

# Wollongong City Council

## Application for Sponsorship of Public Bands and Choirs

### 2009-10 Guidelines

#### Policy Information

Wollongong City Council provides donations to Community bands and choirs within the City of Wollongong in accordance with Council's Management Policy (Sponsorship of Public Bands and Choirs). The aim of this program is to:

- Provide support for the public and civic performance of community bands and choirs within the city.
- Ensure that a fair and transparent process is used in the allocation of relevant sponsorship funds.
- Further develop the range of existing bands and choirs to maximise the cultural and social benefits to the city.
- Ensure that Council receives appropriate recognition for its sponsorship contribution.

Council will advertise this invitation for sponsorship within the financial year. This will be advertised on Council's website and through its weekly paid advertisement in local media. Should there be sufficient funds remaining from the initial sponsorship allocation, a second round of application will be invited in the mid-financial year period.

Applications submitted after the closing date may or may not be considered during a following sponsorship round, depending on any available remaining funding within the prescribed budget for the financial year.

Applicants should be not for profit community bands or choirs within the City of Wollongong which are open for eligible membership to the community and able to perform at outdoor venues without amplification of sound.

Council will allocate two (2) levels of sponsorship for community bands, and one (1) level of sponsorship for community choirs as indicated in the following "Criteria"

A choir is defined as "an organised group of singers who perform, together, and typically whose numbers are large enough to incorporate smaller groups to sing different parts at different pitches".

A community band is defined as a "community-based group of experienced musicians playing together, with a conductor, performing different parts as a group. It will typically hold regular rehearsals and be available to perform in the community".

Please Note :

School bands and choirs are not considered eligible under this sponsorship program.

Council's application form will seek information from the applicant on the nature and extent of any in-kind sponsorship sought. Requests for in-kind sponsorship will be considered as financial assistance and will be given a dollar costing at the normal rate of Council for such activities/services and assessed on the relevant criteria.

All sponsorships will be considered on an initial on-off basis and no guarantee is made for on-going sponsorship, unless council determines that multi year funding is appropriate.

#### Eligibility and Criteria

- Applications must be lodged on Council's Sponsorship of Community Bands Application or Sponsorship of Community Choir Application and submitted by the advertised closing date in accordance with instructions on the form. Forms will be

available during the advertised period on Council's website at [www.wollongong.nsw.gov.au](http://www.wollongong.nsw.gov.au) or as advertised.

- Applicants must lodge a copy of their Constitution of Articles of Association or similar type document (if applicable) with their application form.
- Applicants must be not for profit bands or choirs which are located and operated within the City of Wollongong Local Government Area and able to perform in outdoor public places without amplification.
- Bands or choirs must be open to the community for eligible membership and have active membership equal to that required for appropriate community performances.
- Applicants must outline the proposed use of any sponsorship funds and costs involved including insurance, rehearsal space costing, transport costs, instrument maintenance.
- Applicants who have received donations, grants or sponsorship from council must provide details of this financial assistance.
- All performances must be held within the City of Wollongong Local Government Area
- The aims and objectives of the applicant/organisation must not conflict with the ideals of the "Charter of the People of Wollongong".
- Council will not grant sponsorship to organisations/bands/choirs whose objectives and/or missions are in actual conflict with Council's policies.
- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and conflict of Interest Policy (available on council's website). Any actual, potential or perceived conflict of interest posed by the potential sponsorship of a band or choir will be identified as part of the assessment process.
- Successful applicants must agree to and sign a Sponsorship Agreement which will include the requirement for :
  - Acknowledgement of council (including logo) equivalent to other similar sponsors and/or as stated within Council's Sponsorship Agreement, at all performance
  - Approval of all necessary or mandatory application/certificates and supporting documents, by council or other statutory body, for each proposed performance and compliance with all conditions of such approvals (if required).
  - Council to have the opportunity to display banners (as supplied by Council) at each performance/event.
  - A written evaluation of sponsorship activities to be provided to Council at the conclusion of each year of sponsorship.
- Sponsorship funding for community bands within the City of Wollongong LGA may be allocated for two (2) levels of funding within the following parameters –

