Event Infrastructure Incentive Scheme 2021

Guidelines

3 / 11 / 2021

# Why the City of Adelaide has developed the Event Infrastructure Incentive Scheme

The City of Adelaide Strategic Plan 2020-2024 commits to a Dynamic City Culture through supporting the development of new cultural and civic infrastructure for the city, supporting community diversity, cultural expression, experiences and participation and by expanding Adelaide’s global reputation as a ‘magnet city’ through world class events, festivals and activation.

Since March 2020, many city businesses have been impacted as a result of the challenges presented by COVID-19 through physical distancing restrictions, lower city visitation as a result of no international tourism, and the postponement or cancellation of events and festivals.

Council is committed to assist small businesses within the City of Adelaide through grants to reduce their operating costs and to increase city vibrancy and support the city economy through additional events and festivals being held within the city.

Council has created this Event Infrastructure Incentives Scheme (EIIS) with support from the State Government of South Australia for event organisers to access funding for infrastructure costs for events held from 1 January – 30 June 2022.

Council’s intention is to support the funding of up to 50% of infrastructure costs for successful applicants.

# Event Infrastructure Incentive Scheme

Event Infrastructure Incentive Scheme is an initiative which offers a matched contribution of up to $10,000 for event organisers planning on holding events in the City or North Adelaide in 2022. Eligible events are those with a planned attendance of over 500 people.

Event organisers can apply for funding to hire, purchase, store and maintain quality event infrastructure, either temporary or permanent, for the specific use of supporting events in the City and North Adelaide.

# Who can apply?

Applications will be considered from event organisers who have a planned public event in the City and North Adelaide Park Lands or spaces in January to June 2022. The event must be booked in with City of Adelaide and the event organiser must demonstrate capacity to deliver.

# Matched contribution

Applicants are required to demonstrate matched contribution (financial and/or in-kind) of the requested amount. This can be indicated in the budget section of the application form. Examples of matched contributions include funds or in-kind services for purchase, storage and maintenance of equipment. Funding of up to $10,000 will be offered. Event organisers will be required to provide quotes for the items they are seeking funding for and provide proof of purchase or hire agreement to acquit the grant.

# Part funding

Council funding is limited therefore part-funding may be offered. Applicants are required to indicate whether they would accept part-funded applications.

# Important Dates

The Event Infrastructure Incentive Scheme opens on Monday 15 November 2021 and closes at 4pm on Monday 6 December 2021. Successful applicants will be notified from the 15 December 2021 and payment made within 14 days of a signed funding agreement.

# eligibility

Applications will be **ineligible** if any of the following apply:

* The applicant undertakes canvassing or lobbying of Councillors or employees of the City of Adelaide in relation to their application during the application and assessment process;
* The application is for events occurring outside the City of Adelaide area (i.e. projects must occur within the City and North Adelaide boundary).
* Applications contravene an existing City of Adelaide Policy or Operating Guideline;
* The application denigrates or excludes any groups in the community;
* The application has safety and/or environmental hazards;
* The applicant has not acquitted on any previous City of Adelaide funded events or finalised outstanding debts from previously completed events;
* The application is for reimbursement of funds already spent or for infrastructure already funded by City of Adelaide;
* Funds are for State or Australian Government departments or other Councils;
* The application requests in-kind services, or relies on recurrent funding, provided by the City of Adelaide;
* The funding request is for projects that are the core responsibility of other levels of Government.

Ineligible applications will not advance to the assessment stage and applicants will be notified.

# assessment criteria

Applications are assessed in accordance with the following criteria:

|  |  |
| --- | --- |
| ***Assessment Criteria*** | ***Weighting*** |
| **Develops Cultural Infrastructure and Enhances City Reputation for Events and Festivals** | **60%** |
| Event Location |  |
| Significance of the event to the community |  |
| Applicant’s experience in delivering similar projects |  |
| Marketing / promotional plan |  |
| Covid-19 preparedness |  |
| Hire or purchase from SA suppliers |  |
| **Supports community diversity, cultural expression, experiences, and participation** | **20%** |
| Celebration of diverse community, culture, and creativity, including through the participation of Aboriginal and Torres Strait Islander peoples and artists |  |
| Community connections and wellbeing |  |
| Reignition of the City and visitation to the CBD and/or North Adelaide |  |
| Event creative value |  |
| Event evaluation plan |  |
| **Regulatory Requirements** | **20%** |
| Completion of budget – including matched funding and professional quotes |  |
| Necessity and safety of infrastructure |  |
| **Total** | **100%** |

# Notification and Payment

City of Adelaide will acknowledge applications at the time of submission by email.

The funding decision made by the City of Adelaide is final.

Prior to payment, all successful applicants will be required to:

* Sign a funding agreement detailing the project terms and conditions
* Provide a copy of their public liability insurance “Certificate of Currency” (minimum $20 million), noting The City of Adelaide as an interested party.
* Provide a tax compliant invoice for the agreed funding amount (plus GST if applicable).

Reporting and Acquittals - All successful applicants will be required to complete an acquittal report on the project by 11 August 2022.

Applicants who do not complete and return an acquittal report will be ineligible for any future applications and funding.

# Promotion of City of Adelaide

Successful applicants must acknowledge City of Adelaide in promotions regarding this opportunity.

# How to apply

All applicants are encouraged to discuss their application prior to applying with:

Elizabeth Jilbert

Email: [e.jilbert@cityofadelaide.com.au](mailto:e.jilbert@cityofadelaide.com.au)

Phone: (08) 8203 7203

All applications must be submitted online via the SmartyGrants portal.