

Willoughby City Council Guidelines The Concourse Performing Arts Subsidy

Round 1 - 2019

OPENING DATE: Monday 25 March 2019

CLOSING DATE: Friday 10 May 2019

The Concourse Cultural Performance Subsidy Program provides an amount of funds up to \$5,000 (excluding GST) to subsidise the hire fee of Civic Pavilion, The Theatre and The Concert Hall for not for profit performance groups.

The program guidelines and operating procedures ensure that monetary or in-kind donation requests to Council are dealt with in a fair and equitable manner, and are consistent with the principles of community wellbeing. The program aims to:

- Increase accessibility to The Concourse performing arts venues (The Concert Hall, the Theatre and the Pavilion) for not for profit community performance groups; Enhance community awareness and involvement in live art and cultural performances and heighten the profile of community performance groups; and The Concourse as a performing arts facility.
- Enhance community wellbeing, sense of belonging through exposure to high quality cultural events and activities that are of interest to key demographic groups.

Eligibility

- Applications for live art, entertainment and cultural performances; civic ceremonies; conferences/trade shows or exhibitions scheduled to be held at The Concourse and must be staged within 12 months of the grant being awarded.
- Funds will be available to non-government not for profit organisations and community groups who are non-commercial in nature; school parent and citizens associations and incorporated groups (or groups under an auspice arrangement with an incorporated body) either based in the Willoughby LGA or undertaking a performance of direct benefit to the community and people of Willoughby LGA.
- Applications may be for a portion of venue hire costs up to the value of and not exceeding \$5,000 (excluding GST). Funds provide for partial cost of the hire of the Civic Pavilion, The Theatre and The Concert Hall.
- Grant funds will be released to successful applicants 28 days prior to their event, once confirmation of booking is received.

Assessment

Proposed events must:

- Demonstrate value to both the Willoughby community and Willoughby City Council through the provision of high quality live art, entertainment or cultural performances; civic ceremonies, conferences/trade shows or exhibitions.
- Involve participation and audience from local residents;
- Indicate local support either financial or in kind;
- Show evidence that the proposed activity is well planned, including a marketing plan to attract the target audience.

Preference is given where:

- Funding will provide opportunity for the community to access high quality entertainment;
- There is limited opportunity for funding to come from other sources;
- Partnership arrangements are in place between organisations.

Ineligible Applications

- Political parties;
- For profit, government, public and private schools, business or private organisations;
- Reoccurring events within the funding period, (note that an organisation is entitled to stage self-funded event in the same funding period and it is also recognised that some groups provide a broad range of performances which may target different sections of the community which may be considered).
- Events not planned to be held within The Concourse facilities;
- An organisation with substantial unallocated resources; and
- Events to be staged more than 12 months after the funding round.
- Projects that have been funded by Council for three (3) consecutive funding rounds or three (3) consecutive years.

Conditions for successful applicants

- Funds must be used only for the purposes detailed in the grant, unless variation is agreed to in writing.
- Applicants must provide a tax invoice if registered for GST.
- The applicant must provide a copy of their most recent audited financial statement & public liability insurance.
- An acquittal report must be provided at the end of the grant, using a template provided by Willoughby City Council.
- Applicants must acknowledge Council support on publicity material and public statements made about the project.

Funding

- Amounts of up to \$5,000 will be allocated to Cultural Performances that must be staged within 12 months of the grant being awarded.
- Funding applications will be assessed by the Community Services Director against the policy objectives with recommendations to Council for endorsement;
- Any other remaining balance of funds will be utilised to fund one off events that meet the criteria outside of the funding round; funding will not exceed \$5,000 for any event funded;
- The program will be advertised through local media, Council website, The Concourse 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 performance space donation in any financial year.

CLOSING DATE: Friday 10 May 2019

Late applications will not be considered