

Business Support Grant (Live music & performance) 2020-21 R1 Application Form

Form Preview

Introduction

* indicates a required field

Welcome to the application form for the City of Sydney **Business Support Grant - Live Music and Performance**.

Please view this program's [website](#) for further information and program guidelines.

This grant program provides funding towards capital expenses, equipment and consultant costs associated with establishing or improving a venue for live entertainment, the grant does not fund performance programming. If you are seeking support for a new night time program or event and not capital works, please apply for the Business Support Grant – Night Time Diversification instead.

Please note:

- You will be required to answer certain questions in particular formats.
- SmartyGrants will not allow your form to be submitted if it contains incorrectly formatted answers.

You are **strongly encouraged** to submit your completed form at least **1 hour** before the designated closing time.

This is to allow sufficient time to review any incorrectly formatted answers.

We do not accept duplicate applications. Applications that are submitted to more than one program for the same project in a round will only be considered in one program. If you are unsure which is the most appropriate program for your project, please contact us before applying at communitygrants@cityofsydney.nsw.gov.au or 02 9265 9333.

I confirm I understand this advice *

Yes

Applicant details

* indicates a required field

Applicant details

Please think carefully about what specific entity is applying.

If you are successful, that entity will need to sign a funding agreement and receive any funds awarded.

Legal name of the organisation *

Trading name (if different)

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Which of the below eligible applicant types are you? *

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

If you are a social enterprise or a not for profit organisation without charity or DGR status, please attach your Constitution which includes your statement of purpose and organisation structure.

Attach a file:

Does your organisation identify as an Aboriginal and/or a Torres Strait Islander Enterprise? *

- Yes
 No

The City and Supply Nation recognise that organisations with at least 50% ownership qualify as an Aboriginal and/or Torres Strait Islander entity.

Primary Address

Address

Postal address (if different)

Address

Applicant website

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Must be a URL

Contact for application

Contact name *

Title

First Name

Last Name

Position *

Contact number (business hours) *

Must be an Australian phone number

Contact number (after hours)

Must be an Australian phone number

Contact email address *

Must be an email address

About the applicant

* indicates a required field

Please describe your business. What are your main activities? *

Word count:

Must be no more than 150 words.

What is the capacity of your premises? *

What type of business do you operate? *

What type of live entertainment do you program or plan to introduce or expand?

Acoustic music

Comedy

Solo or small music groups

Bands

Dance

Theatre

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- Cabaret Electronic music Other:

Do you currently hold a liquor licence? *

- Yes
 No
 Pending or intend to apply

Please specify which type of liquor license you are currently operating under or intend to operate under. *

Existing venues

Do you currently schedule live music and/or performance? *

- Yes
 No

How much, in total, did you spend on all live-artist performers at your premises last year?

\$

Must be a dollar amount.

How much, in total, did you earn from paid admission to performances at your premises last year?

\$

Must be a dollar amount.

Note: If you have an APRA licence, you may wish to use the figure included in your last annual reassessment

Do you have outstanding debts, acquittal reports, legal or compliance matters with the City? *

Word count:

Must be no more than 150 words.

If so, please give details.

Project details

* indicates a required field

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We receive many applications across all of our grant programs. Please make clear in your answers how your project will benefit our local residents, workers, students and visitors. To be eligible for funding the project must be primarily located in our [local government area](#) and target the local community.

Please view this program's [website](#) to confirm the timing of your project is within the timeframe for the round you are applying in.

Project name *

Must be no more than 100 words.

Project start date *

This is when you start work on this project. Project activities that occur before the specified project period for this round cannot be funded. Please refer to the City's website for dates.

Project end date *

This is when you finish work on this project, including acquittal activities.

Please provide a very brief project description that we can use to release publicly. Please include what, where and when in no more than 30 words. *

Word count:

Must be no more than 30 words.

This content informs the project description presented before Council.

Describe your project in more detail. Please tell us what you are planning to do and why, in no more than 350 words. *

Word count:

Must be no more than 350 words.

The need for your work:

Tell us about the need or the opportunity your project is responding to. We want to know why this project is important and how you identified the need, demand or opportunity. Is there community or industry support for your proposal? *

Word count:

Must be no more than 200 words.

