



City of
Kalgoorlie
Boulder

KALeidoscope

2026

EOI Terms and Conditions

Contents

Introduction	3
Eligibility	4
EOI Submission Requirements	4
Assessment Process.....	5
Funding and Financial Conditions	5
Funding Availability.....	5
Funding Assessment and Allocation	5
Applicant Financial Responsibilities	6
Use of Funding.....	6
Payment and Reporting Requirements	7
Mandatory Consultation Requirement	7
Insurance and Risk Management.....	8
Marketing and Promotion	8
Intellectual Property	8
Cancellation and Changes	9
Confidentiality and Disclaimer	9
How to Apply.....	9

Kaleidoscope 2026 Community Event Expression of Interest (EOI)

Terms and Conditions

Introduction

Kaleidoscope is a vibrant celebration of arts, culture, creativity, and community, coordinated by the City to showcase and support artistic and cultural experiences across the Goldfields region.

The City of Kalgoorlie-Boulder invites Expressions of Interest (EOIs) from artists, performers, community groups, organisations, associations, schools, creatives, and event organisers interested in delivering activities, programs, workshops, exhibitions, performances, or community activations as part of Kaleidoscope 2026 (10 – 18 October 2026).

By submitting an EOI, Applicants acknowledge and agree to these Terms and Conditions.

Purpose

- The purpose of this expression of interest is to support community led initiatives being held as part of/in conjunction with the KALeidoscope festival.
- This supports the City to deliver a vibrant, inclusive, and accessible program of arts, culture, sports and community events that reflects the identity of the City of Kalgoorlie-Boulder, and provides opportunities for local and visiting artists, performers, schools, and community groups to contribute to Kaleidoscope activation across the City.
- The aim is to strengthen community connection, participation, and wellbeing through accessible and engaging creative experiences.

Vision for KALeidoscope

- A celebration of creativity, culture, and community, brought to life by the people of Kalgoorlie-Boulder.
- A city transformed into a living canvas, where streets, venues, and unexpected spaces come alive with art, performance, and connection.
- A platform to showcase who we are our stories, talent, and diversity while creating opportunities to participate, collaborate, and be inspired.
- Community-led and future-focused, building pride, strengthening connections, and growing Kalgoorlie-Boulder as a vibrant hub for arts, culture, and creativity.

Eligibility

EOIs are open to:

- Individual artists and performers
- Community groups and organisations
- Schools and educational institutions
- Creative businesses and collectives (Auspice through Non-for-profit)
- Cultural practitioners and facilitators
- Event organisers and workshop providers

Applicants must:

- Be eighteen (18) years of age or have written parent/guardian consent
- Hold all relevant licences, permits, registrations and insurance as required
- Comply with the terms and Conditions of the EOI
- Provide accurate and complete information within the EOI submission

The City reserves the right to request additional information or supporting documentation at any stage of the assessment process.

EOI Submission Requirements

Applicants may be required to provide:

- Contact details
- A description of the proposed activity, event, or initiative
- Proposed dates, timings, and venue requirements
- Technical and equipment requirements
- Estimated attendance or participation numbers
- Targeted audience
- Budget and funding information
- Event and Risk management plan
- Relevant experience or portfolio example
- Website or social media links

Incomplete applications may not be assessed.

Assessment Process

EOIs will be assessed by the City against criteria including, but not limited to:

- Alignment with the objectives and vision of KALeidoscope
- Alignment with the City's Strategic Community Plan and other City Action Plan
- Artistic, cultural, educational, sporting or adding community value
- Access and Inclusive
- Feasibility and operational viability
- Safety and risk considerations
- Budget and resource requirements
- Capacity and capability of the Applicant to deliver the proposed activity
- Contribution toward enhancing and adding value to KALeidoscope Week.

Please note:

Submission of an EOI does not guarantee selection, funding, venue allocation, or participation in the Festival.

The City reserves the right to accept, reject, partially approve, or withdraw any EOI at its absolute discretion.

Funding and Financial Conditions

Funding Availability

Funding of up to AUD \$5,000.00 may be available to support selected activities, programs, performances, workshops, exhibitions, or community initiatives delivered as part of KALeidoscope 2026.

Funding Assessment and Allocation

The level and type of Funding or support provided will be determined by the City and will depend on:

- The Concept, creativity, and quality of the proposed activity or program.
- The demonstrated capacity and capability of the applicant to successfully deliver the proposed activity/initiative
- The feasibility and operational requirement of the activity
- The anticipated community, cultural, artistic, educational, social, or economic outcome/impact
- The extent to which the proposal enhances and adds value to KALeidoscope week
- Alignment with the objectives and strategic community plan and other City Action Plan.
- Availability of budget and programming consideration.

Please note that:

- Funding and support are subject to budget availability and City approval.
- The City reserves the right to approve full, partial, or no funding and may determine the form of support provided, including financial and/or in-kind assistance to the applicants.

