

# COMMUNITY ACTIVATION FUND ADELAIDE TOWN HALL APPLICATION FORM



Name of Organisation	
Address	
Phone	Email
Contact Person	Position
Name of Event	
ABN	GST Registered Not Registered
<b>OFFICE USE ONLY</b> Date Application Received	<b>File Number</b>

## ELIGIBILITY CRITERIA

To be eligible to apply for the fund you must:

- include a clear purpose and plan for event delivery, including intended outcomes.  
**See event plan on page 2.**
- include a comprehensive risk management plan (template provided on **page 4**).
- be an incorporated not-for-profit **OR** an unincorporated not-for-profit under auspices of an incorporated not-for-profit.  
**Please attach proof.**
- not have any outstanding reporting or debts to the City of Adelaide.

## EVENT INFORMATION

Is your event:

- consistent with the City of Adelaide strategic plan 2016–2020  
(see [cityofadelaide.com.au/your-council/strategic-corporate-planning/strategic-plan/](http://cityofadelaide.com.au/your-council/strategic-corporate-planning/strategic-plan/))? **Yes No**
- based in the City of Adelaide Local Government Area (LGA)? **Yes No**
- new to Adelaide Town Hall? **Yes No**

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## EVENT PLAN

**Proposed event date and times.**

**(multiple events are welcome if there is availability)**

DATE(s)	
TIMES	
PURPOSE OF EVENT (include intended outcomes)	
EVENT DESCRIPTION	
ANTICIPATED NUMBERS OF ATTENDEES	
PREFERRED VENUE(s) Auditorium                      Green Room Banqueting Room              Mankurri-api Kuu/ Meeting Hall                      Reconciliation Room David Spence Room              Balcony Prince Alfred Room              Main Foyer TBC	
Type of catering required? (EPICURE is Town Hall's venue caterer) Please provide details, e.g. three course dinner.	
Audio Visual equipment requirements (Scenechange is Town Hall's preferred AV supplier) e.g. will you require a projector and screen, hand held microphone?	
Is your event: – free event to attend? <b>Yes No</b> If not free, please detail ticket prices. – are bookings required? <b>Yes No</b> If yes, detail how bookings will be made e.g. through Eventbrite?	
Please provide details about what other organisations are funding the event. e.g. have you received funding through any other CoA Grants or Sponsorship programs?	
Please identify how you could potentially acknowledge Adelaide Town Hall and City of Adelaide's support of the event. Provide brief list of marketing/promotional activities.	
What experience does your organisation have delivering similar events? Please provide detail and any relevant documentation or links.	

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Please provide up to six attachments to support your application and list below.

## MANDATORY ITEMS

- 1) RISK MANAGEMENT PLAN (Appendix A – page 4)
- 2) PROOF OF REGISTRATION AS A NOT-FOR-PROFIT ORGANISATION

Other supportive documents may include:

- Event plan
- Previous event images, links, collateral or documentation
- Letters of support
- Any other relevant documentation

1	<b>Risk Management Plan</b>
2	<b>Proof of registration as a not-for-profit organisation</b>
3	
4	
5	
6	

I declare that to the best of my knowledge that the statements and information provided in this application form are true. **Yes**

Name of authorised individual officer submitting application

Name	
Signature	Date

For information on how to complete this application or related enquiries please contact:

**Michelle Wubbolts**

**Adelaide Town Hall contact for Community Activation Fund**

**128 King William Street, Adelaide, SA**

**GPO Box 2252 ADELAIDE SA 5001**

**+61 8203 7359**

**[m.wubbolts@cityofadelaide.com.au](mailto:m.wubbolts@cityofadelaide.com.au)**

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## Appendix A

### RISK MANAGEMENT PLAN

It is essential that any potential Risks or Hazards are identified as well as what actions will be taken to minimise the risk. Please see example indicated in top row and provide details about any other potential risks your organisation has identified.

RISK/HAZARD IDENTIFICATION	IMPACT OF RISK	RISK ASSESSMENT (likelihood)	RISK MITIGATION
<b>Example</b> Low ticket sales (one-off event)	Event may be cancelled	50% likelihood	Ensure lowest threshold ticket sales is calculated to ensure event is viable.  Decide on date when to make decision if event is to proceed or not (discuss venue cancellation policy with ATH event coordinator)  Marketing & Promotion plan in place