



LANDCORP

City Centre Activation Grant

The City of Karratha in partnership with LandCorp has secured funds of up to \$150,000 per annum for two years (16/17 & 17/18) to support events/activities which will attract community into the City Centre.

The Grant is intended to support events/activities such as, but not limited to, art installations/displays, fundraising events, family friendly events, film screenings, live performances, public workshops, mass participation events and other activities that have broad community appeal.

WHO CAN APPLY?

Organisations, community groups, associations, committees and companies based within the City of Karratha may apply.

1. Applications that are not connected or concerned with the City of Karratha community will not be considered.
2. Organisations shall include, but are not limited to, sporting clubs, schools and community groups or individuals that have a focus on community needs with a social benefit.
3. Government organisations are eligible to apply for this grant.
4. Religious groups/organisations may be funded for community based events/activities ONLY. Funding towards religion specific activities will not be considered.

WHAT WILL BE FUNDED?

Events/activities that, in general, have broad community appeal, offer something new and unique for the community and that will attract people to the City Centre specifically to attend the event/activity will be eligible for funding – subject to meeting the pre-set criteria used to evaluate applications.

The fund is available to assist organisations in the promotion and operation of community based events/activities-

'City Centre' events/activities are open air events staged along Sharpe Avenue.

Items eligible for funding could include hire of equipment, waste management, traffic management (where the City deems it necessary to use traffic management) advertising/promotional costs, performer fees, travel and accommodation. This grant will not fund wages/salaries or costs not related to staging the specific event/activity in the City Centre.

Applicants will be eligible to apply for up to \$30,000 toward their event/activity.

Applicants must submit with their application copies of quotes for each area of event cost to be covered by this fund.

CONDITIONS OF THE GRANT

This grant is competitive.

Applications are now open and close on 31 March 2017, or until funds are fully allocated.

If after this time, there is still funding available, applications will reopen from 1 July 2017 and close 31 October 2017 or when funds are fully allocated.

Applications must be submitted at least six weeks prior to the proposed event date.

Applicants can request funding across two financial years' subject to the event/activity being staged in each year. That is, the event/activity must be delivered in 2015/16 and 2016/17 but can be applied for via one application.

Applications will be assessed as they are received against the following criteria:

- Ability to attract people to the City Centre
- Uniqueness of Event/Activity
- Broad Community Appeal
- Ability/Capacity to deliver a successful event/activity
- Level of previous funding received from City of Karratha
- Return benefits/recognition for the City of Karratha and Landcorp

Decisions regarding funding applications are final and will not be reconsidered.

Funds are processed on receipt of a valid tax invoice to the City of Karratha from the date of notification.

Financial acquittals (including receipts) must be received by the City of Karratha within one month of the delivery of the event/activity. Funds not receipted will be forfeited without further notice. Funds not acquitted will be subject to immediate debt recovery without further notice.

Any damage to pavement, trees, buildings, infrastructure incurred as part of the operation of the event – whether by patrons or organisers – will be the sole

responsibility of the event organiser to repair/replace as necessary to return to original condition.

The event organiser is responsible for complying with all applicable legislative requirements specific to the event and will be required to maintain a minimum of \$10 million Public Liability Insurance to cover the event. Neither the City of Karratha nor Landcorp will be responsible for handling any complaints or issues that arise from the public, suppliers or others in relation to the staging and promotion of the event.

UNSPENT FUNDS

Funds which are unspent at the conclusion of the event/activity will be returned to the City within 30 days of the completion of the event/activity.

If grant monies are not utilized or acquitted within one month of the nominated event/activity date, all monies allocated will be forfeited and the recipient is required to return all funds unless a written request for extended time is received and approved.

RETURN BENEFIT TO THE CITY OF KARRATHA & LANDCORP

Recipients of funding agree to acknowledge the assistance provided by the City of Karratha and LandCorp. This must be outlined in the application and evidenced in the acquittal report. Suggestions include (but are not limited to):

- Public address announcements;
- Logos displayed on event signage;
- Logos included in marketing collateral and print material;
- Undertake joint media promotion with the City of Karratha
- Social media posts and/or media stories
- Acknowledgement on Organisation's website

GST

Where recipients have an Australian Business Number and are registered, GST will be applicable and will be paid.

ACQUITTAL OBLIGATIONS

Fund recipients will be required to submit an acquittal report within 30 days of the delivery of their event/activity. Recipients of funding for multiple events will not be provided funds for future events until preceding acquittals have been provided and accepted.

A template for this report will be provided to successful applicants and will ask for the following information:

- Event/Activity Overview – strengths, weaknesses, recommendations
- Attendance

- Detailed budget – all income and expenditure to be itemized
- Marketing undertaken

Should recipients fail to meet their acquittal obligations, future funding will not be considered.

Please direct all enquiries to events@karratha.wa.gov.au.