

Nigel Buesst Grant Guidelines 2026

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Acknowledgment of country

The City of Port Phillip (CoPP) respectfully acknowledges the Traditional Owners of this land, the people of the Kulin Nations. We pay our respect to their Elders, past and present. We acknowledge and uphold their continuing relationship to this land.

Key Summary Information

Grant amount:

\$15,000 (non-acquisitive)

Who can apply:

Screen-based creatives who live, work, volunteer in CoPP or through their application can demonstrate the production of the work will take place in or be about CoPP.

What's funded:

Development, production and presentation of screen-based work.

Key dates:

The Nigel Buesst Grant activities will occur according to the following dates:

Applications open	18/02/2026
Applications close	8/04/2026
Applications confirmed	18/05/2026
Decision announced	4/06/2026 – 14/06/2026
Funding agreements signed	20/06/2026

How to apply:

Online via SmartyGrants: <https://portphillip.smartygrants.com.au/2026NBGgrant>

Contact Details

All applicants should contact the Games & Screen Officer to discuss their project proposal on 0403 259 082 or email james.shutt@portphillip.vic.gov.au.

1. Foreword

It's a special privilege to introduce the Nigel Buesst Grant.

He is remembered as a co-founder and Artistic Director in the early years of the St Kilda Film Festival (1986–1990), and before that as a lecturer at the Swinburne Film and Television School in the 1970s. Nigel was a persistent presence in the 'Carlton wave' of cinema in the '60s, a movement that sparked a critical ripple in filmmaking which shaped Australia's cinematic renaissance.

From the rapid-cut montage in his short film *'Fun Radio'* (1963), which he made in his 20s, to *'Carlton + Godard = Cinema'* (2003) and later projects, including *'Escape Cliffs'* and *'Gerry Humphreys: The Loved One'* (2000), Nigel worked with minimal means to record moments that might otherwise slip from cultural memory. He treated Australian identity as something deeper than flag-waving: a kind of metaphysical search for who we are and what we might still be, reminding us that if we don't define ourselves, we risk being defined by others.

It's this enthusiasm for magic on any budget that drives the spirit of the Nigel Buesst Grant. To back screen storytellers who create with purpose, not permission. Like Nigel, may you find meaning in the work itself, and let imperfection be proof of something real.

- Amanda Falvo (*née Buesst*)

2. About

The Nigel Buesst Grant (NBG), an annual \$15,000 award, supporting emerging and established screen creatives in developing new, innovative, forward-thinking work that boldly pushes creative boundaries.

In the spirit of its namesake's influential legacy shaping Australian cinema, this grant will honour place and culture by helping develop original screen-based projects that meaningfully engage the City of Port Phillip's (CoPP) vibrant community.

This is a non-acquisitive award with shared non-exclusive usage rights granted to the CoPP and St Kilda Film Festival for exhibition and archiving.

Eligible screen-based projects include, but are not limited to:

- a) Short Film
- b) Feature Film
- c) Pilot Episode
- d) Web Series
- e) Music Videos
- f) Digital Games
- g) Interactive Screen-based Narrative Projects
- h) Video Art
- i) Mobile Apps (with a game, creative or narrative component)
- j) Screen Based Installation or Interactive Art (See [Appendix](#) for possible art form types)
- k) Other (provide outline of other screen-based media output)

3. Program Objectives

The NBG aims to:

- 1) Support the development, production and presentation of a screen-based creative work.
- 2) Strengthen the practice of emerging creatives, or to enable established practitioners to explore new forms or novel areas of practice.
- 3) Produce work that contributes meaningfully to contemporary screen-based creativity.
- 4) Deliver benefit to the City of Port Phillip by supporting a creative in creating a work that offers cultural, historical, social, or economic value to the community.
- 5) Facilitate public exhibition of the funded work at the St Kilda Film Festival in 2027.
- 6) Contribute a version of the completed work and/or associated documentation of creative practice to the City of Port Phillip Collection.

4. Eligibility

The NBG is for new screen work to be completed within the timeframe of a year – between Thursday 4 June 2026 and Thursday 8 June 2027 - to be exhibited at the 2027 St Kilda Film Festival.