Applicant Financial Responsibilities

Unless otherwise agreed in writing, Applicants are responsible for all costs associated with the delivery of their activity, including but not limited to:

- Artist and performer fees;
- Staffing and volunteer costs;
- Travel and accommodation;
- Equipment and technical production;
- Marketing and promotional materials;
- Venue setup and operational expenses;
- Catering and hospitality;
- Permits and licences; and
- Insurance and compliance costs.

Use of Funding

Any funding or support provided by the City must be used solely for the delivery and implementation of the approved activity, program, initiative, or event associated with KALeidoscope 2026.

Funding must directly contribute to the activation, enhancement, audience engagement, value addition, and successful delivery of the activity/initiative on KALeidoscope Week.

Funding must not be used for:

- General organisational/applicant operational expenses unrelated to the approved activity;
- Existing debts or retrospective costs incurred prior to approval;
- Activities not approved by the City;
- Personal or private expenses; or
- Any purpose inconsistent with the approved application.

The Applicant must ensure all expenditure is reasonable, directly related to the approved activity, and supported by appropriate financial records.

Payment and Reporting Requirements

Where Funding is approved:

- Applicant may be required to submit invoices, receipts, quotations, or other supporting financial documentation
- Payment will be made to the successful applicant in advance of the activity delivery to support effective planning and ensure smooth implementation of the program.
- Applicant must comply with all the reporting requirements specified by the City
- Applicant may be required to provide evidence of outcome achieved, including but not limited to:
 - Number of attendances/participations
 - Audience engagement
 - Promotional materials
 - Media evidence
 - Community impact/benefit.

Funding Conditions

The City reserves the right to withhold, reduce, suspend, or recover Funding where:

- Funding is not used for the approved purpose
- The approved activity is not delivered
- False or misleading information has been provided
- Reporting requirements are not met

Failure to provide satisfactory reporting documentation may impact future funding eligibility.

Mandatory Consultation Requirement

Applicants will be required to participate in a pre-meeting once the EOI has been submitted with the relevant City Officer to discuss the proposed activity, event, or initiative and to understand the process and requirements moving forward.

The purpose of the meeting includes:

- Clarifying operational and logistical requirements
- Discussing event planning and risk management obligations
- Environmental Health and Safety requirements
- Reviewing feasibility and delivery expectations
- Ensuring alignment with KALeidoscope objectives and City strategic priorities
- Identifying support requirements and next steps

Applicants may be requested to further develop or revise aspects of their proposal following consultation.

To schedule a meeting, Applicants must contact: Events@ckb.wa.gov.au

Insurance and Risk Management

Successful Applicants may be required to provide evidence of:

- Public Liability Insurance (minimum \$20m);
- Workers Compensation Insurance (where applicable);
- Risk Management Plans;
- Emergency Management Procedures;
- Working With Children Checks (where applicable); and
- Relevant permits, licences, and approvals.

Applicants are responsible for ensuring compliance with all workplace health and safety obligations.

Marketing and Promotion

The City may use submitted information, images, videos, logos, and promotional material for Festival-related marketing, reporting, and promotional purposes.

Applicants must obtain all necessary approval for submitted content and must not use the City's logo or branding without prior written approval from the City's Marketing and Communications team, Comms@ckb.wa.gov.au.

Intellectual Property

Applicants retain ownership of their intellectual property.

By submitting an EOI, Applicants grant the City a non-exclusive, royalty-free licence to use submitted materials for purposes relating to:

- Festival promotion and marketing;
- Reporting and evaluation;
- Media and publicity; and
- Archival documentation.

Applicants warrant that submitted materials do not infringe the intellectual property rights of any third party.

Cancellation and Changes

The City reserves the right to:

- Amend Festival programming or schedules;
- Relocate or cancel activities;
- Withdraw offers of participation; or
- Modify operational requirements.

The City will not be liable for costs incurred by Applicants arising from cancellation, postponement, or modification of the Festival.

Confidentiality and Disclaimer

Applicant/Participants must:

- Behave professionally and respectfully;
- Promote a safe, inclusive, family -friendly and culturally respectful environment;
- Comply with lawful directions issued by the City; and
- Ensure activities are free from discrimination, harassment, or unsafe conduct.

Privacy

Information collected through the EOI process will be managed in accordance with applicable privacy legislation and used for assessment, administration, reporting, and promotional purposes relating to KALeidoscope 2026.

The Applicant acknowledges and agrees that they:

- Have read and understood these Terms and Conditions
- Agrees to comply with all requirements outlined by the City
- Confirm that all the information provided as part of this EOI is true, and accurate

Submission of an EOI does not guarantee selection or funding.

How to Apply

Submit your EOI via the City's website, ckb.wa.gov.au

Due date: 27 July 2026, 9am

If you have any enquiries, please contact using the following details:

Phone: 90219600

Email: Events@ckb.wa.gov.au



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