Pride Centre Activations 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.
- **Submissions close: Monday 14 December 5pm.**

If you need help submitting your application, or have any questions, please contact Caitlin on 02 9392 5236 or caitlin.castell-brown@innerwest.nsw.gov.au

To talk with a free interpreter call the translating and interpreting service (TIS National) on 131 450.

- مەنم بلطا450 مقرلاب لصتا يناجم مجرتم عم ثدحتلل 131.كتغل ملكتن نحن مقرلا یلع يلخادلا برغلا سلجمب لاصتالا
- 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 gra tuitamente 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.

If you're d/Deaf or find it hard to hear or speak to hearing people on the phone, please contact the National Relay Service

Inner West Pride Centre Activations: Expressions of Interest

Information for applicants

Situated in Pride Square at the heart of Newtown (Gadigal & Wangal), the Inner West Pride Centre (operated by Twenty10) is a safe, welcoming, and inclusive space for LGBTQIA+ communities to connect, gather and access support, and offers space for community. The

Inner West Council invites members of the community and organisations to continue to activate the iconic Inner West Pride Centre. If you have an idea for a project, we would love to hear from you!

This funding stream aims to celebrate and expand the positive impact of the Inner West Pride Centre through the facilitation of inclusive events and ongoing programs for the Inner West community. Examples of what we are looking for may include but are not limited to:

- Community morning teas
- Specialist talks/ panel events
- Mardi Gras/Pride Month celebration events
- Open days
- Rainbow story times.

All applications should clearly align with Council's Community Strategic Plan to foster a welcoming, inclusive and connected community. All projects must all be in accordance with the Pride Centre Venue Guidelines.

There is $30,000 in total funding available, with successful applicants eligible to receive up to $5,000 (**inclusive of GST**).

Applicants can apply for funding amounts up to $5000 (GST included) to **deliver a project at the Inner West Pride Centre**. The project proposal can outline either a one-off or series of events/workshops/program but must be deliverable within the total budget amount.

All programs are expected to be delivered between **12 January 2027 and 30 June 2027 -** with exact timing to be confirmed in consultation with Council.

Please note, all applicants will need to discuss availability of the Inner West Pride Centre for their requested dates prior to submitting their application. Enquire about the Inner West Pride Centre availability via the booking form.

If you have any questions, please contact Caitlin on:

- **(02) 9392 5236**
- **caitlin.castell-brown@innerwest.nsw.gov.au.**

We thank you for taking time to apply and look forward to receiving your application.

Application Requirements

Your submission should clearly explain:

- an outline of how the project aims to expand positive community impact and engagement at the Inner West Pride Centre.
- how the project will be promoted and delivered including a timeline of key deliverable milestones.
- a clear link to the Inner West Council's Community Strategic Plan Our Inner West 2041 | Inner West Council.
- a project budget, including coverage of all staffing and production costs.

Successful applicants will be required to:

- read and adhere to the Inner West Pride Centre venue hire guidelines including payment of a cleaning and bond fee

- ensure a person with a current Responsible Service of Alcohol (RSA) card is present at any event where alcohol is present
- hire security for any events expecting 100 or more attendees
- provide Council a simple acquittal report including information such as number of attendees, evidence of community engagement, feedback from attendees, project outcomes and photos of the project delivery (if available)
- include Council's logo and the Inner West Pride Centre logo on any promotional material.
- provide a budget and acquittal including copies of receipts and invoices for amounts over $500.

GUIDELINES

To be eligible

- The project is delivered from the Pride Centre between **12 January 2027 and 30 June 2027 (please note this does not include Pride Square)**
- Be a sole trader, incorporated organisation, or community group (or auspiced by one)
- Provide Public Liability Insurance $20m and any relevant licences or certifications
- Submit one application per individual or organisation
- Is open to the public
- Has no entry fee, participation fee, or charge.

Applications are ineligible if the request for support:

- Is part of ongoing administration or operational costs of the business or applicant.
- Is for an event that has already occurred.
- Is for a project that does not take place in the Inner West Pride Centre.
- Does not involve the Inner West Community as active participants.
- Is from an applicant who is a current staff member of Inner West Council, a current or former Councillor of Inner West Council, political parties, or state or Federal Government agencies.

