

ARTS, EVENTS & CULTURE 2019/20

EXPRESSIONS OF INTEREST



City of
South Perth



Seeking

The City of South Perth is currently seeking Expressions of Interest (EOI) from event organisers, community groups, businesses, performing and visual artists to be a part of the City's Arts, Events and Culture season for the 2019/20 summer. This is a great opportunity to connect with the community, showcase your talent or organisation and align yourself with a reputable local government authority.

Each year, the City of South Perth aims to present an accessible program of high quality, free and low cost events, arts and cultural activities which involve and celebrate our culture, community and spaces whilst delivering unique experiences for all to enjoy.

The City is eager to hear from you if you are planning an event or activity that would suit our program, community and spaces. Existing events or new initiatives will both be considered however all submissions should address the selection criteria.



Arts, Events & Culture Calendar

The City of South Perth develops an annual Arts, Events and Culture Calendar which covers all activities, events and projects taking place between November 2019 – April 2020. The season is split into two printed calendars running from November 2019 until January 2020 and February 2020 – April 2020.

The calendars are distributed to places all over Perth and advertised on the City's website and social media channels. The calendars each feature a range of activities, events and projects which the community can enjoy at a free or low cost.



What are we looking for?

Arts, Events & Culture Calendar November 2019 - April 2020

Event Organisers, Businesses or Community Groups

The City of South Perth is currently seeking Expressions of Interest (EOI's) from event organisers, community groups, businesses, performing and visual artists to be a part of the City's Arts, Events and Culture Season. If you are planning an event, activity or activation held within the City of South Perth and is similar to the below examples, the City encourages you to apply.

Examples of what types of events and activities we are looking for are listed below;

- Free or low cost community events (markets, fetes, concerts etc)
- Low cost workshops, tours, seminars, talks or exhibitions
- Anniversary or celebrations events (open to the community to attend)
- Activations or open days (open to the community to attend)
- Live musical performance, live theatre, comedy shows etc (established events)
- Other types of creative projects

The City will only consider events or activity which are already in the planning or have been planned and that meet the selection criteria.

Musicians, Performing Artists, Visual Artists

The City welcomes all artists wishing to host their own activity to also apply. The City will consider supporting EOI'S that are creative, unique and address the selection criteria.

Professional individuals, performers or musicians seeking a paid opportunity or to be included on the City's entertainment database should not apply via this EOI process. Those who wish to get in touch with the City may do so by forwarding their resume, photos, prices or packages direct to events@southperth.wa.gov.au.



How can the City help you?

Community Funding Program

The City facilitates a Community Funding Program that comprises a range of grant categories to support the provision of community projects. Non-incorporated and incorporated community organisations may be eligible to apply for funding through one of the City's community funding opportunities, with up to **\$5,000** available. More information is available via the below link:

<https://southperth.wa.gov.au/community/get-involved/community-funding> or by contacting the Community Development Team on 9474 0777.

In-kind Support

If your submission is selected for the Arts, Events and Culture Calendar, the City may offer the below support for select events:

Promotional support that spans from November 2019 - April 2020 through a large promotional campaign including but not limited to the Arts, Events and Culture Calendar, an event listing on the City of South Perth website, City publications and social media campaigns.

In-kind support with reserve hire or venue hires, administration and/or amenity provision
Depending on the activity, the City may offer additional logistic support such as bin provision and basic equipment (marquee/s, tables and chairs, etc.) to assist.

Selection Criteria

All submissions should occur within the City of South Perth boundaries and be in line with the following criteria:

Selection Criteria	Weight	Requirement
1. <u>Event Planning</u> Event/activity is well planned.	25%	Essential
2. <u>Community Benefit</u> There is a benefit to the City, the local area and/or the community.	25%	Essential
3. <u>Access & Inclusion</u> The event/activity is inclusive by being: <ol style="list-style-type: none"> A public event (not restricted to invitation only), Low cost / value for money and/or Targets/attracts a wide demographic; or is a specialist activity designed for minority group involvement. 	20%	Essential
4. <u>Creativity</u> There is a uniqueness of concept/experience.	15%	Essential
5. <u>Cross Promotion</u> The event/activity can be cross promoted as being held in conjunction with the City of South Perth through printed or visual acknowledgement. i.e. opportunity to display City logo and/or banners at the activity.	15%	Desirable

Considerations:

Venue & Location	Ensure you identify the type of venue best suited to your concept. There are also a variety of walls, laneways and unused spaces that you may wish to activate. The City may be able to negotiate the use of these spaces on your behalf. If you have an event or activity in mind, but may not have a venue space, contact us to discuss your ideas.
Insurance & Additional Info	If your EOI is successful, you will be required to provide us with a copy of your Public Liability Insurance certificate relevant to the activity and further information. See 'what to submit'.
Acquittal	All partners will be expected to complete the City's post event acquittal report survey.

What to Submit

As part of the expression of interest, you will need to submit the following:

- Brief outline of your proposed event/activity/skill
- All details including proposed:
 - Date/s and times
 - Location
 - Ticket costs (if applicable)
 - Age suitability (if applicable)
 - Event contact
- Two photographs for website promotional use (if possible)
- Up to 50 words for calendar promotional use

If your EOI is successful, City of South Perth staff will work with you to finalise all details and locations. You will also need to provide a copy of your Public Liability Insurance certificate that provides cover for the intended activity.

Timeline

EOI Dates	EOI Period
<p>Open 2 August – Close 5 September 2019</p> <p>Close 4pm, Thursday 5 September 2019</p>	<p>Expressions of interest for events and activities held within the period of November 2019 – January 2020.</p>
<p>Open 2 August – Close 24 October 2019</p> <p>Close 4pm, Thursday 24 October 2019</p>	<p>Expressions of interest for events and activity held within the period of February 2020 – April 2020.</p>
<p>13 September 2019</p>	<p>Confirmation of inclusion in the Arts, Events and Culture Calendar for the November 2019 – January 2020 period.</p> <p>Final information submitted to the City by Thursday 26 September 2019.</p>

1 November 2019	Confirmation of inclusion in the Arts, Events and Culture Calendar for the February 2020 – April 2020 period. Final information submitted to the City by Thursday 14 November 2019.
November – April	Arts, Events and Culture Calendar promotion period

A panel will determine the final submissions. The City reserves the right to accept or refuse applications. All decisions are final and no further correspondence will be entered into. Canvassing of elected members is not permitted.

Contact

We encourage you to call us to discuss your ideas. We may be able to assist and can offer advice on the planning of your event or activity.

Please return all submissions via the online EOI forms available on the City's website
<https://southperth.wa.gov.au/discover/whats-on/expressions-of-interest>.

EOI Submissions

November 2019 – January 2020

EOI Form [Click here](#)

February 2020 – April 2020

EOI Form [Click here](#)

Queries to Cultural Development

Phone: (08) 9474 0777

Email: events@southperth.wa.gov.au