Applicants' projects must meet at least one of the following criteria:

1. The project is produced by an individual who lives, works or volunteers in the City of Port Phillip
2. The project is produced by a City of Port Phillip organization
3. The project is set within the CoPP, such as being filmed, or principally developed at locations within the municipality.
4. The project primarily utilises CoPP resources, which may include:
 - i. Local cast, crew, or collaborators
 - ii. Local venues, facilities, or council-run spaces
 - iii. Local service providers, equipment, or production resources
5. The project is about the CoPP. This may include but is not limited to, exploring the CoPP's people or communities, its culture or creative scene, its history or heritage, and its environments, neighbourhoods, and stories.

Applicants must also provide:

- Individuals or sole traders must engage a not-for-profit auspice organisation before applying.
- Incorporated organisations (not-for-profit or for-profit) do not need to engage an auspice organisation.
- Hold or provide access to an ABN (via the auspice organisation if needed).
- Proof of public liability insurance to \$20m (through your auspice organisation) for public outcomes.
- Ensure all necessary permits, insurances and risk-management practices are budgeted. ¹
- Applicants that have a financial relationship with the City of Port Phillip (e.g. as employee, contractor or creditor) must declare this connection in the application.
- Comply with all relevant child-safety legislation where projects involve children or young people.

¹ Contact the Games & Screen Officer (0403 259 082 or james.shutt@portphillip.vic.gov.au) to discuss your project idea if you need advice regarding a permit application prior to application submission.

5. Assessment

Assessment Criteria

All applications will be assessed according to the following criteria. Applicants will be required as part of their application to provide short responses that detail how their project meets the criteria, with a word limit of between 600 and 1000 words for each response:

- **Creative merit of the proposal (1000-word limit, indicative assessment weighting of 30%):**
The strength of the proposal, including its clarity, coherence, and the extent to which the work demonstrates creative excellence, innovation, or meaningful contribution to screen-based practice.
- **Applicant's professional development value (600-word limit, indicative assessment weighting of 20%):**
The degree to which the project supports the applicant's artistic or career development. This may include:
 1. Enabling emerging practitioners to advance their practice or,
 2. Allowing established practitioners to explore new forms or disciplines.
- **Connection to the City of Port Phillip (600-word limit, indicative assessment weighting of 20%):**
The connection the completed work demonstrates to the CoPP by satisfying one or more of the following:
 1. Being set within the municipality,
 2. Utilising CoPP resources meaningfully, such as being delivered or largely in collaboration with a CoPP creative or organisation and offering an opportunity for creative practice growth and/or
 3. Being about the City of Port Phillip. This may include exploring its people, culture, history, neighbourhoods, or stories. Please note, these areas of connection are illustrative, not prescriptive; applicants are encouraged to demonstrate how their project engages with the City and its communities (see the [Appendix](#) for further guidance and examples of how projects may connect to the CoPP).
- **Project Completion Feasibility (600-word limit, indicative assessment weighting of 30%):**
How will the project be managed (key dates and stages) and the demonstrated capacity of the applicant to successfully deliver the project on time and within budget, proven through relevant experience, clarity of roles, and effective management of creative processes, logistics, and partnerships. The project budget will be included when considering this assessment criteria.

Assessment Process

Applications for the Nigel Buesst Grant are assessed by the NBG Reference Committee. The Committee may comprise councillors, Council officers, creative academics and practising creatives.

The Committee reserves the right to withhold the award where no suitable application is received.

6. Application Supporting Material

Required Material

Applicants must provide:

- A letter of confirmation from your auspice organisation (if applying as an unincorporated group or individual)

- Proof of public liability insurance to the value of \$20M (either your own, or through an auspice organisation)
- Responses to questions related to the four key assessment criteria (600-1000 words for each response)
- Budget (filled out directly on the application form on SmartyGrants)
- Completion timeline (start date, end date)
- Proof of a valid Working With Children Check (WWCC) may be required depending on project activities.

