



# Program Overview and Expression of Interest Form

Summer holiday program for the Gladstone Region's youth

**14 - 24 JANUARY 2019**

EOI's close Friday 7 September 2018





# SUNfest 2019

## Selection Criteria

SUNfest is a unique program of activities for youth in the Gladstone Region, provided at low cost to enhance accessibility for the region's young people aged 11-17 years. With this in mind, costs and outlays are kept to a minimum where possible. It is expected that the majority of workshops and activities offered will cost between \$5 and \$75 (multiday workshops) - per participant. Additional funding and/or sponsorship may be sought for workshops that offer exceptional benefits to the program and the community.

SUNfest's main focus group is young people aged 11-17 years. Although it is not expected that all activities held during SUNfest have a tangible outcome, it is anticipated that participants will take something home with them at the end, whether that be an object, new skill or interest. Proposed activities for SUNfest must fall into one of the following categories: Visual Arts & Culture, Performing Arts, Health, Sport/ Recreation, Social Events and Environmental Education.

It is anticipated that the majority of activities will be completed in half day or full day sessions, with a minimum of 3 hours. The program does allow for half or full day sessions over consecutive days.

Preference will be given to local presenters as well as regional tutors who are able to provide a variety of workshops throughout the festival and who demonstrate new and innovative ideas for youth.

## Timing

Gladstone Regional Council's SUNfest Youth Holiday Program is held each January for two weeks during the summer school break and is scheduled to be held between Monday to Thursday, 14-24 January 2019.

Expressions of Interest are now open; please see details below for deadlines:

<b>Expressions of Interest open</b>	<b>3 July 2018</b>
<b>Expression of Interest close</b>	<b>7 September 2018</b>
<b>Confirmation of event/tutors</b>	<b>28 September 2018</b>
<b>Program information confirmed</b>	<b>12 October 2018</b>
<b>Brochures to be distributed</b>	<b>12 November 2018</b>
<b>Bookings to commence</b>	<b>28 November 2018</b>

**Expression of Interest (EOI) close Friday 7 September 2018 at 5pm**

**LATE EOIs will NOT be accepted!**





**Compulsory requirements on submitting your Expression of Interest:**

1. Public Liability Insurance - Public Liability Insurance is the responsibility of the Activity provider (Please attach a copy of your Certificate of Currency)
2. Current (non-volunteer) Blue Card for working with children (please attach a colour copy)
3. Risk Assessment - a completed risk assessment must be completed for each activity, you may submit your own or use the template provided to you with confirmation of activity.

**Note: Please ensure the above are current and valid at the time of SUNfest 2019**

**Other requirements:**

1. Promotional image for use on the SUNfest website and printed programme. (Image must be in a JPEG format and have minimum resolution of 1000kb)
2. Equipment - any electrical equipment provided by the tutor must be tested and tagged by an authorised electrician.

**Background information:**

SUNfest was initiated in 1998 as a result of the Gladstone City Council's Youth Needs Study, which recognised the lack of low cost activities and opportunities for youth in the region.

From its early beginnings of 40 workshops attended by 400 participants, the festival has now grown to a high-profile event providing over 100 activities for more than 3000 young people, each year.

With the support of the local businesses and industry, SUNfest is now a much anticipated annual festival that offers more than just school holiday entertainment.

**Organising group:**

The small organising group consist of coordinators from Gladstone Regional Council (GRC) and the Youth Council, with expertise in marketing, promotion, funding and facilitation of youth and community cultural events in the region.

Council is collecting personal information to process your participation in the SUNfest program. The information will be only accessed by authorised employees of Gladstone Regional Council only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

**Key Contact:**

Vernetta Perrett or Dianna Paddick - GRC (07) 4976 6983 or [sunfest@gladstone.qld.gov.au](mailto:sunfest@gladstone.qld.gov.au)



# Expression of Interest Form

Activity title:

Which category best fits the proposed activity?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Performing Arts         | <input type="checkbox"/> Health        | <input type="checkbox"/> Environmental Education |
| <input type="checkbox"/> Visual Arts and Culture | <input type="checkbox"/> Social Events | <input type="checkbox"/> Sport/Recreation        |

Area where you will deliver your event (you can deliver in more than one area)

- |                                       |                                      |  |
|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Mt Larcom    | <input type="checkbox"/> Miriam Vale | <input type="checkbox"/> Gladstone                     |
| <input type="checkbox"/> Boyne/Tannum | <input type="checkbox"/> Calliope    | <input type="checkbox"/> Agnes Water/Seventeen Seventy |

Name Organisation/Individual: Contact person:

Postal address:

State: Postcode:

Phone: Mobile:

Email: Website:

Facebook:

Instagram:

Brief description of the activity: (proposed timeline, start times, break times and so forth) You may attach brief / cost breakdown on a separate page

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What is the maximum number of participants?

What is the minimum number of participants for the activity to go ahead?

How long will the activity take to complete? (***Please note minimum of 3-hour activity***)

What is the skill level required?

