



Camden Council

Civic Centre Cultural Performance Subsidy

Policy 4.31

1. INTRODUCTION

Camden Council provides a small amount of funds as Civic Centre fee relief for not for profit performance groups. Events subsidised under the policy form part of the annual Camden Civic Centre cultural program.

A single funding round will be conducted in June each year to attract six high quality cultural performances to be scheduled in the July – June financial year to follow; funding will not exceed \$1200 for any event funded.

Civic Centre management will review applications in light of the community cultural needs. The objective will be to meet key demographic groups; seniors, family, youth and children. Centre Management will seek to source up to 3 events to compliment those funded in order to deliver a cultural program that meets the needs of the community and its demographic breakdown; funding again will not exceed \$1200 for any event funded.

Any balance of funds will be utilised to fund one off events that meet the criteria outside of the funding round; funding will not exceed \$400 for any event funded.

2. OBJECTIVES

- ◆ To **increase accessibility** to the Civic Centre venue for not for profit community performance groups
- ◆ To **enhance community awareness and involvement in cultural performances** and heighten the profile of community performance groups
- ◆ To **enhance community wellbeing, sense of belonging** through exposure to high quality cultural events and activities that are of interest to key demographic groups.

3. TARGET

- ◆ Local not for profit performance groups in each of the key demographics
- ◆ Projects where there may be no other source of funding available or any other opportunity to fundraise to sustain the group.
- ◆ Performances which offer a free or nominal entry fee
- ◆ New and emerging cultural performers offering the community a unique experience

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

Funds provided 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.

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

- Civic Centre Web-site listing
- Poster (provided by the applicant where possible) 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 Annual Cultural Calendar

4. ELIGIBILITY CRITERIA

- ◆ Applications for cultural performances scheduled to be held at Camden Civic Centre in the July to June period, dates must coincide with availability of the facility
- ◆ Funds will be 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 hire costs up to the value of and not exceeding \$1200 (excluding gst) . (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 through the provision of high quality cultural performances.
- ◆ 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 likely to attract the target audience
- ◆ Contribute to the Annual Civic Centre cultural program

Preference is given where:

- Funding will provide opportunity for the community to access high quality entertainment
- ◆ There is little opportunity for funding to come from other sources.
- ◆ Partnership arrangements are in place between organizations.
- ◆ Events are scheduled to fall within the July to June period, immediately following the June funding round

6. INELIGIBLE APPLICATIONS

- ◆ Political parties;
- ◆ For profit, government, business or private organizations;
- ◆ 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;
- ◆ For events to be staged in consecutive funding rounds.

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
 - Acknowledgement of Council's support
 - Invitation extended to Council representatives to be present.
 - The inclusion of Council's logo on all promotional material
 - A brief evaluation on the outcome of the event is required within one month of the event

8. FUNDING:

- One funding round will be held in June each year, with amounts of up to \$1200 allocated to events scheduled to be staged within the July to June period following the funding round
- Funding applications will be assessed against the policy objectives with recommendations to council for endorsement
- Camden Civic Centre management will source an additional three events to meet the needs of the community, ensuring key demographic groups are catered for within the funded program and calendar of events
- Any balance of funds will be utilised to fund one off events that meet the criteria outside of the funding round; funding will not exceed \$400 for any event funded
- The program will be advertised broadly through local media, all council websites, lets connect, civic centre publications, and direct target mail distribution
- Information packages including applications will be provided to applicants on request.

All payments under this policy will be limited to one hall hire donation in any financial year and will be paid directly to the Camden Civic Centre account.

9. APPROVALS PROCEDURE:

- ◆ Funding submissions received in June will be assessed by Civic Centre Management against the policy with a recommendation provided to Council for endorsement.
- ◆ Details of events sourced by Centre Management or one off applications for funding outside of the funding round will be provided to a committee comprising of the Mayor, Deputy Mayor and General Manager for approval.

10. CANCELLATION

In the event that the performance is cancelled, 50% of costs incurred by the venue will be the responsibility of the hirer.

RECORD KEEPING:

Camden Council maintains records of all funding approved under the financial assistance policy 4.3

ALLOCATION OF FUNDS

Applications will be assessed and ranked, Low, Medium or High as a basis for consideration by Council.

Low application is outside the guidelines

Medium application is within the guidelines however

- ◆ Alternative sources of funding are available, or
- ◆ Application is not considered as high a priority as other applications;
- ◆ Applications budget is outside the resources of this program
- ◆ The event would not enhance the cultural event calendar or provide an event of broad interest to the community

High application meets the guidelines and is considered appropriate for Council to fund
The event will enhance the cultural program and provide an event of interest to the community.

Notification of the outcome of your application will be provided in writing.

All funds will be paid directly to the Civic Centre account.



Camden Council

CIVIC CENTRE Cultural Performance Subsidy Application Form 4.31.

PART I PROJECT DETAILS

1. Performance Name: _____

2. Organisation Name: _____

3. Contact person responsible for performance:

Name: _____

Address: _____

Telephone: (Work) _____ (Home) _____

(Mobile) _____

Does your performance meet the criteria for the policy? Yes/No

- ◆ Demonstrate value to both the Camden community and Camden Council through the provision of high quality cultural performances.
- ◆ 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 likely to attract the target audience
- ◆ Contribute to the Annual Civic Centre cultural program

Please summarise how

5.)

5. Funds being applied for: \$ _____

Please complete the attached budget template for the performance.

<p>6.. Brief Description of the cultural performance and the particular demographic the performance will appeal to, indicating the anticipated audience size.</p>
<p>7. Provide detail of any other funding applied for this performance? (please note that events funded through alternate Council funding are not eligible for funding under this policy) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8. If yes, please give details of amount requested, funding body and whether funding has been approved/received.</p>
<p>9. Proposed date for the event? Note the event must be scheduled from July – June period following the funding period.</p>
<p>10. How will you promote your project in the community? Please identify any opportunities for joint promotion of the cultural calendar.</p>
<p>11. What activities/services have your organisation or group provided or been involved in over the last twelve (12) months within the community?</p>
<p>12. How many local community members belong to your organisation?</p>
<p>13. Will an entry fee be charged to attend the event, if so how much will the entry fee be for adults, children and families? Note that the funding is available to free or nominal entry events.</p>

In the event that a surplus of funds is generated, what will funds be utilised for?

14. Does the organisation have Public Liability Insurance? Please provide details of Insurance Company and cover.

Yes

No

15. Has the application been approved by your organisation?

Yes

No

I/ we have read the guidelines and conditions of Camden Council Civic Centre Cultural Performance Subsidy 4.31. and wish to proceed with this application for funding.



Signature

Date

Name (please print)

Position



Signature

Date

Name (please print)

Position

PART II	PROJECT BUDGET
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ITEM	\$
A.INCOME	
1 Funds sought from Council for Civic Centre Hire Fee Subsidy	
2 Applicants Contribution	
3 Other Income ; please specify	
Total(A)	

B EVENT COSTS	Applicants Contribution	Funds sought from Council
Venue hire		
Sound and lighting		
Marketing and promotion		
Other ; please specify		
Subtotal (B)		
C. LABOUR COSTS	Applicants Contribution	Funds sought from council Eg sound and lighting
Sound and lighting technical support		
Ushers		
Security, please provide licence details		
Stage management		
Other ; please specify		
Subtotal (C)		
D. OTHER PROJECT COSTS	Applicants Contribution	
Subtotal (D)		
E. TOTAL COSTS (B+C+D)		
Subtotal B		
Subtotal C		
Subtotal D		
Total Cost (B+C+D)		

Non Financial Contributions (eg Volunteer Work)

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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?