Application Outcome

Following submissions, a panel meeting will be held to determine successful applicants. Final programming and scheduling decisions will be determined by Council in collaboration with successful applicants.

Applicants will be notified of their application outcome in the ***week* of 21 December 2026.**

Successful applicants will receive support of between **$500 and $5,000 (including GST)** from Inner West Council.

Council's Community Wellbeing team will be available to provide expertise and advice on operational event delivery, ensuring that all regulatory requirements are met.

Advice regarding venue equipment including additional lighting, sound equipment and operator costs for larger events will need to be discussed with Pride Centre Staff. IWC can provide templates for event documentation including risk and safety management.

Budget Requirements

- Please note before proceeding that any costs over $500 must have the quote attached and the invoice included in the acquittal.
- Although the venue will be provided in-kind, applicants are required to pay a minimum $500 bond fee and a potential cleaning fee. Please refer to the Pride Centre Guidelines for further information.

SUPERANNUATION

All applicants will need to account for superannuation payments as part of your budget where applicable. Please check the ATO website for further information

Venue Support

The Inner West Pride Centre has two spaces **(Rainbow Room and Pride Hall)** available for hire. To check availability of these spaces for your project, please fill out a booking form.

Applicants should ensure that adequate staffing, production and marketing costs are included in their project budget.

Council will promote successful applications in-kind via community networks and the Inner West Council website.

Note that no Council staff time (over and above that outlined below in the Application Outcome) or Twenty10 staff time or production support is included in the venue booking. **Any requirement for this would need to be clearly proposed in the EOI submission. Please note you will need to account for $100 plus GST per hour in your budget if you wish to include Pride Centre staff support.**

Program dates may be subject to change. Council will work with successful applicants to finalise details.

For successful applicants

Agreement

A formal agreement will be sent to successful applicants. Inability to comply with the agreement may result in withdrawal of support. Applicants who do not meet their obligations under the funding agreement may not be eligible to apply for further funding support from Inner West Council.

Payment and GST

Payment information will be provided with the letter of offer. Successful recipients must provide a tax invoice for the full funding amount. Funding amounts will be paid once applicant funding agreements and invoices are submitted.

Applicants registered for GST should add GST to the invoice amount.

Recognition of assistance

Successful applicants must acknowledge the Inner West Council for their activity at the activity and in any promotional material in relation to the activity.

Key Dates for Applicants

- **Monday 14 December 2026:** Expressions of Interest close at 5:00pm.
- **Monday 21 December 2026:** Successful applicants notified ***from*** this week
- **Tuesday 12 January 2027:** Program term opens
- **Wednesday 30 June 2027:** Program term closes.

Activity Variations

If there are significant changes to the funded activity, applicants must contact Council to confirm that the variation is acceptable prior to the activity. This includes but is not limited to, activity start and end dates, venues, fees and charges.

Ready to Apply?

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

You will need to provide information about the proposed project including proposed location, title, description, target audience and project timeline. 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.

If you need help submitting your application, or have any questions, please phone Caitlin on 02 9392 5236 or email caitlin.castell-brown@innerwest.nsw.gov.au

Applicant Details

* indicates a required field

Applicant Details

Name *

Title | First Name | Last Name

Email Address *

Must be an email address.

Mobile *

Must be an Australian phone number.

Organisation Name

(if applicable)

ABN / ACN (if applicable)

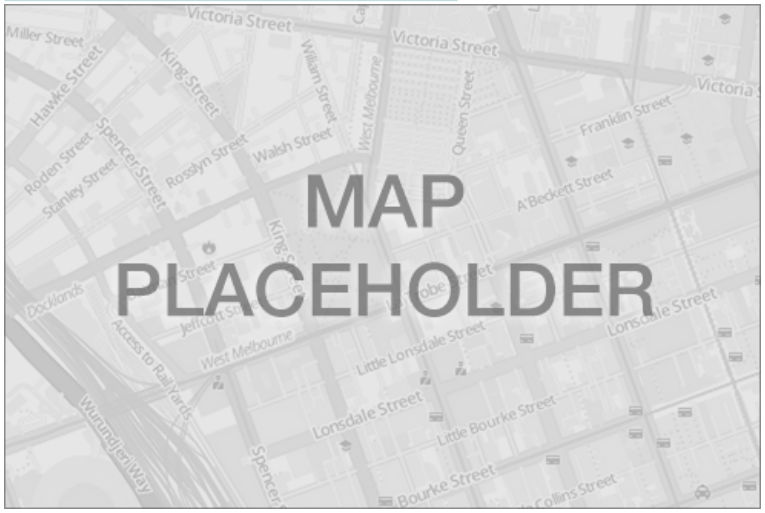
The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Address *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Website (If applicable)

Must be a URL.