What do participants need to supply or wear? (e.g sunscreen, enclosed shoes, collared shirt, hat, etc)

Do you require SUNfest to provide the venue?

Yes

No

What type of venue is required?



What materials are required? (Include costs in your budget breakdown)

The SUNfest Showcase is a public event held on the final evening of the program. If you are facilitating a showcase performance please list tech requirements eg (microphone, numbers etc)

Do you require volunteers to help run your activity? (If yes how many and skill level)

Will any dangerous or hazardous materials be used?      \*Yes      \*No

(\* a risk assessment must be completed upon confirmation of your event)

Please provide/attach a summary of your professional background

- |   |   |
|---|---|
| <input type="checkbox"/> Public Liability attached  | <input type="checkbox"/> Copy of Blue Card Attached |
| <input type="checkbox"/> Promotional Image Provided | <input type="checkbox"/> Copy of Risk Assessment    |



# SUNfest

## Expenditure (What will it cost SUNfest?)

For assistance with budgeting, please refer to budgeting tips on the next page)

Do you have an ABN? YES – ABN is \_\_\_\_\_ or NO (please circle answer)

Are you registered for GST? YES – for quoting purposes, please state activity price **Excluding GST**  
 NO – for quoting purposes please state activity price **GST FREE**

Activity Expenditure items	Price - Excluding GST (if registered for GST)	Price - GST FREE (if not registered for GST)
Tutors fees @ \$_____per workshop <b>OR (choose one option only)</b> Tutors fees @ \$_____per person at maximum capacity of _____ (number per workshop)		
Travel allowance - air/rail/car/fuel (please refer to budgeting information & tips p 8)		
Accommodation @ \$ _____ per night Per _____ nights		
Meals @ \$ _____ per day (for accommodated Tutors only)		
Materials - as listed previously		
Other costs - please list		
Total Expenditure	\$ _____	\$ _____

.....  
Name (Please print)

.....  
Signature

.....  
Date

*NB: If you are not currently listed as a vendor with Gladstone Regional Council you will be required to complete a new vendor form so that Council can pay for your services. Council will reimburse tutors for expenses at the completion of the festival. A single invoice /tax invoice, inclusive of all expenses must be supplied before payment will be processed. Council's purchase order MUST BE quoted on invoice.*

All invoices need to be addressed to:

**Gladstone Regional Council**

Mailing: P.O. Box 29, Gladstone QLD 4680

E-mailing: [sunfest@gladstone.qld.gov.au](mailto:sunfest@gladstone.qld.gov.au)



## General Information & Budgeting Tips

Tutors employed for SUNfest are required to sign a SUNfest tutor agreement and complete a risk assessment of their activity. All applications will be assessed by the committee.

**Public Liability Insurance** - is the responsibility of the Activity Provider

**Professional Fees** - Professional fees are at the discretion of the tutor. Please quote your fee for each workshop.

**Travel & Hire Cars** - Quotes must be supplied in the budget on this form. SUNfest will not be responsible for your travel to and from i.e. airports / train stations. It is also not the responsibility of SUNfest for parking fees incurred by tutor's vehicles. Fuel allowance will only be paid to tutors who live more than 50kms from the workshop venue. In some circumstance travel, accommodation and hire cars may be offered by the Event coordinator this will be negotiated with each tutor. Any damage incurred to hire vehicles is the tutor's responsibility.

**Accommodation** - Accommodation will be sourced for tutor's who live more than 350km away from Gladstone CBD. Accommodation will only be sourced for tutors and staff directly involved in the workshops. Tutors are responsible for negotiating and funding additional accommodation costs for their guests, family or companions.

**Meal Allowance** - Meal Allowance, paid at the standard industry rate, is only available for those tutors and staff directly involved in the workshops and who are being accommodated by SUNfest.

**Materials** - All materials and supplies are to be sourced and funded by the tutor. PLEASE ENSURE YOU TAKE THIS INTO ACCOUNT WHEN QUOTING FOR THE WORKSHOP.

**Equipment transportation / freight** - All equipment / materials requiring transportation to Gladstone or to individual workshops is the tutor's responsibility. Any electrical equipment provided by the tutor must be tested and tagged by an authorised electrician. Please ensure you take this into account when quoting for the workshop.

**Photography / Video** - All participants sign photography waiver forms and we encourage tutors to take photos of their workshops, however these waiver forms cover GRC only. If you would like pictures for your own use, this will be discussed on an individual basis.

NO PHOTOS ARE TO BE USED FOR COMMERCIAL USE.

**Social Media** - We encourage you to 'share' & advertise your workshop via your own social media pages. Before posting pictures of participants YOU must gain their parent / guardian's written permission first.

SUNfest is an **all-inclusive** program catering to youth aged 11-17 years. SUNfest is all about making sure people are 'included' and this is at the forefront of everything we do.

**If you have any questions or wish to discuss your proposed activity before submitting this EOI form, please contact:**

Vernetta Perrett or Dianna Paddick - GRC (07) 4976 6983 or [sunfest@gladstone.qld.gov.au](mailto:sunfest@gladstone.qld.gov.au)