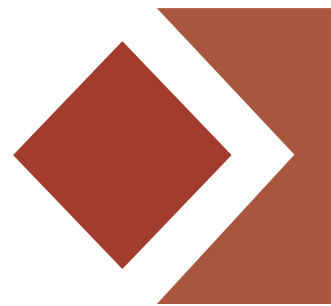


SOUTH SIDE FEST IVAL

FRANKSTON



2025

Expressions of Interest

Category:

Large Scale Community Engagement



SOUTH SIDE FESTIVAL FRANKSTON 2025

EOI SUBMISSION GUIDELINES

Category: Large Scale Community Engagement

Frankston City Council is seeking expressions of interest from suitably experienced individuals or organisations to present a creative project that will actively engage with a large cohort of the Frankston municipality community. The outcome must include largescale community participation and be presented within the South Side Festival period. 2025 will be the fourth year of this dynamic series of events and we are so excited to start programming it.

Festival Overview

Over ten days every May, South Side Festival brings contemporary arts, culture and heritage to the fore across Frankston in a series of performances, exhibitions, installations, experiences and creative outcomes.

Head to South Side's website to see this year's fantastic program and get an idea of what South Side is all about, [click here](#).

South Side Festival 2025 dates: Friday 9 – Sunday 18 May

Frankston City Council Funding amount for this EOI: \$25,000.00 AUD ex GST

There will only be one successful applicant receiving the full funding amount. Funding will be provided in two stages (50% on signing of the agreement and 50% post-delivery of the project/event and acquittal).

The EOIs are assessed and selected by a council appointed sub-committee of the Frankston Arts Advisory Committee.

Key festival objectives:

- showcase and connect local creatives, artists and businesses
- demonstrate artistic integrity, uniqueness and innovation in creative output
- accessibility and inclusion
- foster cultural tourism and attract visitors from outside the municipality
- empower and develop the communities capacity to deliver their own content and contribute to the South Side Festival program
- generate regional and state media coverage that attracts broad audiences
- increases the value, perception and pride of Frankston City

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What to include in your EOI:

- Explain your concept clearly including your key target market and how you will engage with the community in the development and delivery of your project and outcome
- Demonstrate how your event will draw media attention and attract broad audiences to Frankston City. What makes your concept unique and exciting?
- A detailed budget - Please include all expenses in relation to the development and delivery of your project and any other sources of funding if your overall budget exceeds the \$25,000.00 Frankston City Council funding amount. It is strongly recommended that no part of your hard costs are reliant on funds from ticket sales, as the commission recipient will be solely financially responsible for the project.
- Supporting documents and or images/videos to illustrate your proposed vision.
- A portfolio or summary that outlines relevant experience and examples of previous creative work.
- Bios/CVs of at least two and maximum of five members of the leadership and/or creative team. Max 500 words each.
- You will have the option to include a short video to support and talk about your application.

What Frankston City Council will provide:

- Marketing of the successful project/event through Frankston City Council and South Side Festivals existing platforms and joint publications when the wider event is mentioned.
- Marketing and social media guidelines for cohesion across South Side Festival branding (the organiser will also be expected to promote their event/project).
- Waived event or venue hire fees if the event is held at a Frankston City Council site/space for delivery of the project/event.
- Advice and support to deliver the project/event in line with compliance and safety where appropriate.

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What the successful recipient is to provide:

- Public Liability insurance to the value of \$20million.
- All relevant Occupational Health and Safety and compliance documentation including, but not limited to, relevant risk assessments, material safety data sheets, safe work method statements, and industry tickets (i.e. white card), Working with Children Checks
- Compliance with all industry regulations and applications, including but not limited to, building permits, planning permits, environmental health regulations and specific project/event regulations and approvals.
- Compliance and/or approvals through the State Governments restrictions, either through Restricted Activity Directions and/or the Public Events Framework.
- All materials, items and resourcing outlined to deliver the project/event within the application.
- Please ensure your budget includes all of the project costs (including but not limited to artist fees, costumes, venue hire, catering, production, in kind support, additional funding if applicable etc). The \$25,000.00 Frankston City Council funding amount is the total financial contribution FCC will make to the project/event.
- Marketing of your project/event using the South Side Festival guidelines and branding.
- Full administrative, event and production management, accounting for the budget, providing an acquittal based on Frankston City Council requirements post event, venue and artist liaison, curation and programming of their project/event

Selection criteria:

- The project/event must be presented within the South Side Festival dates and take place within the Frankston City Council municipality.
- Projects/events must be based in the arts, culture and/or heritage sector.
- Projects must have a large scale public/community engagement element eg workshops with the public leading to a creative outcome.
- The community engagement can take place prior to the South Side Festival dates, please include a timeline outlining the process and how you will drive community participation.
- Proposals will not be considered if they are for a private event/function, for a business or exclusive group (including schools).
- The project can be a single event or series of events within the South Side Festival dates, please outline.

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- The final outcome may be free or ticketed, please include this information and note that if ticketed, prices must be accessible.
- The community engagement elements must be free of charge but can be via registration and pre-set attendance limitations.
- Detailed budget including grant expenditure, forecast income if ticketed and in-kind contributions
- The event can be a completely new concept or an existing concept tailored and given a twist to make it an exclusive and contemporary iteration for the new South Side Festival program.
- Meet South Side Festivals objectives.
- Applicants can only submit their project for one funding category.

Key dates:

EOIs open: Monday 15 April, 2024

Open session: Monday 6 May, 2024, 4:30pm – 6:30pm

Cube 37, 37 Davey Street, Frankston OR on Zoom by pre appointment.

This will be an informal drop in session to meet with festival staff and ask any questions you may have. Staff cannot assist you with writing your application.

EOIs close: Monday 3 June, 2024

The successful recipient will be notified by mid-August 2024.

We definitely recommend applicants check out this year's festival, 10-19 May.

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How to apply:

To submit your EOI please apply online here:

<https://frankston.smartygrants.com.au/SSFLSCE2025>

Queries:

Please direct all queries to Freyja Macfarlane, Senior Producer:

Freyja.Macfarlane@frankston.vic.gov.au or +61 3 9768 1678

If you need the assistance of an interpreter, please phone 131 450.

https://www.frankston.vic.gov.au/Your_Council/Contact_Us/National_Relay_Service

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