Social Media (If applicable)

Public Liability Insurance (PLI)

Successful applicants will need to have Public Liability Insurance (minimum of 20 million dollars). Please upload your PLI Certificate below or obtain and attach a quote for PLI covering the proposed date/s of your activity.

Upload your file here *
Attach a file:

Project Proposal

* indicates a required field

Project Details

Project Title

Proposed Date

Must be a date.

Additional Date (if required)

Proposed Event times

Describe your activity - What are you planning to do?

Word count:
Must be no more than 150 words.
Include details about your target audience.

Short summary

Word count:
Please describe your activity in approximately 25 words.This will be used for marketing purposes.

If available, please provide some photo or video examples of your past workshops or activities. We may use these for marketing if your project is successful.
Attach a file:

This question is optional, you will have the opportunity of supplying images if successful

What space will your project be delivered in?
☐ Rainbow Room
☐ Pride Hall
☐ Both spaces

What do you hope the community will gain from your activity?

Word count:
Must be no more than 200 words.

Tell us what skills and experience you will bring to deliver your event or program, e.g., professional experience or lived experience

Must be no more than 200 words

Tell us briefly what positive impact does your project aim to bring to the Inner West community?

Word count:
Must be no more than 200 words

What steps will you take to ensure your activity is accessible and inclusive?

View our Accessible Events Checklist on Council's Inclusion Festival webpage

How many people do you expect to attend your activity? *

How will you promote your activity?

Word count:
Must be no more than 200 words.

Proposed project timeline

Please outline the steps you will take to complete your activity and when you plan to complete them

Is your event open to the public?

○ Yes ○ No

Events open to the public

Would you like your event listed on Council's website?
○ Yes ○ No

Budget

* indicates a required field

Budget

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

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).

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).

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

Total Amount Requested (Including GST) *

Must be a dollar amount.
What is the total financial support you are requesting in this application? You can apply for an amount between $250 and $5000

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:

Declarations

* indicates a required field

Child Involvement

Will your event potentially involve people under the age of 18? *

○ Yes ○ No

Child Safe Requirements

The Parties agree that performance of the project may include Child Related Work. For the purposes of this section, "**Child Related Work**" has the meaning given to it in the *Child Protection (Working With Children) Act 2012* and usually includes any work where the work involves, or is likely to involve, direct contact with a child or children and that contact is a usual part of and more than incidental to the work in connection with at least one of the specified categories of child related work.

Before the applicant undertakes any Child Related Work, the applicant must ensure that:

- relevant staff and volunteers hold a valid Working With Children Check and that verifications have been undertaken;
- relevant staff and volunteers have required child protection skills and knowledge and have attended relevant training and induction sessions;
- it has in place appropriate child protection policies and procedures and such policies

and procedures are updated to address any key changes under child protection legislation;

- any specific undertakings in its policy and procedures, such as training requirements, are being complied with;
- its Child safety risk management strategies are developed, implemented and regularly reviewed; and

- notification of any and all reportable allegations regarding staff of the applicant organisation are notified to Council as soon as the applicant organisation becomes aware.

The applicant must provide Council with any report reasonably required by Council relating to the applicant organisation's obligations under this section. The applicant accepts that Council may itself or engage a third party to undertake formal reviews of the applicant organisation's child protection policies, procedures and practices to assess compliance with relevant child protection legislation and the child protection requirements and will reasonably cooperate with Council or any such third party including provision of the information which is reasonably requested.

Please indicate whether or not this Child Safe requirement clause is applicable to your project/program/initiative? *

○ Yes ○ No

Are you aware of the Inner West Pride Centre venue hire guidelines? *

○ Yes ○ No

Learn more:

Pride Centre Venue Hire Information

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