



Community Events Program 2019/2020

Guidelines

Port Augusta City Council
4 Mackay Street (PO Box 1704)
PORT AUGUSTA SA 5700

Phone (08) 86419100
Fax (08) 86410357
Email admin@portaugusta.sa.gov.au

Please read these guidelines carefully before completing the application form.
All details, where requested, must be submitted.

If you require assistance or advice in completing the application form, please contact:-

Contracts & Events Officer
(08) 8641 9199

Guidelines:

- The approval of funding in one financial year does not necessarily mean automatic funding in subsequent years. All assessments are made on their individual merits;
- Any requests for support towards events will be evaluated for the demonstrated or potential benefits to uplifting the cultural/physical/recreational image and tourism for Port Augusta.
- Port Augusta City Council's assistance must be acknowledged where appropriate, (e.g. logo on promotional material etc.);
- Applications for funding must be on an official application form;
- Where an event runs over budget, Council is not responsible in any way for meeting the shortfall;
- An event evaluation report including an income and expenditure statement where appropriate must be submitted to Council within 60 days of the completion of the event;
- There is no guarantee of an application receiving funding even though all prescribed criteria are met;
- Every application will be considered on its merits within the framework of these guidelines and Council policy;
- Should an event arise after the closing date of this application contact Council's Contracts & Events Officer 8641 9199 to discuss the matter.

Types of support offered by Port Augusta City Council:

- **Financial support** - In your application it is very important that you indicate the total amount of funding that is needed from Council and that you indicate how this total will be broken down into the various costs;
- **Non-financial support** is also provided by Port Augusta City Council. For example we are able to offer assistance with publicity activities or the hire of spider tents.

We are able to put your event in the “Calendar of Events”:

- Television version on Southern Cross Ten & Southern Cross GTS/BKN. The Calendar of Events television version is broadcast twice a day Thursday – Friday
- Email & Internet version - *a weekly publication outlining events in Port Augusta which is available in hard copy from the Civic Centre as well as being emailed to hotels, motels and tourist information centres on a weekly basis and available on Council’s website*

Types of events that MAY receive funding:

The following are examples of events that may be considered for funding:

- Recreational and cultural activities;
- Local Community celebrations;
- State/National titles;
- Other major events.

Information requested/received will be treated with the utmost confidence. Applicants will be informed by letter or email, if details are supplied, of the outcome.

Other schemes funded by Council:

- Community Grants may be available through the Port Augusta City Council by contacting Contracts & Events Officer. Telephone (08) 86419199
- The Community Events Advertising Program and Community Grants are both funded by the Port Augusta City Council as such organisations will rarely be granted funding by the Community Events Advertising Program as well as through Community Grants.

Completed applications should be forwarded to:-

Contracts & Events Officer
Port Augusta City Council
PO Box 1704
PORT AUGUSTA SA 5700
Emailed to: admin@portaugusta.sa.gov.au or dropped in to 4 Mackay Street

Fax: 08 8641 0357