HUME FESTIVAL OF MUSIC
2014
14–23 NOVEMBER
GRANT INFORMATION KIT
Various locations around Hume
hume.vic.gov.au/events
9205 2200
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IMPORTANT INFORMATION

Applications **open:** 12pm, Wednesday 21 May, 2014
Applications **close:** 5pm, Friday 13 June, 2014

**Please ensure that your application is eligible:**
- Applications must be received at Council by 5pm on Friday 13 June, 2014.
- Answers must be provided to all questions within the application form.
- Incomplete, late, faxed or emailed applications will not be eligible.
- All relevant supporting documentation to be lodged with your application.

Please keep a copy of your completed application for your records as Council will not return the submission.

We recommend that applicants tentatively book a venue, artist and any contractors before submitting the application. If your application is accepted, changes to the event format, dates, artists and other changes may not be accepted if they are not in keeping with the application.

**Applications should be addressed to:**
Events and Festivals
Hume City Council
PO Box 119
DALLAS VIC 3047

**For assistance, please contact:**
Jacinta Gee
Events and Festivals Officer
Telephone: 9205 2200
Email: events@hume.vic.gov.au

ABOUT THE HUME FESTIVAL OF MUSIC

The 2014 Hume Festival of Music will be held from 14-23 November 2014 and will showcase Hume City and the best of its artistic and musical talent.

This 10-day festival will come alive with sound, colour and movement.

The vision for the festival is for it to be a leading community-based music festival that is entertaining, family-friendly and supportive of local talent. It will proudly showcase Hume’s outstanding venues and attract residents and visitors to enjoy the delights of community, cultural and premier artists.

Where possible, it is hoped that events are provided for free or at low cost to the community.

WHY THE HUME FESTIVAL OF MUSIC GRANTS SCHEME?

The grants scheme is available to support community groups to develop quality live music events by providing financial assistance toward performers, venue and equipment hire, insurance fees and promotional activities for the event.

The grants ensure the festival presents the arts and culture of Hume City through live music events from aspiring and established artists.
It also creates the opportunity for live music events to occur at a range of historic venues and cultural centres to promote better understanding of our local history and increase the visitation to these venues.

HOW WILL COUNCIL SUPPORT OUR EVENT IF SUCCESSFUL?

If your application is successful, Council will support your event with:

1. Financial assistance
   - Council will provide you with a grant (maximum $2,000) to be spent for the purpose for which the grant was given, as described in your Application and Agreement.

2. Promotional assistance
   - Council will promote the festival as a whole, via communications tools such as printed materials, media releases, and Council’s website.
   - Council will provide you with branding templates and guidelines to use for your own promotional material

Please note: Council will not be responsible for low attendance rates at your event and encourages you to undertake additional marketing and communication activities to inform the Hume community and promote your event.

WHO CAN APPLY?

For your application to be considered, your group or organisation is required to:

- Be a not-for-profit group or organisation – individuals cannot apply
- Be able to demonstrate that the applicant has minimal financial resources or limited ability to fundraise
- Have no outstanding debts with Hume City Council
- Have no outstanding grant acquittals of prior grants allocated by Hume City Council
- Have no outstanding accountability reports from the 2013 Hume Festival of Music
- Be incorporated

WHAT CAN WE SPEND THE GRANT FUNDING ON?

Grant funding can only be spent on:

- Live music performers
- Venue hire
- Equipment hire
- Insurance fees
- APRA license fees
- Promotional material

Funding cannot be spent on:

- Catering/drinks
- Staffing
- Security
- Invitations
- Theming/decorations
ELIGIBILITY CRITERIA

For your application to be considered, you are required to:

- Run the event at a venue / location within Hume
- Run the event within the 2014 Hume Festival of Music dates (14-23 November 2014)
- Ensure the event includes live music as a main component of the event (i.e. band, vocalists, etc.)
- Have Public Liability Insurance to cover the event

HOW ARE THE GRANTS ASSESSED?

For your application to be considered, it should demonstrate that your event:

- Adds to the festival program in terms of quality, range of cultures profiled in the festival and the spread of events across the municipality
- Ensures the participation of the Hume community in the festival, as performers, organisers or audience
- Addresses issues of access and equity
- Is viable in terms of the event management skills of the organisers and the proposed income and expenditure budget for the event.

HOW DO WE APPLY FOR A GRANT?

The application form will be available on Council’s website www.hume.vic.gov.au/events from Tuesday 20 May 2014. The application can also be posted to you if you contact Council (see page 7 for contact details).

Applicants must submit a completed hard copy application form by 5pm on Friday 13 June 2014 AEST.

Important: The application must be received by Council either via email, post or at a customer service centre by this date. Applications that arrive after the closing date will not be considered.

