Victorian Child Safe Standards refer to the [Victorian Government Commission for Young People and Children webpage](#) or contact Samantha Neville, City of Port Phillip Child Safe Standards Project Officer on 03 9209 6746 or samantha.neville@portphillip.vic.gov.au

Access and inclusion considerations for your project

The City of Port Phillip is committed to equitable participation and engagement to its services and programs. Applicants are encouraged to consider how a project may be inclusive and accessible for people with a disability. For information about organising accessible and inclusive events, see the Australian Network on Disability [Event Accessibility Checklist](#)

Permits and Local Laws and Council Advice

Events in Council venues or open spaces (such as parks and foreshore) may need permits or hire agreements. Applicants proposing projects which include the building of temporary structures, or performances or events in public and open space, may need advice regarding a permit application prior to application submission.

Please note: some permits may require a fee, which will need to be included in the project budget.

Please discuss your idea with the Arts Administrator prior to contacting other Council departments. For advice from areas of Council responsible for assessing the permitting needs of your project, please check the following:

Events advice (for events in open space)

If you are organising an event in an open space contact the Arts Administrator to co-ordinate a time to discuss your event with Arts Administrator and Events Advisor before applying for your event.

Events Advisor 9209 6326

dsneddon@portphillip.vic.gov.au

For more information refer to City of port Phillip's [Events Strategy](#).

Making Your Project More Environmentally Sustainable

Applicants should consider environmental impact when planning their festival. To make your festival more environmentally sustainable you can:

- Avoid balloons. Helium balloons can be hazardous to wildlife and our waterways and are not to be used. The City of Port Phillip has joined with Zoos Victoria in their campaign to replace helium and non-helium balloons with other environmentally friendly alternatives.
- Consider ways to reduce the use of single-use plastic
- Avoid distributing straws or plastic bags
- Avoid disposable decorations
- Promote recycling
- Consider ways to reduce power consumption
- Utilise e-ticketing or recyclable ticketing
- Promote public transport, walking and cycling to your event
- Consider resource sharing with other organisations or project supporters
- Wash crockery and cutlery rather than use disposable
- Promote reusable coffee cups rather than take-away cups
- Provide drinking water to reduce the use of plastic bottles
- Compost any food waste

For advice about making your event more sustainable contact Lisa Paton, City of Port Phillip Sustainable Programs on 03 8563 7734 or

Lisa.Paton@portphillip.vic.gov.au

Local Laws Permit advice: 9209 6216 (for road closures)

devpermits@portphillip.vic.gov.au

Planning and Building advice (for temporary structures in open space not undertaken by Council)

Planning permit advice: 9209 6424

helpdeskplanarchive@portphillip.vic.gov.au

Building permit advice: 9209 6253

helpbuilding@portphillip.vic.gov.au

Access and Support for applicants

Auslan translation services are available on request from applicants.

Arts Access is a peak organisation in Port Phillip which may also assist with advice about accessible festivals: <http://www.artsaccess.com.au/>. Multicultural Arts Victoria is a peak organisation which may also assist in an advisory capacity.

<http://www.multiculturalarts.com.au/>

Future funding

Funding provided in the current financial year does not assure that funding will be available in future years.

Further information:

Potential applicants should contact the Arts Administrator to discuss their project and the application process.

Ph:9209 6217 E:iff@portphillip.vic.gov.au

NOTE: The assessment panel may not consider applications that do not include all of the information requested on the application form or if the budget is not completed properly. Please keep a copy of this application and the supporting documentation for your files