

# 2024/2025 Live Music Activation EOI

## Form Preview

### 2024 Inner West Live Music Activation EOI

#### Instructions

- Please provide a response to all relevant questions on the pages;
- When you have completed all of the questions on a page, click on **Next Page** to view the next page of the application form;
- Click **Save Progress** periodically to ensure you do not lose any information you have entered;
- You can jump to any page in application form by using **Application Form Navigation** table on the right side of the form;
- Once you have completed all of the pages of the form, the last page of the form will provide you with the opportunity to **Review** your application. If you are happy with your application you can then click **Submit**, if you have answered all of the required questions a **Confirmation Message** will be displayed to acknowledge receipt of your application.
- Please be aware that submissions are due by **11:59pm Friday 31 May 2024**

For any enquiries about the 2024-2025 Live Music Activation program please contact [events@innerwest.nsw.gov.au](mailto:events@innerwest.nsw.gov.au) or call 9392 5259

- If you have access requirements that cause difficulty submitting material online and you need assistance, please call 9392 5000
- To talk with a free interpreter call 131 450.
- 9392 5000.
- **الرجاء الاتصال بالرقم 450 لاطلأب منهم الاتصال بمجلس الغرب الداخلي على الرقم 131 450. لالتحدث مع مترجم مجاني اتصل بالرقم 450**
- **Μιλάμε τη γλώσσα σας. Για να μιλήσετε δωρεάν σε διερμηνέα καλέστε το 131 450. Ζητήστε τους να καλέσουν το Δήμο Inner West Council στο 9392 5000.**
- **Parliamo la vostra lingua. Per parlare gratuitamente con un interprete chiamate il numero 131 450. Chiedetegli di chiamare il Comune di Inner West al numero 9392 5000.**
- **Falamos a sua língua. Para falar com um intérprete gratuitamente ligue para 131 450. Peça-lhes para ligar para o Inner West Council no número 9392 5000.**
- **##### 131 450# #####9392 5000## Inner West# ###**
- **##### 131 450 ##### Inner West Council ##### 9392 5000.**
- **Chúng tôi nói ngôn ngữ của quý vị. Muốn nói chuyện có thông dịch viên miễn phí, hãy gọi số 131 450. Yêu cầu họ gọi cho Hội đồng Thành phố Inner West qua số 9392 5000.**

#### Applicant Information

The Inner West Live Music Activation Expression of Interest (EOI) provides funding and resource support for the Inner West community and Inner West creatives to deliver live music events across the Inner West. Five applicants will be successful, one from each Council ward, with each successful applicant able to access up to \$25,000 in funding to deliver their live music event along with resourcing support from Inner West Council (IWC). Events need to be delivered by 25 May 2025.

#### BACKGROUND

# 2024/2025 Live Music Activation EOI

## Form Preview

IWC is continuing a community-led and live-music-focussed event program across the Inner West Local Government Area (LGA), that commenced in 2023, with 5 pilot projects receiving funding. This program model is based on the success of the St. Anmore Music Festival delivered in Stanmore by local community members. This live music initiative focuses on events, developed and delivered by and for the community with support from IWC, that harness and promote the creative power of live music in the Inner West.

### *Program Intentions*

The Inner West Live Music Activations EOI program will:

- Enhance live music in the Inner West and foster local talent;
- Activate and respond to public spaces, creating vibrant and inclusive events and activations, specifically tailored to their location;
- Create opportunities for communities to connect, increase belonging activities and participation in local neighbourhoods;
- Encourage economic development and activity within Inner West precincts; and
- Build diverse community, arts and businesses partnerships to express neighbourhood identities.

## GUIDELINES

### **Application**

IWC is calling for proposals from local organisations to develop and deliver live music events delivered by the community. Following an evaluation process there will be one successful applicant from each Council ward (five in total, see listed below). Event delivery must occur by 25 May 2025, with a successful acquittal submitted following the event. Please review the below eligibility criteria carefully.

Organisations eligible for funding include:

- Incorporated, not-for-profit organisations that have a registered ABN
- Businesses (normally with at least one year of continuous operation)
- Registered training organisations
- Unincorporated organisations or community groups applying through the auspice of an incorporated body that has an ABN
- Individuals applying through the auspice of an incorporated body or organisation that has an ABN

Organisations not eligible for funding include:

- Individuals/sole traders that do not have an auspice organisation
- Partnerships that do not have an auspice organisation
- Unincorporated groups that do not have an auspice organisation
- State Government agencies and statutory authorities
- Political parties
- Organisations that are already funded by Inner West Council through a sponsorship or major partnership arrangement.

### *What can be applied for?*

Public-facing events in the Inner West Council Local Government Area that have a focus on live music and that are community led and delivered. Events must be free for the public to fully participate in. This can include projects that (but are not limited to):

- Take place on public land (subject to approvals);

# 2024/2025 Live Music Activation EOI

## Form Preview

- Take place within a single venue or across multiple venues but must include an outdoor component;
- Projects that present multiple live music performances; and/or
- Projects that present live music alongside complimentary content (e.g. workshops, presentations, discussions, etc.).

