



## Camden Council

### Civic Centre Fee Relief for Musical Performances

#### Policy

##### 1. INTRODUCTION

Camden Council provides a small amount of funds as fee relief for not for profit groups providing musical or performing arts performances at the Camden Civic Centre. Funds will increase accessibility to groups wishing to provide such performances to the community.

##### 2. OBJECTIVES

- ◆ To increase accessibility to the Civic Centre venue, providing improved opportunity for musical and performance groups to utilize the facility
- ◆ To enhance community awareness and involvement in performance art.
- ◆ To enhance community wellbeing, sense of belonging through exposure to high quality cultural events and activities

##### 3. TARGET

- ◆ Local not for profit musical performance groups
- ◆ Projects where there may be no other source of funding available.
- ◆ Performances which offer free entry or nominal entry fee.

Under Council's Policy no solely government-funded organisations will be considered for funding by Council.

Applications for financial assistance under this policy may not be used in conjunction with funds secured through any other Camden Council financial assistance policy specific to the event in question.

Applications for assistance are considered for the following

- ◆ Musical Groups and performers
- ◆ Musical Theatre
- ◆ Theatre Plays
- ◆ Dance Performances

All events must be promoted widely as community cultural events, and remain accessible through the maintenance of free entry or nominal entry fee not exceeding \$10.

The following means of advertising will be available to events funded under the policy:

- § Civic Centre Web-site listing
- § Poster (provided by the applicant) display on each of the community noticeboards
- § Inclusion in Civic Centre mail out to the existing database
- § In house promotion of the event as a component of the Civic Centre Calendar of Events

#### 4. ELIGIBILITY CRITERIA

- ◆ Applications are specific musical performances scheduled to be held at Camden Civic Centre and must coincide with availability of the facility
- ◆ Fee subsidy is available to non government organizations who are not for profit and or community groups either based in the Camden LGA or undertaking a performance of direct benefit to the community and people of Camden LGA; and
- ◆ Applications may be for a portion of venue costs up to the value of and not exceeding \$1,320. (Funds which provide for either the cost of the Auditorium on a Saturday evening, or a day hire of the Auditorium and Gallery for six hours from Sunday to Friday.)

#### 5. ASSESSMENT CRITERIA

Proposed events must

- ◆ Demonstrate value to both the Camden community and Camden Council.
- ◆ Involve participation and audience from local residents.
- ◆ Indicate local support either financial or in kind.
- ◆ Show evidence that the proposed activity is well planned and is likely to attract the targeted audience.

Preference is given where:

- ◆ There is little opportunity for funding from other sources.
- ◆ Partnership arrangements are in place between organizations.
- ◆ Projects have an identified date falling within the funding period.

#### 6. INELIGIBLE APPLICATIONS

- ◆ Political parties;
- ◆ For profit, government, business or private organizations;
- ◆ Ongoing or reoccurring events within the funding period, (note that an organisation is entitled to stage self funded events in the same funding period);
- ◆ Events not planned to be held within the Civic Centre facilities;
- ◆ An organization with substantial unallocated resources;
- ◆ Individuals; and
- ◆ For events to be staged in consecutive funding periods.

## **7. CONDITIONS**

- ◆ **Successful applicants must not vary the purpose or date of the grant without written approval from Council**
- ◆ **The applicant must provide a copy of their most recent audited financial statement where available**
- ◆ **Successful applicants must acknowledge Council's financial contribution through;**
  - **Joint promotion through strategies outlined in section three**
  - **Acknowledgement of Council's support**
  - **Invitation extended to Council representatives to be present.**
  - **Acknowledgement of Council through inclusion of Council's logo on all promotional material**

## **8. FUNDING:**

- ◆ **Two funding rounds will be held in March and September of each year for applications between \$440 - \$1,320.**
- ◆ **Applications less than \$400 will be accepted throughout the year, applications need to be submitted at least six weeks prior to the event.**
- ◆ **Applications will be assessed against the policy objectives.**
- ◆ **The program will be advertised through local media**
- ◆ **Information packages including applications will be provided to applicants.**

**Payments under this policy will be limited to one hall hire donation in any calendar year and will be paid directly to the Camden Civic Centre account.**

## **9. APPROVALS PROCEDURE:**

- ◆ **Funding requests for \$440 or under will be assessed by the Civic Centre Manager against the policy criteria with a recommendation provided to a committee comprising of the Mayor, Deputy Mayor and General Manager for approval.**
- ◆ **Funding requests between \$440 - \$1,320 are to be approved by Council with recommendations from the Manager, Community Services.**

## **10. ACCOUNTABILITY**

**All recipients of funding are required to acknowledge Council's support**

- ◆ **Acknowledgement of assistance is required on promotional material and a brief evaluation on the outcome of the event is required within one month of the event.**





**Camden Council**  
**Community Financial Assistance Program**  
**2006/07**

**Application Package**

Camden Council is pleased to announce its Fee Relief Policy for Musical performance.

Annually, Camden Council provides a small amount of funds as fee relief for not for profit groups providing musical or performing arts performances at the Camden Civic Centre. Funds will increase accessibility to groups wishing to provide such performances to the community.

The objectives are as follows;

- § To increase accessibility to the Civic Centre venue, providing improved opportunity for musical and performance groups to utilise the facility
- § To enhance community awareness and involvement in performance art
- § To enhance community wellbeing, sense of belonging through exposure to high quality cultural events and activities.