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Tell us briefly about your experience and how long your business has been in the area *

Word count:

Must be no more than 200 words.

The location of your project

Where specifically is your project or event taking place? *

E.g. an address, street, suburb or area that is appropriate to your project

City of Sydney villages

Our local area is divided into **10 village groups**.

Each village is unique and dynamic in its own right with its own set of cultural, social, economic and environmental characteristics.

Please locate which **village** your project will take place in.

You may also wish to view this [map](#) of the city of Sydney area.

What village(s) is your project located in?

- CBD and Harbour
- Chinatown and CBD South
- Crown and Baptist Streets
- Glebe Point Road
- Green Square and City South
- Harris Street
- King Street
- Macleay Street and Woolloomooloo
- Oxford Street
- Redfern Street
- None of the above

Use the details below to help you:

CBD and Harbour - Sydney City - The Rocks, Dawes Point, Millers Point, Walsh Bay & Barangaroo
Chinatown and CBD South - Haymarket, Southern CBD & Chinatown
Crown and Baptist Streets - Surry Hills, Moore Park & East Redfern
Glebe Point Road - Glebe, Forest Lodge & parts of Ultimo, Annandale & Camperdown
Green Square and City South - Beaconsfield, Rosebery, Zetland & parts of Alexandria, Waterloo & St Peters
Harris Street - Pyrmont, Broadway & parts of Ultimo
King Street - Newtown, Erskineville & parts of Camperdown & Alexandria
Macleay Street and Woolloomooloo - Woolloomooloo, Potts Point, Elizabeth Bay, Rushcutters Bay & Kings Cross
Oxford Street - Paddington, Darlinghurst, East Sydney, Centennial Park
Redfern Street - West Redfern, Chippendale, Darlington, Eveleigh, Golden Grove & parts of Waterloo & Alexandria

City of Sydney community beneficiaries

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Is your project designed for a general audience or do you address specific groups in the local area?

Which City of Sydney community members will benefit and/or contribute to this project?

Primary beneficiaries / contributors *

- Aboriginal & Torres Strait Islander peoples
- Artists
- Business and village precincts
- Children [0-11 years old]
- Older people [over 55 years old]
- People experiencing homelessness
- People from culturally & linguistically diverse backgrounds
- People of diverse sexualities and genders and intersex people
- People with disability
- Women
- Young people [12-24 years old]
- General public

Secondary beneficiaries / contributors, if any

- Aboriginal & Torres Strait Islander peoples
- Artists
- Business and village precincts
- Children [0-11 years old]
- Older people [over 55 years old]
- People experiencing homelessness
- People from culturally & linguistically diverse backgrounds
- People of diverse sexualities and genders and intersex people
- People with disability
- Women
- Young people [12-24 years old]
- General public

The City of Sydney has developed an Action Plan that outlines key access and inclusion considerations to be referred to when planning and delivering events within City venues and outdoor spaces.

If you would like to view this Action Plan or know more about how to make your event disability-inclusive you can access the City's [people with disability](#) web page.

Describe how your project will ensure participation, access and inclusion across the community members you have selected, including people with a disability. *

Word count:

Must be no more than 150 words.

The City of Sydney has developed guidelines that outline key access and inclusion considerations to be referred to when planning and delivering events within City venues and outdoor spaces. If you would like to view these guidelines or know more about disability-inclusive events you can access them [here](#).

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Project details continued

* indicates a required field

How do you plan on marketing / promoting your project to potential attendees? You will have an opportunity to upload a marketing / promotion plan at the end of the application. *

Does your project require changes to any current development approvals for the business premise? *

- Yes
- No
- Not sure

<https://online.cityofsydney.nsw.gov.au/DA/Index>

Have you discussed the development approval with City of Sydney staff? Do you understand the process required? *

Please identify the key project partners / professionals / specialists/ consultants / other businesses working on this project.

