ENCORE Winter Activation Grant - 2027 Application Form
Form Preview

Pre-Submission Details

* indicates a required field

BEFORE YOU START

Have you spoken with the Economic Growth and Activation Officer (grant contact) to discuss your proposed activation? *

○ Yes ○ No

Date spoken to Officer

Must be a date.

Contact our Economic Growth and Activation Officer

We recommend you stop here, save your application and contact Eulonda Bolger on (08) 8384 0643 or email business@onkaparinga.sa.gov.au to discuss your proposed activation. Evidence has proven that contacting council discussing your proposed activation, increases your chance of achieving success.

Before you start

Have you read the ENCORE Winter Activation Guidelines in full? *

○ Yes ○ No

We recommend you stop here and save your application and read the grant guidelines on our website.

To be eligible for funding, the lead applicant's business must be located within the City of Onkaparinga, as outlined in the Grant Guidelines.

Is your business located within the City of Onkaparinga? *

○ Yes ○ No

View City of Onkaparinga's ward map.

Application ineligble due to business location

Unfortunately your application is not eligible, all businesses involved in the ENCORE Winter Activation program must be located in the City of Onkaparinga.

I understand that my ENCORE Winter Activation must take place between 1 May 2027 and 31 August 2027, and must include a minimum of two dates across at least two separate periods. *

○ Yes ○ No

We recommend reviewing the ENCORE Winter Activation Guidelines for further clarification

Please review your proposed activation dates. As per the Grant Guidelines, dates must be between 1 May 2027 and 31 August 2027 to be eligible.

Are there a minimum of two (2) entities collaborating? *

○ Yes ○ No

Please note: Applications that involve more businesses located within the City of Onkaparinga will be scored more favourably.

APPLICATION INELIGIBLE

Unfortunately, your application is not eligible, as a minimum of two entities are required

I understand that funding for a ENCORE Winter Activation Grant is between: $1,500 (min) – $7,500 (max). *

○ Yes ○ No

We recommend reviewing the Grant Guidelines for further clarification.

I understand that I must contribute a minimum of 25% towards total ENCORE Winter Activation cost. This may comprise of cash, sponsorships, ticket sales or in-kind support. *

○ Yes ○ No

We recommend reviewing the ENCORE Winter Activation Grant Guidelines for further clarification

Promotion

The ENCORE Winter Activation Grant is part of the ENCORE Activation Program. Do you agree to promote the Encore Activation Program through your social media channels? *

○ Yes

Feedback

Do you agree to capture the origin and number of visitors from your activation? *

○ Yes

As part of our commitment to continuous improvement, would you be willing to provide feedback on the grant application process? *

○ Yes

Applicant Details

* indicates a required field

Applicant Details

Business Name *

Business Address *
Address

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

ABN (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.
A completed Statement by Supplier Form will need to be provided if you do not have an ABN.

Applicant *
Title First Name Last Name

Contact person's name

Applicant Position *

Applicant Primary Email *

Must be an email address.

Applicant Postal Address *
Address

Applicant Mobile Phone Number *

After Hours Phone Number

Must be an Australian phone number.

Applicant Primary Website *

Must be a URL.

Business Social Media Page *

Must be a URL.
Facebook, Instagram etc.

Lead Applicant Type *

○ Lease holder ○ Business Owner ○ Association ○ Building Owner ○ Other (Please describe)

Please describe applicant type

Lead Applicant Type (Other)

Collaborating Businesses

Please detail a minimum of two businesses involved in your proposed ENCORE Winter Activation (this may include creatives, performers, musicians, consultants, facilitators, food and market vendors etc.):

Name of Business	Is the business located in the City of Onkaparinga?	Business Address	ABN	Is the business for-profit?
		Address Line 1, Suburb/Town, State/Province,	Must be a current number. Must be a number.	

		and Postcode are required.		
	❑ Yes ❑ No			❑ Yes ❑ No
	❑ Yes ❑ No			❑ Yes ❑ No

Activation Details

* indicates a required field

Activation Name *

Describe your activation *

Word count:
Must be no more than 200 words.
This summary may be used for promotional and/or marketing purposes.

Activation Address *
Address

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

Upload a site map/photo/visual indicating where the activation will be staged *
Attach a file:

Does your business have a minimum of $20 million Public Liability Insurance?
○ Yes ○ No
Public Liability Insurance isn't a requirement in the application stage, but if you are successful with obtaining grant funding, a certificate of currency must be provided prior to any grant funding being paid.