#### Primary (or Senior) Band

- Each sponsored band to perform in an outdoor public place within the sponsorship period (without amplification) at two (2) locations to be

determined/negotiated by council (ie citywide sponsored festivals; community festivals, Brighton Lawn; civic functions; or other locations/events as determined by Council), plus two (2) locations within the City of Wollongong Local Government area to be determined by the band for approval by Council

#### Secondary (or Junior) Band

- Each sponsored band to perform in an outdoor public place within the sponsorship period (without amplification) at one (1) location to be determined/negotiated by council (ie citywide sponsored festivals; etc as above) plus one (1) location within the City of Wollongong Local Government area to be determined by the band for approval by Council

#### Bands must be able to demonstrate -

- They are able to perform in outdoor public places without amplification.
- They are available for performances at citywide events as determined by Council (providing performances for the community of the whole of the City of Wollongong, ie New Year's Eve, Australia Day, Christmas Carols)
- They are available for general community performances at community based events as determined by Council (suburb based performances held in a particular suburb with the aim of bringing together the community of that suburb).
- Available for performance at civic or other events as determined by council.

#### Community Choir

- Each sponsored choir to perform at least twice per year at civic functions and events as determined/negotiated by council.
- Successful applicants will be required to comply with the conditions of Council's Sponsorship Agreement prior to the payment of sponsorship monies by Council.

### Event Support Levels

Primary (or Senior) Band - funding to a maximum of \$2,000

Secondary (or Junior) Band – funding to a maximum of \$1,000

Community Choir – funding to a maximum of \$500

- Council's Band Sponsorship Application Form will provide for sponsorship of community bands for the financial year 2009/10.
- Council's Choir Sponsorship Application form will provide for sponsorship of community choir/s for the financial year 2009/10.
- Please note that no guarantee is made of future sponsorship beyond any agreed approved period.

### In-Kind Sponsorship

- Requests for in-kind sponsorship in relation to a public band or choir (including waste services, road closures and/or traffic control, rebate of fees and charges etc) must also be submitted through Council's sponsorship application process .
- PLEASE NOTE : All applicants must ensure that they are aware of any statutory approvals required and the associated costs and requirements in this regard. This information can be obtained from Council's Events and Functions Coordinator on 4227 7104 or [sponsorship@wollongong.nsw.gov.au](mailto:sponsorship@wollongong.nsw.gov.au).
- Requests for in-kind sponsorship will be assessed as a dollar costing at Council's current rate for such services and facilities. The dollar value of this in-kind request will be considered (and included with any monetary sponsorship request if applicable) as the total sponsorship request by the Sponsorship Allocation Committee.

## Sponsorship Agreement

Successful applicants will be required to comply with the conditions of, and sign a Sponsorship Agreement prior to payment of sponsorship monies by Council.

It should be noted that Council's sponsorship Agreement includes the following requirements :

- Acknowledgement of Council (including logo) equivalent to other sponsors of similar amounts.
- A written evaluation on Council's Sponsorship Evaluation form should be submitted at the conclusion of the sponsorship period.
- Approval of all necessary applications and supporting documents by Council or other statutory body for the proposed event and compliance with all conditions of such approvals.
- An opportunity for Council banners as provided by Council to be displayed at events.

## Council's Application Evaluation Process (for information)

Council's process for evaluation of applications for sponsorship of Community bands and choirs is:

- Evaluation of all applications against the established criteria will be undertaken by Council's Sponsorship Allocation Committee following the closing date.
- The recommendations of the Sponsorship Allocation Committee will be submitted for approval as outlined within the Policy and all applicants will be advised within the advertised timeframe.

All applications should be forwarded to :

The General Manager

Wollongong City Council

Locked Bag 8821

WOLLONGONG 2500

Fax 02 4227 7580

Email: [council@wollongong.nsw.gov.au](mailto:council@wollongong.nsw.gov.au)

Further enquiries :

Please contact Council's Corporate Relations Officer on 4227 7061 or email [sponsorship@wollongong.nsw.gov.au](mailto:sponsorship@wollongong.nsw.gov.au)