Optional Additional Supporting Material

The following items are optional but may strengthen your application where relevant. Include those that best demonstrate your project and team capabilities

General:

- Letters of support from participating organisations, sites, partners or collaborators (including confirmation of in-kind contributions)
- Short bios or CVs for applicants and key collaborators, cast, or crew (up to 5 links or documents per person)
- Examples of previous promotional material, reviews, articles or stills
- Mood boards, style references, or visual guides relevant to the project
- Links to, images of or details related to previous work
- Supplementary budget information, including costs for permits or additional insurance (where applicable)
- Risk management plans (where appropriate)
- Technical overview or specifications relevant to the project (e.g., software, hardware, platforms, screens, projections, sensors)
- Location notes, scouting photos or sample footage
- Literary permissions or copyright documentation
- Composer or sound design references
- Marketing / distribution plan
- A diversity, equity and inclusion plan, where the project involves participation from or content relating to d/Deaf, disabled, neurodivergent, culturally and linguistically diverse, LGBTQIA+ or other under-represented communities.²

By Screen-Based Media Type:

Applicants may also include media-specific documentation. These materials are **not required**; they are simply suggestions you may use if they help strengthen your application. Guidance for different media types is provided in [the Appendix](#).

Technical Submission Notes for Supporting Documentation

- Avoid submitting links that require password access.
- Submit files in Word or PDF where possible.
- Please limit individually uploaded documents to 15MB.

² Council provides an [Accessibility and Disability Inclusion Fact Sheet](#) to support inclusive project design. Applicants can also consult the [Australian Network on Disability](#) for guidance on accessible event planning, and [Creative Victoria's The Arts Ripple Effect](#) for inclusive community-engaged practice.

For help accessing the online application, problems in uploading documents or if a submission email is not received, please contact the Games & Screen Officer, james.shutt@portphillip.vic.gov.au

7. Budgeting, Expenses & Funding

All grant funds are taxable unless exempt under Australian Taxation Office guidelines. Applicants are strongly encouraged to clarify their GST status and indicate on the application form what that status is. For detailed information visit the Australian Tax Office website.

What can be funded?

Funding may support costs directly related to the research, development, production, post-production, and presentation of eligible screen-based creative works, including but not limited to:

- Research, writing, concept and prototype development
- Crew, cast and artist fees including producer fees
- Technical specialists (animators, developers, XR practitioners)
- Equipment hires, software licences and studio or location hire
- Post-production (editing, sound, colour, VFX, testing, coding)
- Installation and exhibition costs
- Marketing, publicity and distribution including festival application fees
- Accessibility requirements (captioning, audio description)
- Administration, project management and compliance costs
- Travel and accommodation related to production or exhibition

What can't be funded?

- Ongoing administrative or organisational costs including fundraising
- Capital purchases (e.g. laptops, cameras, infrastructure)
- Reinstallation, redevelopment, reshooting, remastering, re-editing, or expanding an existing work
- Projects that have already commenced or require retrospective funding
- Projects undertaken to gain formal qualifications including coursework, assessments, or academic research requirements.
- Training programs, classes, tuition fees, academic administration fees, or professional development courses.
- Applicants (or organisations) with outstanding acquittal obligations from previous CoPP funding.
- **CoPP will pay auspice administration fees directly to the auspice organisation. These costs must not be included in the applicant's budget.**

Funding agreement & payment schedule

The grant recipient and the auspice organisation will be required to enter into a Nigel Buesst Grant Funding Agreement with the CoPP.

The payment schedule will be negotiated at the time of signing the agreement and will reflect the milestones and requirements of the applicant's project.

The NBG Reference Committee understands that artistic projects evolve and change. Changes to a project must be clearly communicated and approved by the NBG Reference Committee by submitting a Project Variation Report.

8. Working with an auspice organisation to submit your application

If applying as an incorporated organisation (for-profit or not-for-profit), you do not need to engage an auspice organisation.

However, **if applying as an individuals or sole trader**, you must engage a not-for-profit auspice organisation prior to applying.

