

Frequently Asked Questions

What is the Port Macquarie Hastings Council \$500 My Place is Ace grant?

Port Macquarie-Hastings Council (PMHC) is partnering with the community to co-create and bring streets, neighbourhoods and public spaces to life through a series of activations, events and projects known as 'Shaping our Place'.

PMH *Shaping Our Place* takes a "lighter, quicker, cheaper" approach to trial new ideas and see what works in the community and town spaces.

How does the \$500 My Place is Ace idea work?

Anyone with an idea can apply to receive funding to assist with turning their idea into a project. Up to 12 projects a year will receive a one-off funding of \$500. Each month an idea will be selected to receive the \$500 My Place is Ace grant.

If selected, applicants must commit to providing sufficient financial and project resources to implement the project within the timeframe of three months from date of approval.

How do I apply?

You can apply by filling in the \$500 My Place is Ace application form and submitting your completed form to Council for review. The application form is available on Council's website or by visiting our Council offices in Port Macquarie, Laurieton and Wauchope.

When can I apply?

Applications are open now and Port Macquarie Hastings Council invites the community or individuals to submit their project to be a part of the *Shaping Our Place* season.

There is no closing date for grant applications. This grant is continuous and you can apply for a grant at any time. You do not need to apply each month but you do need to submit one application per idea.

Who does the project?

Each successful project will be paired with a Council Place Facilitator who will provide guidance in making your project a success. However, it is your project and your responsibility, therefore it must be you who plans, activates and manages the project.

The Place Facilitator will not deliver the project for you but instead will provide guidance and assistance with the knowledge, skills and tools required to do so.

This includes providing guidance with the following:

- Gaining permission to use spaces (fees may apply)
- Permits (fees may apply)
- Road Closures & temporary parking controls (fees may apply)
- Marketing
- Public and stakeholder engagement

And many more areas, depending on what your project requires.

Can I collaborate with an existing business and/or community group on my project?

Yes, we encourage collaborations.



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Guidelines

Port Macquarie-Hastings Council seeks to activate our townships and create a more vibrant public realm. The **\$500 My Place is Ace** grant is a mechanism to help individuals and community groups to quickly implement ideas and trial and test activation ideas, monitor conditions, and use the results to look at longer term outcomes. Funded projects will allow the public to experience a new idea and is a quick and inexpensive opportunity for testing.

Important

- Projects are to take place in the Port Macquarie-Hastings local government area within three (3) months of funding.
- Projects allow for activation of community spaces and will be place-based in the public realm.
- Projects will be assigned a Place Facilitator as their one stop Council contact.
- Projects may be musical, artistic, graphic, recreational or leisure.
- Applicants must commit to providing sufficient financial and human resources to implement the project if selected. Any additional funding, costs and resourcing not covered by the \$500 My Place is Ace grant is to be funded by the applicant or supported through partnership.
- The applicant will coordinate the project and encourage business and community partnerships.
- The project will be safe and low-risk.
- The project will include no permanent capital works.
- The project is to be temporary and can be quickly and easily removed within 24 hours. The timeframe of the project to be in place will be assessed on a project to project basis by the selection committee.
- There will be no corporate advertising.
- The project site selected is accessible and disability friendly.
- The project will be free for the public to attend and of community benefit.
- The project must not require DA approval.

PMH *Shaping Our Place* Project Selection

- Priority will be given to projects held in non traditional event spaces.
- The PMHC Place Making Team will select the most viable nominations.
- All decisions concerning allocation of funding is at the discretion of the PMHC Place Making team.
- You must submit one application per idea. You will be advised in writing if your application is either successful, is shortlisted for future months or if it is unsuccessful.
- Up to one \$500 grant per month will be awarded.
- There is no closing dates for grant applications. This grant is continuous.
- You can apply for a grant at any time. You do not need to apply each month.
- Successful grants will be selected at the end of the month and notified in writing.
- Successful grant ideas will be notified on the website. If your idea is unsuccessful you will be notified in writing.



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Project Monitoring

During implementation, projects will be monitored.

- The successful applicant will be required to take before and during photos and send to the Place Facilitator (ensure you have permission / photo release for Council to publish the photos).
- The successful applicant is to invite Council to your project event/activity.
- The successful applicant will be required to monitor the project for evaluation, including counting visitors who attend/use the space.
- The successful applicant will be required to use Council branded materials such as flags and banners provided by PMHC for their event/activity promotion.

Public Liability and Occupational Health & Safety (OH&S)

We want your project to go ahead safely. Before starting the project, the project group will agree on safety measures for the project with the Place Facilitator and any other relevant Council officer. Members of the project group are to be responsible for their own safety and are to adhere to safety measures identified with Council for the project.

Council Place Facilitators will assist with your understanding by:

- Providing you with information about Council's expectations and requirements'
- Agreeing on measures to minimise any risks to your safety or public safety,
- Asking you to acknowledge your understanding of your responsibilities in relation to Public Liability and OH&S via sign-off of the formal Letter of Agreement, and
- Public Liability may need to be arranged if your application is successful.

How to apply?

Apply for the grant by submitting a completed application form to:
Port Macquarie Customer Service Centre, Cnr Lord and Burrawan St.

OR post to

PMHC Place Making Team

PO Box 84,

Port Macquarie NSW 2444

OR email to julie.priest@pmhc.nsw.gov.au

Want to know more ?

Contact one of the friendly PMHC Place Facilitators on
telephone 6581 8111



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