Name	Role	Organisation / Company	Hourly rate if applicable	Number of hours if applicable

Aboriginal and Torres Strait Islander businesses collaboration

We are committed to exploring ways in which we can enhance the economic prosperity of Aboriginal and Torres Strait Islander peoples and organisations through our Grants Program. You are encouraged to consider engaging Aboriginal and Torres Strait Islander businesses into all aspects of your supply chain in the planning, delivery and implementation of your project.

Please provide some commentary on any plans you have to engage Aboriginal and Torres Strait Islander run businesses in the running of this project. *

Word count:

Must be no more than 200 words.

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Organisations that have majority Aboriginal and/or Torres Strait Islander membership, governance and/or control

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Word count:

Must be no more than 200 words.

Organisations that have majority Aboriginal and/or Torres Strait Islander membership, governance and/or control

Project activity timeline

Provide a timeline of your project activities and consider the three stages of the project: project design, implementation and evaluation.

City of Sydney grant funds can only support activities that occur within the project timeframe. Please be aware that the City of Sydney cannot support project costs in retrospect.

If you are applying for multi-year funding you can provide a list of your expected activities beyond the project period or submit this with your project acquittal in the first year.

Project activity	Start date	End date	Comment
	Must be a date.	Must be a date.	

Project risks

What risks could impact the outcome or success of your project, and what steps are you taking to mitigate the risks?

Risk	Impact on project outcomes	Likelihood of occurrence	Strategy to address the risk identified

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Environmental Sustainability

What are the potential environmental impacts of your project and how will you minimise these? *

Word count:

Must be no more than 200 words.

E.g. Impacts could relate to carbon emissions, waste production, water use or pollution. These could be minimised by monitoring and managing energy consumption, implementing best practice recycling, implementing a sustainable event management plan or encouraging cycling.

Standard performance measures

* indicates a required field

The City's Business support grant program contains sets of [standard performance measures](#) that align with the program's outcomes. These are available at the bottom of this program's [webpage](#).

This data demonstrates the impact the City's investments are having towards achieving its economic and cultural goals.

If your application is successful, the most appropriate measures for your project will be included in your funding agreement and you will be required to report on these when acquitting.

You will **not** be required to report on the all performance measures, only those most relevant to their project.

The standard performance measures are in 2 parts:

1 - A minimum data-set for all funded applications:

- # of activities/sessions/events/programs
- # of receptive participants (customers, audience, participants, attendees)
- # of active participants (paid staff)
- # of creative participants (artists, creative practitioners, presenters, makers, creative producers)
- % increase of revenue or turn-over from activities
- % of intended community beneficiaries and/or contributors reached
- % of accessible sessions/events/programs
- # of partnering or collaborating organisations
- # &/or \$ of partners or sponsors

2 - Outcome specific data sets

- See the [standard performance measures](#) for more information

What is your plan to collect quality data aligned to your project? *

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Word count:

Must be no more than 200 words.

The costs incurred in obtaining the standard performance measures and any evaluation activities may be included as a request from the City in the budget.

Outcomes

* indicates a required field

Expected program outcomes

The Business Support Grant (Live music & performance) program includes expected outcomes set out in the Grants and Sponsorship guidelines available at the bottom of this program's [webpage](#).

Your project should directly align with at least one of the outcomes (primary) listed in the guidelines. You will also be asked to select a primary and a secondary, if appropriate.

For every expected program outcome you select, you will be asked to identify:

- how your project aligns; and
- project specific:
 - outcomes or goals
 - performance measures
 - types of evidence

You are also able to identify project specific outcomes that do not align with any of the expected program outcomes contained in the Grants and Sponsorship Guidelines.

Should your application be successful, this information forms the basis of the specific performance criteria in your grant or sponsorship agreement. Please see the example available on this [website](#).

Project outcomes

Describe the outcome you want to achieve at the end of the project. Clearly articulated and measurable outcome statements will make it easier to establish priorities and measures within your project plan.

Performance measures

Demonstrate how your organisation plans to progress towards achieving the project's outcomes. They should measure your project's successes and key learnings. Effective performance measures are SMART (Specific, Measurable, Attainable, Realistic, Timely).

List 1 or 2 performance measures for every project outcome or goal.

Types of evidence

Identify the types of evidence you will use to measure your performance. For example, surveys, attendance logs, visitation, pedestrian activity, increased turnover etc.