This ensures proper management of the grant and compliance with Superannuation Guarantee, Australian Tax Office, and other legislative requirements. An auspice organisation may advise and assist with budget, legal and insurance requirements and may charge a small administration fee.

Applicants should contact the auspice organisation to confirm a letter of intention to act as auspice at least 10 working days before the application closing date. An applicant should have a written agreement with their project auspice organisation.

If the funding application is successful, the auspice organisation will receive and manage the funds on behalf of the applicant to deliver the funded project. The auspice organisation is jointly responsible for the financial acquittal of the grant.

The key arts organisations that offer auspicings services are:

- [Auspicious Arts Projects](#)
- [Arts Access Victoria](#) (for deaf and disabled artists only)
- [Multicultural Arts Victoria](#) (for multicultural projects or artists from culturally diverse backgrounds)

NOTE: An auspice organisation may charge a small administration fee. CoPP will cover this fee. These costs do not need to be included in the applicant's budget.

9. How to apply

Applicants for the Nigel Buesst Grant will use the SmartyGrants online application form below:

<https://portphillip.smartygrants.com.au/2026NBGgrant>

The link to the online application form will be accessible on the NBG website page from 9:00am Wednesday 18 February, 2026. This link will automatically close at 11:59pm Wednesday 8 April, 2026.

Accessibility Support

The City of Port Phillip is committed to equitable participation and inclusive access across all its services and programs.

For general information on accessibility supports – including the National Relay Service, language translation, and Auslan interpreter services – please visit Council's [Accessibility and Disability Inclusion page](#).

Recommended Step-by-Step Process

Recommendation 1: Read material thoroughly before you start

- Read the support material information in the application carefully.
- Review the '[SmartyGrant's Help Guide](#)' for an overview of how to use this submission platform.

Recommendation 2: Preview the online application form

- Open and scroll through the form to preview all sections.
- Use the on-screen hints to understand what is required in each part of the application.

Recommendation 3: Draft your responses offline

- Begin with an initial draft in MS Word and save it to your drive.
- This helps you edit and review your responses before entering them online.
- As a backup, you may also save versions of your draft in a downloadable PDF version of the application for your records.

Recommendation 4: Complete the online form and budget

- Type your answers directly into the online fields.
- For the budget page, do not cut and paste data into the fields; fill them in directly so the automatic addition functions work correctly.

Recommendation 5: Save as you go and review your application before submitting

- When completing the online application, click SAVE at the end of each page to avoid losing data.
- When you have finished, review all sections of the form.
- Before final submission, save a PDF copy of your completed online application for your records.

Recommendation 6: Check for confirmation of submission

- You should receive a confirmation email within 1 working day of submission.
- This email will include a final PDF copy of your application.

Recommendation 7: If you experience problems, contact Council

- If you can't access the online application or you do not receive a confirmation email, contact the Games & Screen Officer on 0403 259 082 or email james.shutt@portphillip.vic.gov.au

10. Rights, Exhibition & Usage Requirements

The funding is non-acquisitive. Recipients retain full copyright. CoPP receives a non-exclusive, perpetual licence to exhibit, archive and use the work for promotional, cultural and educational purposes.

CoPP holds a first option for Victorian premiere as part of the St Kilda Film Festival (where relevant). Exhibition requirements for other media types will be confirmed with successful applicants.

A version of the completed work and/or documentation of the creative process will be added to the City of Port Phillip Collection. See Reporting & Documentation for more information.

Where collection placement or Victorian premiere requirements conflict with other funding-body requirements, adjustments may be negotiated.

11. Reporting & Documentation

It is a condition that quality documentation of the project outcome as well as a full budget be presented in an acquittal report and submitted within eight weeks from the completion date of the project. The guidelines for reporting will be detailed in the applicants NBG agreement and may include:

- A high-resolution, final master file of the completed screen-based work
- Production stills or high-quality images documenting the work, key moments, or installation setup.
- Behind-the-scenes documentation.
- A short-written summary outlining the concept, creative process, outcomes, and any public presentations.
- Installation schematics or technical documentation for works involving projection, VR/AR, mixed reality, or multi-screen setups.
- A recording or capture of the public exhibition, screening, gameplay session, or interactive experience.
- Marketing and promotional materials used during presentation
- Credits, captions, or accessibility materials, where relevant.

12. Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse, and we are a committed Child Safe organisation. Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip.

All grant applications that work directly with children and young people are required to comply with legislation and regulations relating to child safety including, but not limited to, the [Working with Children Act 2005](#) and the [Working with Children Regulations 2016](#) and the [Vic Child Safe Standards \(CSS\)](#). In line with the above, a valid Working With Children Check (WWCC) may be required depending on project activities.

Appendix

Appendix A – Definitions

ABN (Australian Business Number): The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for the organisation or for the Auspice organisation must be provided in the grant application.

Auspice: Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation or individual. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant budget in consultation with the applicant.

Acquittal Report: An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project aims. It also provides a financial statement detailing how the funds were spent. All acquittal reports are summarised and presented to Council following the round completion. Organisations that do not submit their acquittal report will be listed and may not be eligible for further funding from the City of Port Phillip.

Community: For the purposes of this document, ‘community’ refers to people living, working, visiting and studying within the City of Port Phillip.

Conflict of Interest: A conflict of interest occurs if a member of the grant assessment panel has something to personally gain from the grant application. It also extends to providing family and close friends with preference.

Council: The City of Port Phillip is defined as a geographical area and also the entity which has the authority to make decisions on behalf of the City of Port Phillip.

Grant: A grant is a sum of money awarded to an organisation for a specified purpose.

GST (Goods and Services Tax): Organisations are strongly encouraged to establish their responsibilities in relation to their GST status and indicate on the application form what that status is. Successful organisations with an ABN and registered for GST will receive a Recipient Created Tax Invoice, for their grant, plus 10% GST. Successful organisations with an ABN and not registered for GST will not receive a Recipient Created Tax Invoice or 10% GST for their grant. These organisations will receive only their grant amount.

In-kind Contributions: An in-kind contribution is the ‘non cash’ contribution made by the applicant that can be allocated a financial value, i.e. volunteer services. Applications with in-kind contribution will be viewed favourably.

Incorporated Organisation: An organisation that is a legal entity and has a legal structure. The organisation must be registered with Consumer Affairs Victoria. For more information please contact Consumer Affairs Victoria or phone 1300 558 181

Non-compliant: An applicant may be deemed non-compliant if they fail to meet the terms and conditions of the funding deed, are insolvent, are under legal investigation, or fail to lodge a satisfactory acquittal. A satisfactory acquittal demonstrates that program selection criteria were met and project funds were spent appropriately or unspent funds were returned to Council. Organisations or individuals who do not complete their project or fail to lodge an acquittal may not be eligible for further funding.

Not for Profit (NFP) Organisation: A NFP is an organisation that does not distribute any profit to an individual, its members and or shareholders. Any profit from the organisation will be directed back into the organisation and its activities.

Objectives / Aims: An objective/ aim states the overall goals of the program.

Outcomes: Outcomes describe the specific results of the project.

Project Status Report: An online Project Status Report must be submitted if the Acquittal Report has not been submitted by the deadline.

Project Variation Report: A Project Variation Report is to be submitted by an applicant if there is to be a substantial variation or change to the project from the initial application. Funded organisations wishing to submit a Project Variation Report must first contact the [INSERT TITLE, EMAIL & PH HERE].

Screen Based Installation/ Interactive Art: Refers to creative works that use screens, moving images, or digital interfaces as core artistic elements within a physical or virtual space. This may include but is not limited to:

- VR (Virtual Reality),
- AR (Augmented Reality) and,
- Mixed Reality experiences)
- Projection Mapping Art
- Multi-screen / multi-channel installations
- Interactive Screen Installations
- Digital Sculptures / Kinetic Screen Art
- Hybrid physical/digital installations with a significant screen-based component

Appendix B – Examples of Project Connections to the City of Port Phillip

This appendix provides additional guidance on how projects may demonstrate content-based connection to the CoPP.

Note: These lists are **not prescriptive**; applicants are encouraged to show how their project meaningfully engages with the city and its communities.