*What cannot be applied for?*

Projects that:

- Have already commenced or have already taken place. Applicants who have previously received the 2023 Live Music Activation grants are eligible to reapply;
- Do not take place in the Inner West local government area;
- Do not directly impact or affect the Inner West community;
- Do not involve the Inner West community as active participants;
- Do not have a significant focus on live music;
- Require paid entry or ticket for participation; and
- Are already funded by Inner West Council through a grant or sponsorship arrangement.

### **Assessment Criteria**

Applications will be evaluated according to the following criteria:

- Alignment with program intentions;
- Innovative ideas and concepts;
- Engagement with local precinct and community;
- Support for Inner West live music and fostering of local talent;
- Consideration of WH&S factors;
- Realistic timeline and planning;
- Experience of the applicant; and
- Budget considerations.

Applicants will be responsible for the following (but are not exclusive or limited to):

- Operational delivery of the event and its associated program
- Location/venue and stakeholder and third-party service provider negotiations and approvals;
- Sourcing resources for location/venue;
- Developing and implementing marketing and communications strategy and materials;
- Developing event timeline and scheduling;
- Creating event documentation including safety management and risk assessment;
- Application for and payment of all required permits and adherence to all Council and government regulations; and
- Public Liability Insurance of \$20 million.

### **Application outcome**

Applicants will be notified of their application's outcome by mid June 2024.

Successful applicants will receive support of up to \$25,000 from IWC. Council's Events team will be available to provide expertise and advice on operational event delivery, ensuring that all regulatory requirements are met. IWC can provide templates for event documentation including risk and safety management and scheduling.

# 2024/2025 Live Music Activation EOI

## Form Preview

### Inner West Council Wards

The Inner West LGA is divided into five wards and only one successful applicant will be selected from each ward. See below for suburb breakdowns. A detailed Inner West Council ward map is also available to download [HERE](#).

#### *Baludarri (Balmain)*

Lilyfield, Rozelle, Balmain, Balmain East, Birchgrove, north Annandale.

#### *Gulgadya (Leichhardt)*

Croydon, Haberfield, Leichhardt, south Annandale, north Ashfield.

#### *Djarrawunang (Ashfield)*

Summer Hill, Dulwich Hill, Croydon Park, Ashfield, south Ashfield.

#### *Midjuburi (Marrickville)*

Marrickville, St Peters, Sydenham, Tempe.

#### *Damun (Stanmore)*

Camperdown, Petersham, Lewisham, Newtown, Stanmore, Enmore.

### Ready to Apply?

#### **Ready to apply?**

The application will ask for key information about yourself as project lead for your proposal including contact information and organisation/business details as applicable.

You will need to provide key information about the proposed project including proposed location, title, description, target audience and project timeline, as well as responding to each item of the assessment criteria. A balanced budget proposal is to be provided and there is an option to upload supporting material.

Please ensure you have all this information ready to input into your proposal. Incomplete and unsubmitted proposals will not be considered.

### Timeline

#### **ACTIVITY**

#### **DATES**

Expression of Interest Open

Wednesday 1 May 2024

Council representatives available for briefing

Wednesday 1 May - Friday 31 May 2024

Expression of Interest Closes

Friday 31 May 11:59pm

# 2024/2025 Live Music Activation EOI Form Preview

Evaluation of Expression of Interest applications

Early June

Applicants informed of the outcome

From mid-June

Delivery of Live Music Activation Program

1 August 2024-25 May 2025

Acquittal Due

6 weeks post-delivery of event for successful applicants

## Applicant Details

\* indicates a required field

### Applicant Details

**Name \***

Title

First Name

Last Name

**Preferred Pronouns**

**Organisation Name**

(if applicable)

**ABN / ACN (if applicable)**

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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	

# 2024/2025 Live Music Activation EOI

## Form Preview

Main business location

### Address \*

Address

  

Suburb State Postcode

  

### Email Address \*

### Website

### Social Media

### Mobile \*

### Which ward are you applying for? \*

Please select

### Please upload your Public Liability Certificate of Currency (min \$20m) \*

Attach a file:

Must Cover the proposed dates of the festival

## Auspice Details

If you are an individual or unincorporated entity, you are required to have an auspicing body to be eligible for this application. An auspice is an organisation who manages grant funding on your behalf. The auspicing body will receive and manage the grant funding on your behalf.

If you are applying with an auspice, please include their details below, as well as uploading a confirmation from the auspicing body of the arrangement. This can be a letter or an email from the primary contact.

### Auspice Organisation

Organisation Name

### Auspice Organisation ABN

# 2024/2025 Live Music Activation EOI Form Preview

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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Auspice Organisation - Name and Position of Key Contact

e.g. Jane Doe, Director

## Auspice Organisation Primary Address

Address

  

## Auspice Organisation Postal Address

Address

  

## Auspice Organisation Primary Phone Number

Must be an Australian phone number.

