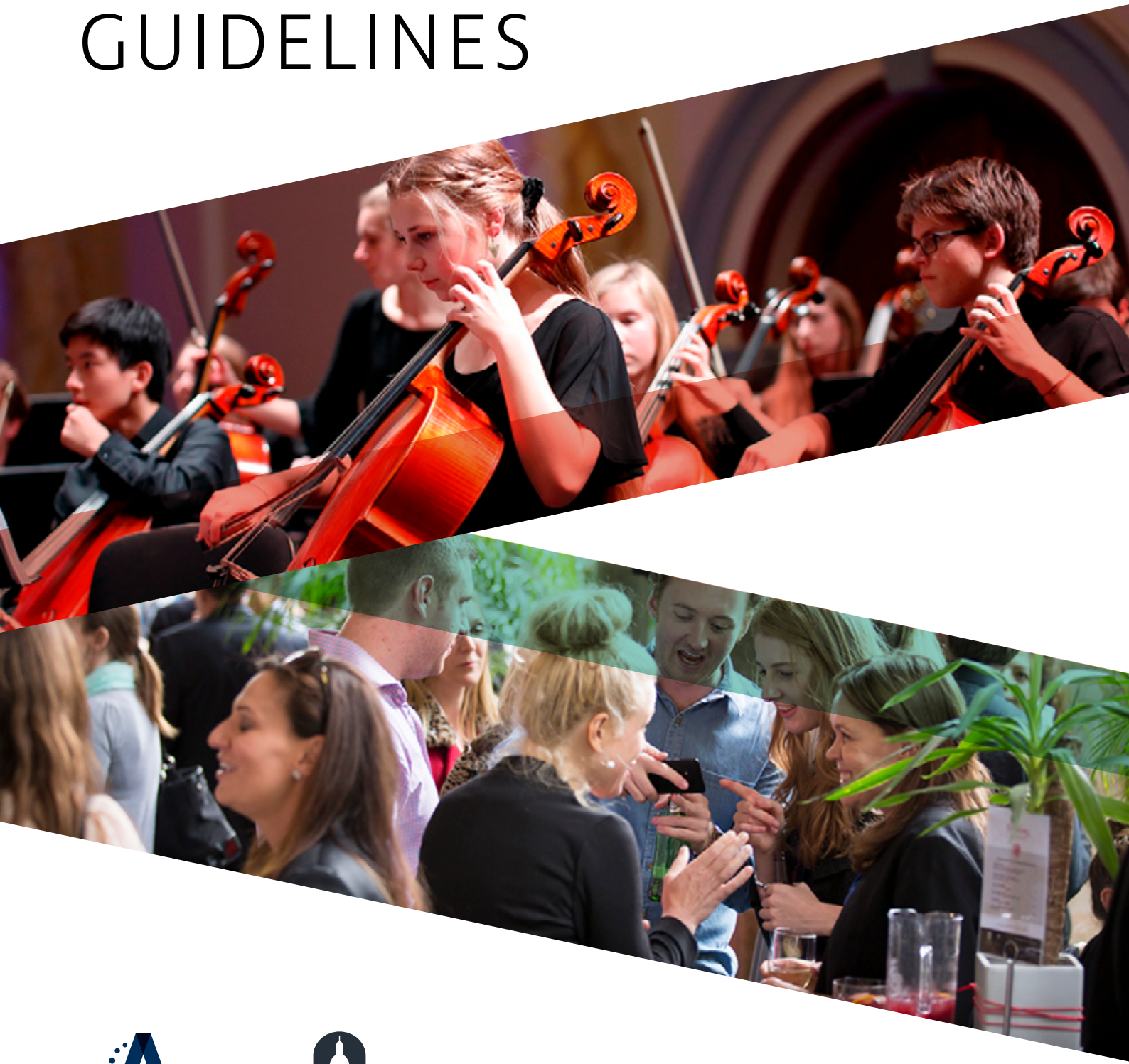


# Community Activation Fund

## GUIDELINES



# Community Activation Fund

## Purpose

The Community Activation Fund – Adelaide Town Hall (ATH), provides in-kind venue hire support of up to \$5,000 per year to eligible groups and organisations who seek to host an event at ATH. Applicants who demonstrate the following requirements will be considered for the fund;

- The application includes a clear vision and plan for event delivery, including the purpose of the event and intended outcomes;
- The application includes a comprehensive Risk Management Plan (template provided as part of application);
- The applicant is a registered not-for-profit organisation or under the auspices of a not-for-profit organisation

## Who can apply?

- Incorporated not-for-profit organisations that don't already have a contract or Hiring Agreement with ATH;
- An unincorporated not-for-profit organisation may also apply, under the auspices of an incorporated not-for-profit organisation able to accept legal and financial responsibility for the applicant's project;
- Priority will be given to residents, community groups, charitable organisations and not-for-profit organisations based and operating within the LGA of the City of Adelaide (CoA);
- Aboriginal and Torres Strait Islander Corporations (under the *Aboriginal and Torres Strait Islander Act 2006*);
- Applicants must not have any overdue CoA funding acquittals or outstanding debts with CoA;
- Applicants who receive support through other CoA funding opportunities are welcome to apply;