Does your ENCORE Winter Activation require any council, state or federal approvals? *
○ Yes ○ No
Note: If you are successful, grant funding will not be awarded until we have received confirmation of the approval(s).

What approvals does your ENCORE Winter Activation require, and have you obtained them? *

You will be required to upload relevant approvals later in the application form.

Activation Dates - Schedule

At least two dates within your Activation schedule must take place between 1 May and 31 August 2027.

Activation start date *

Must be a date.

Activation end date *

Must be a date.

Activation Trading Hours

Please include opening and closing times.

If you do not operate on a particular day, please indicate it as 'No Trading'.

Monday trading hours *

Tuesday trading hours *

Wednesday trading hours *

Thursday trading hours *

Friday trading hours *

Saturday trading hours *

Sunday trading hours *

Extended trading

Example - King's Birthday Public Holiday etc.

Strategic alignment and outcomes - Weighting 40%

* indicates a required field

1a) How does your activation align with one or more of the ENCORE Winter Activation Funding Priorities as outlined below? (10%)

- Increase visitor spend with a focus on overnight stays.
- Increase local shopping and buying.
- Drive opportunities to enable business success, resilience and growth, and improve local employment options.
- Support an economic environment that fosters diversity and innovation, attracting businesses and investment to the region.
- Increase the inclusivity and quality of spaces and places for the enjoyment of all.

1a) Please describe. *

Word count:
Must be no more than 200 words.
Hint: Refer to the guidelines.

1b) How will the activation attract and encourage repeat visitation to the area (include an estimate of expected attendance and the types of people you aim to attract)? (10%) *

Word count:
Must be no more than 200 words.

1c) Describe how your activation will stimulate the local economy — particularly during night-time or winter/off-peak periods — and how it will foster partnerships and create opportunities for local businesses. (20%) *

Word count:

Must be no more than 200 words.

Inspired - Weighting 30%

* indicates a required field

2a) How will your activation creatively connect people to place and enhance the street-level experience for both visitors and locals? (10%) *

Word count:
Must be no more than 200 words.

2b) Describe any unique or innovative elements of your activation and outline your marketing approach. (20%) *

Word count:
Must be no more than 200 words.
Marketing Plan to be uploaded in attachments near the end of the application.

3. Viability - Weighting 20%

* indicates a required field

3a) What relevant experience and capability do you bring to successfully plan, implement, and manage this activation from end to end (include an outline of key delivery milestones)? (10%) *

Word count:
Must be no more than 200 words.

3b) Explain your risk management practices including financial risk mitigation you have in place that are appropriate to your activations scale and complexity? (5%) *

Word count:

Must be no more than 200 words.
Risk Management Plan to be uploaded in attachments near the end of the application.

Activation Budget

Please outline your activation expenses in the expenditure table below.

- The maximum council contribution is 75% of the 'total cost of the activation' up to $7,500.
- Applicants must contribute a minimum of 25% toward the total cost of the activation. This may comprise of cash, sponsorships, ticket sales or in-kind support.
- For all grant applications the applicant should list all activation costs including GST, in-kind values and any other funding sourced.
- For expense items over $500, formal quotes will need to be provided in the file upload area.
- Activation costs could be items such as contractors, venue hire, entertainment, equipment hire, materials and any other items. Please refer to the grant guidelines on what items will not be funded.
- You may add additional rows if required.

Please note GST does not apply to grant payments, regardless of whether or not your organisation is registered for GST.

Expenditure description	**Expected costs (GST inc)**	**Quotes**
The expense items listed in the table are examples only and can be deleted.	Must be a dollar amount. Enter the total amount to be spent on this budget item.	For items over $500 that council funds will be used for.

Budget Totals

Total Expected Cost Amount

This number/amount is calculated.

What is the funding amount requested for your activation from this grant? *

Must be a dollar amount and between 1500 and 7500.
Applicants must contribute a minimum of 25% toward the total cost of the activation. This may comprise of cash, sponsorships, ticket sales or in-kind support.

Could this activation proceed if only partial funding was approved? *

○ Yes ○ No

Answering 'yes' means that the assessment panel may consider allocating less funding than requested to the activation. Answering 'no' means that your application will either be successful or unsuccessful - it won't be considered for part funding.