**Please note:** Camden Council has adopted a Civic Centre Fee Relief for Musical Performances Policy. Two funding rounds will be conducted in accordance with the new policy in March and September.

Applications open:  
Applications close:

Please find enclosed an information package containing:

- Program Guidelines
- Application form

For further information, or to discuss your application please contact The Civic Centre on 4655 8681.



## Camden Council

### Fee Relief Policy for Musical Performance 2006/07

#### Application Form

##### PART I PROJECT DETAILS

1. Performance Name: \_\_\_\_\_

2. Organisation Name: \_\_\_\_\_

3. Contact person responsible for performance:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

4. Which objective best describes your performance? (select ONE only)

To increase accessibility to the Civic Centre venue, providing improved opportunity for musical and performance groups to utilize the facility

To enhance community awareness and involvement in performance art

To enhance community wellbeing, sense of belonging through exposure to high quality cultural events and activities.

Other (Please Specify) \_\_\_\_\_

5. What category of Grant Funding do you wish to be considered for?  
(please check guidelines)

Please select ONE only:

Funding request for \$440 or under

Funding request for \$440 - \$1320

6. Budget for the event (refer budget sheet), total sought from Council.

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7. Brief Description of the performance and the section of the community your performance will appeal to, indicating the anticipated audience size.

8. Have you applied for any other funding for this performance?

Yes       No

9. If yes, please give details of amount requested, funding body and whether funding has been approved/received.

10. Proposed date for the event?

11. How will you promote your project in the community?

12. What activities/services has your organisation or group provided or been involved in over the last twelve (12) months?

13. How many local community members belong to your organisation?

14. Will an entry fee be charged to attend the event, if so how much will the entry fee be for adults, children and families?

<p><b>15. Is your organisation covered by Public Liability Insurance? Please provide details of Insurance Company and cover.</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	
<p><b>16. Has the application been approved by your organisation?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	

**I/ we have read the guidelines and conditions of Camden Council's Civic Centre Fee Relief for Musical Performances Policy and wish to proceed with this application for funding.**

<p><b>!</b></p> <hr/> <p style="text-align: center;"><b>Signature</b></p> <hr/> <p style="text-align: center;"><b>Name (please print)</b></p> <hr/> <p style="text-align: center;"><b>Position</b></p>	<p><b>!</b></p> <hr/> <p style="text-align: center;"><b>Signature</b></p> <hr/> <p style="text-align: center;"><b>Date</b></p> <hr/> <p style="text-align: center;"><b>Name (please print)</b></p> <hr/> <p style="text-align: center;"><b>Position</b></p>
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<b>PART II</b>	<b>PROJECT BUDGET</b>
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ITEM	\$	
<b>A.INCOME</b>		
1 Funds sought from Council		
2 Applicants Contribution		
3 Other Income		
<b>Total(A)</b>		
<hr/>		
<b>B EVENT COSTS</b>	<b>Applicants Contribution</b>	<b>Funds sought from Council</b>
<b>Subtotal (B)</b>		
<hr/>		
<b>C. LABOUR COSTS</b>	<b>Applicants Contribution</b>	<b>Funds sought from council Eg sound and lighting</b>
<b>Subtotal (C)</b>		
<hr/>		
<b>D. OTHER PROJECT COSTS</b>	<b>Applicants Contribution</b>	
<b>Subtotal (D)</b>		
<hr/>		
<b>E. TOTAL COSTS (B+C+D)</b>		
<b>Subtotal B</b>		
<b>Subtotal C</b>		
<b>Subtotal D</b>		
<b>Total Cost (B+C+D)</b>		

<p><b>Non Financial Contributions (eg Volunteer Work)</b></p>
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## **Guidelines to Filling out the Application Form**

### **1. Performance Name**

This is a short title that we can use to identify your performance. The name should only relate to the performance you are seeking funding for.

### **2. Organisation Name**

Refers to the organisation that is making the funding application.

### **3. Contact Person**

This should be someone that has comprehensive knowledge of the performance.

### **4. Description of your performance**

If you feel that your project does not fall into any of the options provided please complete the section entitled 'Other'.

### **5. Funds Sought from Council**

This refers to the total amount of funding you wish to receive from Council to subsidise the hire fees of the Civic Centre pertaining to the event.

### **6. Estimated Budget**

Budget to include all related income and expenditure refer budget sheet.

### **7. Brief Description**

Identify the audience being targeted and the intended audience capacity to event is likely to appeal to. If a comparative event has been staged add comparative figures.

### **8. Details of alternative funding sought for the event**

### **9. As above**

### **10. Date**

Record the date the event is scheduled for; ensure the Civic Centre is holding the date and venue for you during the application process.

### **11. Promotion**

How the event will be promoted and any mediums you intend using. Note: the cost of advertising should be shown in the budget sheet attached.

### **12. Activities and services**

Briefly outline the activities and services your organisation has provided in the last twelve months, here you may wish to highlight events you have provided services for which relate to Camden Council community events.

### **13. Community members**

Identify the portion of memberships held by local community members.

**14. Entry Fee**

Outline the anticipated charge for audience specifically adult, child and family rates.

**15. Insurance**

Provide details of your insurance coverage specific to your equipment and public liability. Your performers will need to be covered by your own public liability insurance.

Note that electrical equipment utilised must also to tagged and tested.

**16. Application Approval**

Do you have agreement from the performers to stage the event on the performers to stage the event on the proposed date according to your application?