



# Project Brief and Expression of Interest

SUMMER HOLIDAY PROGRAM  
FOR GLADSTONE REGION YOUTH

11 – 22 JANUARY 2016





# **BE PART OF THE SUNfest 2016 ACTION!**

## **Selection Criteria**

SUNfest is a unique program of activities for youth, provided at a minimal cost to enhance accessibility for the region's 11-17 year olds. With this in mind, outlays are kept to a minimum where possible. It is estimated that the majority of workshops and activities offered will cost between \$5 - \$35 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 address the mission of SUNfest and fall into one of the following categories: 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 tutors and intra/interstate tutors who are able to provide a variety of workshops throughout the festival. Preference will also be given to those tutors who demonstrate new and innovative ideas to pass on to the local youth.

## **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.

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

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.





## Timing

Gladstone Regional Council's SUNfest Youth Holiday Program is held across the Gladstone Region over two weeks each January. The 2016 program is scheduled to be held between Monday 11 January 2016 and Friday 22 January 2016. With the SUNfest Showcase hosted on the final night, Friday 22 January 2016.

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

<b>Expressions of Interest open</b>	<b>Wednesday, 1 July 2015</b>
<b>Expressions of Interest close</b>	<b>Tuesday, 1 September 2015</b>
<b>Confirmation of events/tutors</b>	<b>Tuesday, 20 October 2015</b>
<b>Program finalised</b>	<b>Friday, 30 October 2015</b>
<b>Brochure to be distributed</b>	<b>Friday, 13 November 2015</b>
<b>Bookings to commence</b>	<b>Wednesday, 2 December 2015</b>

Organising Group:

The small organising group consists of co-ordinators from Gladstone Festivals & Events (GFEA) and Gladstone Regional Council (GRC), with expertise in marketing, promotion, funding and facilitation of youth and community cultural events in the region. GFEA and GRC volunteers also assist during the staging of SUNfest.

GRC is collecting the personal information to process your participation in the SUNfest program. The information will be only accessed by authorised employees within the Council and authorised agents GFEA Inc. 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:

Jennifer Russell – Event Coordinator

GFEA (07) 4972 5111 or [events2@gladstonefestival.com](mailto:events2@gladstonefestival.com)

## Compulsory Requirements:

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 Blue Card** for working with children (please attach a colour photocopy).
3. **Promotional Image** for use on the SUNfest website and programme. (Image must be in a JPEG format and have a minimum resolution of 500kb).

**Note: Please ensure the above requirements are current and valid at the time of SUNfest 2016.**







## Expression of Interest Form

Activity title: \_\_\_\_\_

Which category best fits the proposed activity?

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

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)

\_\_\_\_\_

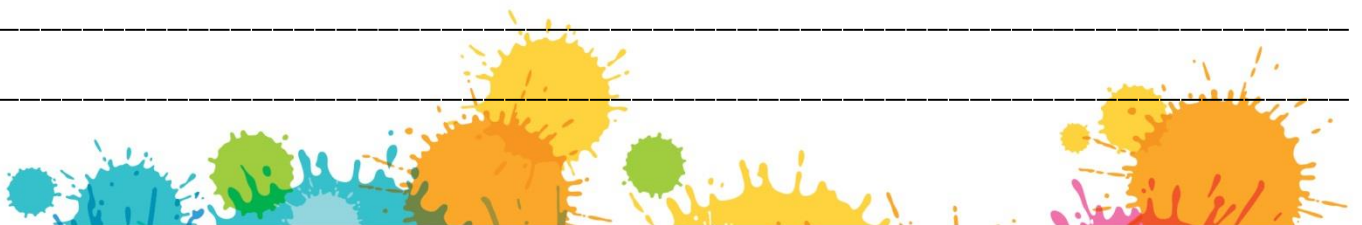
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





How many tutors will lead the activity? \_\_\_\_\_

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? \_\_\_\_\_

What is the skill level required? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

What type of venue is required? \_\_\_\_\_

What materials are required? \_\_\_\_\_

Do you require volunteers to help run your activity, if yes how many and skill level? \_\_\_\_\_

How many tutors will lead the activity? \_\_\_\_\_

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

(\*please attach a risk assessment for your activity)

Please provide/attach a brief summary of your professional background

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Public Liability attached

Copy of Blue Card Attached

Promotional image provided





## Expenditure

(What will it cost SUNfest?)

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

Activity Expenditure Items (Inc. gst)	Total Amount (Inc. gst)
Tutors fees @ \$ _____ per workshop	
Travel allowance – air/rail/car/fuel	
Accommodation @ \$ _____ per night	
Meals @ \$ _____ per day	
Materials – as listed previously	
Other costs – please list	
<b>Total Expenditure</b>	

As all payments for services are paid by direct debit or cheque – please supply Bank, Account Name, BSB and Account Number -

---

---

SUNfest will reimburse tutors for expenses at the completion of the festival. A single tax invoice, inclusive of all expenses must be supplied before payment will be processed. Receipts will be requested for verification.

**All invoices need to be addressed to:**

Gladstone Festivals & Events,  
PO Box 169, Gladstone Qld 4680  
Faxed to: (07) 49724238  
Or emailed to: [info@gladstonefestival.com](mailto:info@gladstonefestival.com)





## General Information & Budgeting Tips

Tutors employed for SUNfest are required to sign a **Code of Conduct** contract and complete a **Risk Assessment** of their activity. All submissions 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 circumstances 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 tutors who live more than 350km away from Gladstone. 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. 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 and GFEA 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** – Once posted on the GRC and/or GFEA Facebook, Instagram or webpage you may then share to your own personal page but **MUST NOT** post photos directly to your social media formats.

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 form please call the GFEA office on 4972 5111 or email Jen direct at [events2@gladstonefestival.com](mailto:events2@gladstonefestival.com)