Primary program outcome

Select the program outcome that your project will make the greatest contribution to: *

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Describe how your project will contribute to this outcome. *

Word count:

Must be no more than 200 words.

Project outcome or goal *

Word count:

Must be no more than 100 words.

Performance measure *

Word count:

Must be no more than 100 words.

Types of evidence *

Word count:

Must be no more than 100 words.

Project outcome or goal

Word count:

Must be no more than 100 words.

Performance measure

Word count:

Must be no more than 100 words.

Types of evidence

Word count:

Must be no more than 100 words.

Secondary program outcome

If applicable, select another program outcome that your project will contribute to:

*

Describe how your project will contribute to this outcome. *

Word count:

Must be no more than 200 words.

Project outcome or goal *

Word count:

Must be no more than 100 words.

Performance measure *

Word count:

Must be no more than 100 words.

Types of evidence *

Word count:

Must be no more than 100 words.

Project outcome or goal

Word count:

Must be no more than 100 words.

Performance measure

Word count:

Must be no more than 100 words.

Types of evidence

Word count:

Must be no more than 100 words.

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Additional project outcomes

Your project may have additional project outcomes that do not align with this program's.

If so, select 'additional project outcomes' below and provide details as appropriate. *

Project outcome or goal *

Word count:

Must be no more than 100 words.

Performance measure *

Word count:

Must be no more than 100 words.

Types of evidence *

Word count:

Must be no more than 100 words.

Project outcome or goal

Word count:

Must be no more than 100 words.

Performance measure

Word count:

Must be no more than 100 words.

Types of evidence

Word count:

Must be no more than 100 words.

Project outcome or goal

Word count:

Must be no more than 100 words.

Performance measure

Word count:

Must be no more than 100 words.

Types of evidence

Word count:

Must be no more than 100 words.

Project budget

* indicates a required field

Budget tips

Please view a [sample budget](#) to familiarise yourself with the format.

You can add rows as you go, please be as detailed as possible in both the **income** and **expenditure** section and please ensure that your City of Sydney Grant request matches what is listed in your budget.

Any capital expenditure valued at more than \$1,000 (ex GST) will need to have 2 or more quotes attached in the supporting documents section of this application form.

All figures should be GST exclusive.

Should your application be successful, you will be required to report any variances in your acquittal.

Please note: the waiver of fees of development applications are excluded from the City's grant funding however you may include it in your expenditure section to be funded by sources other than the City.

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Income table

List all the various sources of income for your project.

Description	Funding source	\$ Amount cash ex. GST
City of Sydney grant		\$
		Ex GST. Must be a dollar amount.

Income total

This auto-calculated field tallies the above table.

Total cash income

\$

This number/amount is calculated.

Expenditure table

List all the various expenditure items for your project.

All of the income for your project listed above should be expended in this table **including what you have allocated to City of Sydney** funding.

Description	How will you fund this expense	\$ Amount cash ex. GST
		\$
		Ex GST. Must be a dollar amount.

Expenditure total

This auto-calculated field tallies the above table.

It should match the auto-calculated income total to ensure the budget is balanced.

Total cash expenditure

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\$

This number/amount is calculated.

Cash request

What is the total cash amount requested from the City? *

Must be a dollar amount and no more than 30000.

This should match the cash request from the City in the income table above. Ex. GST.

What is the total cash contribution from you and third parties? *

This number/amount is calculated.

Ex GST.

To ensure you have 'matched' your request from the City, this field must be equal to or greater than zero: *

This number/amount is calculated.

Further funding information

If you are awarded less funding from the City than you requested, what would be the impact on your project? *

Word count:

Must be no more than 150 words.

What steps will your group take to maintain this project without becoming financially dependent on the City? *

Word count:

Must be no more than 200 words.

Documentation upload and declaration

* indicates a required field

Mandatory documentation

Please attach all mandatory documentation relevant to your project

- Annual financial report with a financial statement
- A copy of your Public Liability Insurance or quote for Public Liability Insurance which would cover your project to the value of \$10 million (if available)

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- if you currently do not have Public Liability Insurance, you will be required to obtain this, if your application is successful

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB - the larger the file, the longer the upload time.