## Terms & conditions

- Applications are open for events to be held in the 2019/ 2020 financial year;
- Applicants cannot be guaranteed in-kind support to the full extent requested. Successful applications may receive full or partial support at the discretion of the Assessment Panel on behalf of CoA;
- Reoccurring event or multiple event applicants are welcome to apply;
- The maximum amount of in-kind support a successful applicant can receive per financial year is \$5,000 at the discretion of CoA;
- In-kind support covers full or partial fees associated with venue hire. That is including, but not limited to, venue hire fee, staging and front of house costs. Any

additional costs not covered by the Community Activation Fund, such as catering and additional audio visual, will be invoiced to the Hirer for payment prior to the event being held;

- Organisations must be capable of organising, planning, promoting and resourcing their own events;
- Successful applicants will have the opportunity to choose from a menu developed by EPICURE, ATH's onsite caterer, for any catering requirements;
- Access to a kitchen is unavailable and no external catering is permitted in the building;
- It is the policy of ATH that all events held must pay their account in full at least 7 days prior to the event being held;
- All applicants must agree to and sign ATH's Hiring Agreement and Terms & Conditions of Hire;
- Applicants who do not have relevant insurance will be added to CoA's Hirers Liability Register (to be covered by CoA Insurance);
- CoA and ATH have the right to request that corporate logos are placed on marketing material published by the Hirer in return for in-kind support (ATH Style Guide will be supplied as a reference);
- Cancellation policy applies (refer to ATH's Terms and Conditions of Hire);
- All applicants will be acknowledged once their application is received and will be notified of the outcome within 10 business days.

## Application Process

1. Contact relevant staff at ATH before submitting your application
2. ATH staff may suggest you come in and do a venue tour to discuss the venue suitability and the plan for your event, and if it is likely to meet the eligibility criteria
3. If it is available and the venue is suitable, the appropriate ATH staff will send a formal written quote and a link to the online application form
4. Apply for the Community Activation Fund using the online application form available on the ATH website
5. Application received through the ATH enquiry email inbox
6. Application assessed against criteria within 10 business days by ATH staff
7. Applicants will be notified via email of application decision and will be advised on the process moving forward

# Fund criteria

MANDATORY REQUIREMENTS		WEIGHTING
<b>Clear Event Purpose</b>	The event purpose will be highly regarded when assessing applications as CoA requires a clear understanding of the benefits and intended outcomes of the event	Mandatory
<b>Event Risk Management Plan</b>	A Risk Management template will be provided to applicants to fill in and submit as part of their application. A Risk Management Plan will prevent ATH from approving applicants who are likely to cancel their event due to lack of planning and risk management	Mandatory
<b>Incorporated Not-For-Profit Organisation</b>	Organisations eligible for the fund must be registered through the Australian Tax Office as a not-for-profit entity or under the auspice of a not-for-profit entity	Mandatory
		<b>40%</b>
KEY CONSIDERATIONS WHEN APPLICATIONS ARE ASSESSED		
<b>Alignment with the City of Adelaide Strategic Plan 2016 – 2020</b>	Applicants are encouraged to refer to the City of Adelaide Strategic plan	10%
<b>New event to Adelaide Town Hall</b>	CoA is specifically seeking to support new Hirers to Town Hall and a broader range of community organisations who would not typically hire ATH for events	20%
<b>Free event to attend</b>	A free event will be highly regarded when assessing in-kind support, however, it is not mandatory	10%
<b>Event to be held on a weekday (Mon-Thurs)</b>	Town Hall will give extra in-kind support to events held on a weekday	15%
<b>Based in the City Of Adelaide</b>	City of Adelaide encourage organisations in the LGA to apply	5%
		<b>60%</b>

## How to apply

Application form available on the ATH website  
[adelaidetownhall.com.au/information/community-activation-fund](http://adelaidetownhall.com.au/information/community-activation-fund)

CoA Grants, Sponsorship and incentives page on the CoA website  
[cityofadelaide.com.au/your-council/funding/](http://cityofadelaide.com.au/your-council/funding/)

Hard copy Application Form available at the ATH venue office located on the Mezzanine level of ATH, 128 King William Street.

Online applications are highly encouraged, however hard copy applications will also be accepted in person at the ATH venue office or via post.



## Glossary

Throughout this document, the below terms have been used and are defined as:

**CoA:** City of Adelaide

**ATH:** Adelaide Town Hall

**In-kind:** paid or given goods, commodities, or services instead of money

**LGA:** Local Government Area

## Contact

For further information contact the ATH Venue Office;

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