

# COMMUNITY ACTIVATION FUND ADELAIDE TOWN HALL OPERATING GUIDELINES

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**PARENT DOCUMENT:** Community Activation Fund – Adelaide Town Hall - Business Plan

## 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

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## WHO CAN APPLY?

- Incorporated not-for-profit organisations that don't already have a contract or 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;

APPLICANT  
INFORMATION

- Applications are open for events to be held in the 2018/ 2019 financial year;
- Applicants can't 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, 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 other 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 (logo guidelines will be made available);
- Cancellation policy applies (refer to ATH's Terms & Conditions of Hire);
- All applicants will be acknowledged once their application is received and will be notified of the outcome within 10 business days

**KEY  
REQUIREMENTS &  
CONSIDERATIONS**

MANADATORY 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	MANADATORY
<b>EVENT RISK MANAGEMENT PLAN</b>	<p>A Risk Management template will be provided to applicants to fill in and submit as part of their application</p> <p>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</p>	MANADATORY
<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	MANADATORY
<b>KEY CONSIDERATIONS WHEN APPLICATIONS ARE ASSESSED</b>		<b>40%</b>
<b>ALIGNMENT WITH THE CITY OF ADELAIDE STRATEGIC PLAN 2016 – 2020</b>	Applicants are encouraged to refer to the <a href="#">City of Adelaide Strategic plan</a>	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 don't 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	20%
<b>PART OF A FESTIVAL OR INITIATIVE</b>	Applicants are encouraged to time events as part of a festival or series of events to leverage promotion and collaboration opportunities	5%
<b>BASED IN THE CITY OF ADELAIDE</b>	City of Adelaide encourage organisations in the LGA to apply	5%

## COMMUNITY ACTIVATION FUND – ADELAIDE TOWN HALL - GUIDELINES

### 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

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**POST EVENT  
REPORT**

All successful applicants will be required to provide a detailed written report on all outcomes of the event held at ATH within 8 weeks of it taking place (template will be provided).

Applicants who do not submit a report will be ineligible for any future support.

**HOW TO APPLY**

Application form available on the ATH website

<https://www.adelaidetownhall.com.au/information/community-activation-fund>

CoA Grants, Sponsorship and incentives page on CoA website

<https://www.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

**CONTACT**

For further information contact the ATH venue office;

Michelle Wubbolts

Adelaide Town Hall contact for Community Activation Fund

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**APPENDIX**

APPLICATION PROCESS

RISK MANAGEMENT PLAN TEMPLATE

APPLICATION PROCESS

Contact relevant staff at Adelaide Town Hall before submitting your application to check on venue availability and suitability of venues for your proposed event



Town Hall staff may suggest you come in and do a venue tour and to discuss in more detail venue suitability and the plan for your event, and if it is likely to meet the eligibility criteria



If it is available and the venue is suitable, the event coordinator will send a formal written quote and a link to the online application form



Applicants apply using the online application form available on Adelaide Town Hall website



Application received through the Adelaide Town Hall enquiry email inbox



Application assessed against criteria within 10 business working days by CoA staff



Applicants will be notified via email of application decision and process moving forward