Mandatory documentation upload

Attach a file:

Please ensure the name of your file is clear

If you are unable to provide any of the mandatory documents above, please state why.

Word count:

Must be no more than 150 words.

Supporting documentation

Please attach all support materials. Examples of files you might attach include:

- Marketing plans, communications materials, market research, programming details
- A basic site plan for project (if applicable)
- Quotes for capital expenditure over \$1,000 (minimum of 2 quotes)
- Letter(s) of support from key project partner(s) (if applicable)
- Letter(s) of support from the community (if applicable)
- Case studies of previous projects (if applicable)
- Any other documents relevant to your project (e.g. photos, minutes from planning meetings, development approvals etc)

Supporting documentation required

Attach a file:

Please ensure the name of your file is clear

If you are unable to provide any of the supporting documents above, please state why.

Word count:

Please note: To give your application the best chance of success, make sure it includes all the documentation that assessors will need to understand your project.

Declaration

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I have read the accompanying guidelines for applicants provided with this application form.

I certify that all details supplied in this application and in any attached documents are true and correct, and that the application has been submitted with the authority of my organisation/group. I agree that I will contact City of Sydney immediately if any information provided in this application changes or is incorrect.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

Yes

Privacy protection notice

Personal information collected is required for grants assessment and will be used in accordance with the City's [privacy statement](#) and Council procedures (e.g. Council reporting). Non-identifiable information may also be used in public reports and research to improve the grants program.

Your personal information may be provided to relevant City of Sydney Staff, Councillors and external assessment panel members as required. Please note that the Council of the City of Sydney is bound by its obligations under the Government Information (Public Access) Act 2009 (**GIPA**). Any requested disclosure of information under GIPA will be considered and released in accordance with the requirements of GIPA.

Supply of information on this application is voluntary, however without completion your application may not be able to be considered.

If you need to change or access your personal details, please contact communitygrants@cityofsydney.nsw.gov.au.

Your information will be stored by the City of Sydney Grants and Sponsorship Team.

I understand that the information in this application will be used as described *

Yes

Ethics framework

The City of Sydney will not support any enterprises that are considered to unnecessarily:

- pollute land, air or water
- destroy or waste non-recurring resources
- market, promote or advertise products or services in a misleading or deceitful manner
- produce, promote or distribute products or services likely to be harmful to the community
- acquire land or commodities primarily for the purpose of speculative gain
- create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- entice people into financial over-commitment
- exploit people through the payment of below-award wages or poor working conditions
- discriminate by way of race, religion or sex in employment, marketing or advertising practices
- contribute to the inhibition of human rights generally

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I confirm that my organisation and project aligns with the above ethics framework *

Yes

I understand that my organisation must comply with all applicable laws, including laws relating to corruption and anti-bribery *

Yes

Authorised person's name *

Title

First Name

Last Name

Position held *

Date of declaration *

Must be a date

Applicant feedback

Please provide us with some feedback about your experience using this form. This will assist us in improving our processes for future applicants.

How did you hear about the Program? *

- | | |
|--|--|
| <input type="checkbox"/> City of Sydney website | <input type="checkbox"/> Poster or flyer |
| <input type="checkbox"/> Creative City website or e-news | <input type="checkbox"/> Other websites |
| <input type="checkbox"/> CitySwitch website, e-news or LinkedIn | <input type="checkbox"/> Radio |
| <input type="checkbox"/> City of Sydney Facebook | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> City of Sydney staff | <input type="checkbox"/> Email |
| <input type="checkbox"/> City of Sydney community centre | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> City of Sydney information and Q&A sessions | <input type="checkbox"/> Other: <input type="text"/> |

How was your experience using this online application form? *

- Easy and simple to follow
 Somewhat easy and simple to follow
 Ok but some sections were confusing
 Difficult and not easy to follow

Please leave any comments or suggestions about our online application form

Word count:

Must be no more than 200 words.

Feel free to contact the grants team if you wish to provide further feedback: communitygrants@cityofsydney.nsw.gov.au or on 02 9265 9333.