You must:
Complete an Application Form
Include all supporting documentation
Submit your application by the due date (as above)
Ensure you receive an acceptance email/phone call from Council’s Events Team once you have submitted the application

You may either:

Email your application by selecting the ‘submit’ button on the PDF document or by sending to events@hume.vic.gov.au Please note: By entering your name in the signature field on the PDF document, you are agreeing to the Terms and Conditions.

OR

Mail your application to:
Events and Festivals
Hume City Council
PO Box 119
DALLAS VIC 3047
Hand deliver your application to a customer service officer at any of the three Council Customer Service Centres located at:

Broadmeadows – 1079 Pascoe Vale Road, Broadmeadows
Craigieburn – 75-95 Central Park Avenue, Craigieburn
Sunbury – 40 Macedon Street, Sunbury

HOW WILL WE KNOW WHETHER WE HAVE RECEIVED A GRANT OR NOT?

Council will send a letter to all applicants telling you whether your proposal has, or has not, been approved for funding.

If your proposal is successful, you will receive a Letter of Offer together with an Agreement Form. The Agreement Form will set out the terms on which Council is prepared to make the grant available.

WILL COUNCIL REQUIRE US TO ENTER INTO AN AGREEMENT?

Yes, all successful applicants will be required to enter into an Agreement with Council. The agreement will be sent to successful applicants with the Letter of Offer and will be required to complete, sign and return the Agreement by the due date, together with a Tax Invoice.

WHEN WILL THE GRANT MONEY BE PAID?

Every effort will be made by Council to deliver payment to successful applicants at least two weeks prior to the festival. However, in order to achieve this, you must provide us with an invoice at least four weeks prior to payment.

Payment is subject to:
- Satisfaction of any taxation requirements
- Receipt of the signed Letter of Offer
- Receipt of the signed Agreement
- Receipt of the Tax Invoice (Council’s payment terms are 30 days from the invoice date)

WHAT MUST WE DO IF WE RECEIVED A GRANT?

If you receive a grant from Council, you are required to:

- Spend the grant money for the purpose for which the grant was given, as described in your Application and Agreement
- Acknowledge Council’s support in any promotional activity for the event and submit to Council for approval prior to printing or distributing
- Submit an Accountability Report by 31 December 2014 with proof of purchase attached

See other important requirements in section 9 (page 6) of the Application Form.
PERMITS / APPROVALS

Any live music event requires approval from APRA, please see APRA information sheet for further details.

If you are planning to host your event outdoors or partly outdoors, permits and approvals from Council may apply. Please contact Council if your event is being held outdoors.

You may also need to apply for permits through Council’s Health Department (for food) if you aren’t already registered.

If you are planning on serving alcohol at your event you will need to ensure you have the required permits/approvals.

Please note: permit fees and bonds may apply.

WHERE CAN WE FIND FINANCIAL AND TAXATION FORMS AND INFORMATION?

An ABN refers to an Australian Business Number issued by the Australian Tax Office.
If your organisation has an ABN it must be recorded within your application.

The holder of an ABN is either:
- Registered for the Goods & Services Tax (GST) or
- Not Registered for the Goods & Services Tax (GST)

If your organisation is successful and registered for the Goods & Services Tax (GST) you are required to provide Council with a Tax Invoice together with your signed funding agreement before payment will be made. The Tax Invoice must show the full amount of the grant allocated plus an additional 10% for the GST.

If your organisation is successful and Not Registered for the Goods & Services Tax (GST) you are required to provide Council with your signed funding agreement only. Council will pay the grant amount allocated. No extra amount will be paid for GST liabilities.

Please note an organisation cannot be registered for GST without having an ABN.

If your organisation does not have an Australian Business Number ABN you are requested to complete a Statement by a supplier form and lodge it together with your application. A hard copy of this form is available on request. Alternately, you may obtain a copy from the ATO’s website: http://www.ato.gov.au/content/downloads/nat3346.pdf

If you do not have an ABN and do not supply this form Council must take 46.5% of the grant allocated and send this to the Australian Taxation Office (ATO).

For information about taxation please contact the Australian Tax Office on 13 28 66 between 8.00am and 6.00pm Monday to Friday or visit www.ato.gov.au.

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on 13 14 50 for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone 13 36 77. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on 1300 555 727.
WHAT IF WE HAVE FURTHER QUESTIONS?

You can contact:
Jacinta Gee
Events and Festivals Officer
Telephone: 9205 2200

Or

Email: events@hume.vic.gov.au
If you require access to a larger print version of this Information Kit or Application Form please contact us (see page 7 for contact details)

TTY National Relay Service 133677

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