1. The CoPP's People or Communities

Projects may highlight, celebrate, or engage with local communities and residents. Examples include:

- Stories about local residents, community groups, or organisations
- Showcasing diverse voices or supporting under-represented communities in CoPP
- Highlighting local festivals, events, or community programs

2. Culture or Creative Scene

Projects may reflect the city's vibrant cultural life or creative industries. Examples include:

- Referencing or celebrating local cultural practices or events, such as the St Kilda Festival or live music venues
- Highlighting CoPP's arts, music, and performance scene
- Collaborating with local artists, creatives, or cultural organisations
- Featuring cultural touchstones or iconic locations, such as Luna Park, historic theatres, the beach and skate cultures, or Acland Street cake shops

3. History or Heritage

Projects may engage with CoPP's historical or heritage significance. Examples include:

- Documenting or interpreting community memories or past events

- Exploring local First Peoples' histories (in consultation with relevant Land Councils)
- Highlighting CoPP's role in live music, arts, or social activism
- Showcasing the city's LGBTQIA+ history and activism
- Exploring histories of prominent local immigrant or cultural communities, such as Russian or Jewish communities

4. Environments, Neighbourhoods, and Stories

Projects may explore the city's physical, social, or symbolic spaces. Examples include:

- Showcasing local streets, neighbourhoods, or iconic landmarks
- Engaging with natural environments, flora, and fauna unique to CoPP (e.g., St Kilda Beach's little penguins)
- Telling stories that convey the character, identity, or sense of place of the city
- Promoting local sustainability or environmental initiatives

Appendix C – Suggested Supporting Documentation by Screen-Based Media Type

Note: These items are **optional**. They are examples of supporting material that may, where relevant, strengthen your application by demonstrating alignment with the assessment criteria.

Short Film or Feature Film (Narrative or Documentary including animation)

- Logline, synopsis, and treatment
- Script, outline, or sample scenes
- Storyboards
- For animation, animatic may be submitted
- Director's and producer's statements
- Character breakdowns
- Development history (if applicable)
- Proof of rights (if adapted from another work)

Pilot Episode

- Logline
- Series overview / bible
- Pilot script or sample scenes
- Storyboards
- Character breakdowns
- Show structure / episodic outline

Web Series

- Series bible / pitch deck
- Episode outlines
- Pilot script or sample scripts
- Proof of concept video or teaser

Music Videos

- Director's treatment
- Storyboard or visual concept
- Track rights confirmation
- Artist/band profile

Digital Games

- Game design document (GDD) or mini-GDD
- Prototype, demo, or gameplay footage
- Concept art and asset samples
- Narrative outline (if applicable)

Interactive Screen-based Narrative Projects

- Narrative design document
- Flowchart / branching diagram
- Prototype, demo, or interaction mock-ups
- Visual/UX style guide

Screen Based Installation or Interactive Art

- Concept statement
- Spatial layout or floor plan
- Visual mock-ups / renders
- Accessibility considerations
- Risk assessment (if public space)

Video Art

- Artist statement
- Treatment or conceptual outline
- Installation notes (if relevant)

Mobile Apps (with a game, creative or narrative component)

- App concept summary
- Wireframes / UX flows
- Prototype or interactive demo
- Visual design samples

Appendix D – Grant Terms and Conditions

- If your application is successful, you will be required to sign and return the Funding Agreement.
- Funded applicants must provide a project acquittal report eight weeks after completion of the project and no later than 8 weeks after completion/presentation of their project. All reports are to be submitted online via SmartyGrants.

- Applicants holding a launch or event for a funded project funded and are planning to invite the Mayor/Councillors and/or Council Officers, are required to ensure their invitation is sent at least 3-4 weeks prior to the event. The relevant Council officer should be sent a draft of invitations and other promotional material prior to public release.

Funded recipients are required to acknowledge the City of Port Phillip in all promotional or publicity material for the funded project. The presentation of the logo should match the involvement and relative importance Council had in the project or activity. A jpg and gif format logo along with City of Port Phillip's style guide will be provided to successful applicants.