## Auspice Organisation Primary Email

Must be an email address.

## Auspice Organisation Primary Website

Must be a URL.

# 2024/2025 Live Music Activation EOI Form Preview

## Confirmation of Auspicing Arrangement

Attach a file:

Please upload confirmation from the auspicing body for this grant

Click **Review** to view your application

Click **Next Page** to continue your application

## Project Proposal

\* indicates a required field

### Project Details

#### Project Working Title \*

#### Start Date \*

Must be a date.

#### End Date \*

Must be a date.

**Describe the proposed project and any additional details. What are you planning to do, why do you want to do it, and how are you planning to do it? \***

Word count:

Must be no more than 300 words.

#### Target Audience: Who is your audience? \*

Word count:

Must be no more than 200 words.

## Project Proposal



# 2024/2025 Live Music Activation EOI Form Preview

Please respond to each criteria below. Your application will be assessed against your response to the selection criteria.

## **Program Intentions**

The Inner West Live Music Activations EOI program will:

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- *Activate and respond to public spaces, creating vibrant and inclusive events and activations, specifically tailored to their location;*
- *Create opportunities for communities to connect, increase belonging activities and participation in local neighbourhoods;*
- *Encourage economic development and activity within Inner West precincts; and*
- *Build diverse community, arts and businesses partnerships to express neighbourhood identities.*

**Alignment with program intentions: How does your project align with the program intentions? Please address as many as possible in your response. \***

Word count:

Must be no more than 300 words.

**Innovative ideas and concepts: What makes this project unique? Has this been seen and/or done elsewhere/previously? \***

Word count:

Must be no more than 300 words.

**Engagement with local precinct and community: How and who will you be engaging with in the local precinct and/or community as part of the development of this project? \***

Word count:

Must be no more than 300 words.

**Support for Inner West live music: How does your project directly support live music in the Inner West? \***

# 2024/2025 Live Music Activation EOI

## Form Preview

Word count:  
Must be no more than 300 words.

**Consideration of WH&S factors: How will you consider workplace health and safety as part of your project's development and delivery? What areas might you require assistance in? \***

Word count:  
Must be no more than 200 words.

**Key activities or milestones: Please detail your project plan for delivery of this event including key dates \***

Word count:  
Please These are the major deliverables of your grant project e.g. purchase of equipment, workshop, launch event.

## Accessibility

**How will your project support accessibility needs of attendees? \***

Word count:  
Must be no more than 300 words.  
E.g. Auslan interpretation, live captioning, hearing loop, sensory space, accessible information and signage, working alongside artists with disability, etc.

## Budget

### Budget

A budget should include all items required to deliver, present and maintain the project (i.e. commissioning fees, marketing costs, transportation, equipment and installation costs, engineering, insurances, etc.). The applicant is responsible for budget management for this event and any costs associated with the event.

# 2024/2025 Live Music Activation EOI

## Form Preview

**Income Description:** List the money you will source for the project (e.g. Council EOI, sponsorship, other sources). Please note whether this income is confirmed or unconfirmed and please include any in-kind income. You will be required to upload quotes for any expenditure expected to be over \$500.

**Expenditure Description:** List all the items you will need to spend money on (e.g. materials, marketing expenses, artist fees). If your event is on public land, you may need to apply and pay for an Activity Application Form (Section 68 - application fee \$400). If you plan to hold your event in a public park, you may be required to pay a damage bond returnable to you after the event, and if your event includes a road closure you will need to budget for appropriate traffic management.

You must ensure that all eligible artists and contractors working on events are paid superannuation as per the ATO guidelines here: [How to work it out: employee or contractor | Australian Taxation Office \(ato.gov.au\)](https://www.ato.gov.au/How-to-work-it-out-employee-or-contractor/).

Your proposed budget must balance for your application to be eligible.

### Budget

Income Description	\$	Expenditure Description	\$
List the money you will source for the project (e.g. Council EOI, sponsorship, other sources).		List all the items you will need to spend money on (e.g. artist fees, fabrication, transportation, materials, equipment, installation, insurances, etc.)	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

### Budget notes

**Please upload quotes for any expected expenditure over \$500.**

Attach a file:

### Support Material

#### Support Material

Support Material can be anything that gives us more of an insight into your event, for example a resume, previous work samples, concept artworks, letters of support etc.

# 2024/2025 Live Music Activation EOI

## Form Preview

You must include at least two different types of support material. **Maximum file size is 5MB**

### Resume

Attach a file:

Maximum 2 pages

### Previous Work Samples

Attach a file:

Video and audio to be less than 5 min total

### Concept Details

Attach a file:

Maximum 10 images

### Letter/s of Support

Attach a file:

Maximum 2 letters, please attach as one PDF

### Other

Attach a file:

### Web Links to Video Support Material

Maximum length 6 minutes.

## Declarations

\* indicates a required field

### Declarations

**How did you hear about this opportunity? \***

**I declare that to the best of my knowledge the information in this application is true and correct \***

Yes