4. Sustainability & Inclusion - Weighting 10%

* indicates a required field

Sustainability - 5%

What measures will you take to minimise waste and the environmental footprint of your activation? *

Word count:
Must be no more than 200 words.
Waste Management Plan to be uploaded in attachments near the end of the application.

Inclusion - 5%

How will your activation take an inclusive approach by being accessible to a broad demographic, supporting the celebration of Aboriginal culture, and where appropriate reflecting the diversity of the destination? *

Word count:
Must be no more than 200 words.

Checklist and Attachments

* indicates a required field

Please attach all relevant documents and tick the corresponding boxes (required are compulsory) *

☐ Public Liability Insurance to the value of $20 million (required if successful)
☐ Risk Management Plan (required)
☐ Site Plan (required)
☐ Venue or open space booking confirmation for activation (if applicable)
☐ Waste Management Plan (required)
☐ Marketing Plan (required)
☐ Copy of liquor licence (if applicable)
☐ Development Approval (if applicable)
☐ Letters of support or agreement (if applicable)
☐ Quotes for items over $500 that council funds will be used for
☐ If an application is auspiced, an auspicing agreement signed by both parties, must be uploaded with the application.
☐ Other
At least 4 choices must be selected.

Document Uploads

Please upload finalised documents for the current year only - not draft or previous year documents.

Please upload a copy of your public liability insurance
Attach a file:

Public Liability Insurance isn't a requirement in the application stage, but if you are successful with obtaining grant funding, a certificate of currency must be provided prior to any grant funding being paid.

Please upload a copy of your risk management plan *
Attach a file:

Please upload a copy of your site plan *
Attach a file:

Please provide a clear site plan showing the outline of the area you wish to use. Please show proposed set up or layout for the activation, i.e. chairs / tables / marquees / PA system / stage / stalls / food vendors / first aid / toilets etc. For vehicle access, please show where vehicles will enter and exit the site, where they will be parked and the path they will travel across council land.

Venue or Open Space Booking confirmation (if applicable)
Attach a file:

Please upload a copy of your waste management plan *
Attach a file:

Please upload a copy of your marketing plan. *
Attach a file:

Please upload a copy of your liquor licence (if applicable)
Attach a file:

Please upload a copy of your development approval (if applicable)
Attach a file:

Please upload a letter of support or agreement (if applicable)
Attach a file:

Please upload a copy of a signed auspicing agreement (if applicable)
Attach a file:

Additional documentation (optional)
Attach a file:

Additional comments

Terms & Conditions

* indicates a required field

Should your application be successful you will need to enter into a funding agreement with council. The full list of **Terms and Conditions** can be found on the grant's webpage.

For your convenience, here is a summary of some of the key conditions:

1. The funds provided must be used for the approved activation as detailed in the grant application.
2. You will obtain any relevant approvals, for example permits.
3. As the grant partner you will obtain and maintain public liability insurance covering relevant grant activities for up to $20 million. The City of Onkaparinga will not be held liable for any matter arising out of this grant.
4. Any changes to the agreed activation focus or expenditure of Council's grant funds must be negotiated in writing with Council's Grants Team.
5. Council's funding of the grant activation will be acknowledged in any promotional or communication material relating to the initiative.
6. Comply with all Laws and Australian Standards which are applicable to the Grant Activity.
7. Ensure the safety and wellbeing of your employees, volunteers and members of the public involved with the Grant Activity.
8. Complete a short Grant Acquittal Report within 8 weeks of the activation concluding.

The Council reserves the right to decline applications where an individual or organisation’s background may bring the Council into disrepute or conflict with its values. This includes, but is not limited to, serious criminal convictions or ongoing legal matters that could negatively impact public confidence in Council-supported initiatives. Each case will be considered on its merits, with regard to risk, rehabilitation, and alignment with the purpose of this program.

Applicants that have had unsatisfactory dealings with council may be precluded from grant funding. For example, applicants may be deemed ineligible if they:

- are in litigation with council
- have outstanding matters and/or debts with council.

I, being the authorised officer of the organisation making this declaration, confirm and agree to the following: *

☐ Certify that the statements and information provided (including attachments) in this application are true and correct.
☐ Confirm that I have read and understood the relevant grant guidelines.
☐ Understand that the grant assessment panel decision will be final.
☐ Understand that if successful I will enter into a funding agreement with council.

At least 4 choices must be selected.

Name of signatory *

Title | First Name | Last Name

Position *