

1. GENERAL INFORMATION
Organisation undertaking the project

Name	
Postal Address	
Email	

Project Overview

Event/Project name	
Amount requested \$	
No. of year(s) funding sought (1-3)	

Project Contact

Name	
Email	
Phone	

Details for correspondence of auspice* organisation managing the project (if applicable)

*If your group is not incorporated, you will need to appoint an incorporated group to handle the funds. The auspicings body is required to submit a letter on their letterhead indicating support for the project and willingness to auspice any funds received.

Name	
Postal Address	
Email	
Phone	

Organisational details (if under the auspice of another body please put their details here)

Organisational status	<input type="checkbox"/> Incorp. Association <input type="checkbox"/> Charitable Institution <input type="checkbox"/> Corporate
Incorporation number	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No If registered for GST, Council will add 10% of the value of the Grant
Do you have an ABN?	<input type="checkbox"/> Yes <input type="checkbox"/> No If you do not have an ABN and are successful, you will need to complete a statement by Supplier Form
If Yes, ABN	

Provide a summary of your organisation's aims and activities

2. EVENT DETAILS			
Grant Category	<input type="checkbox"/> One Off	<input type="checkbox"/> Sponsorship	<input type="checkbox"/> Start-up Event up to 3 years
Commencement date		Completion date	
Location and Venue			
Event Description	(Briefly explain what you are going to do, why you are doing it, who is your target audience and the project location)		
3. BENEFITS AND PARTICIPATION			
How will the event increase visitation, stimulate economic development and commercial activity in the municipality?			
How will the Waratah-Wynyard community benefit from your project? (How does it build a sense of community, make the municipality vibrant and exciting, engage the community in new opportunities and experiences etc.?)			
How will the event demonstrate innovation and creativity?			

How will the event use and promote the natural and built tourism assets and facilities of the Municipality?

How will the event minimise any negative environmental impact?

Outline existing or future partnerships between other organisations and/or business to stimulate economic development and enhance event success.

4. EVENT DEVELOPMENT AND MANAGEMENT

Number of years event has been held	
Number of patrons attended/participated in the previous event	
Origin of attendees from previous event (if new event, estimate origin)	
% Waratah-Wynyard/Burnie/Circular Head	% Interstate
% North West	% International
% Tasmania	
Number of expected participants / competitors at this year's event	
Number of expected attendees / patrons at this year's event	
Expected number of attendees / participants staying overnight in commercial accommodation	
Expected number of night's attendees / participants will stay	

How will the event be improved from previous years?		
How will you market and promote the event? (Include those promotional benefits offered to Council that are in addition to grant conditions as per guidelines)		
How will you measure event success?		
Measure (e.g. attendance, amount of media coverage, satisfaction of participants, profitability, number of organisations involved in organising etc.)	How measured (e.g. survey, feedback form, record of attendance)	Target

5. BUDGET

Budget Template
 Items shown are examples only and can be deleted. Please add or remove rows as needed. All amounts **should exclude GST**. In-kind items are to be listed, that is, items in the form of goods and services, rather than cash e.g. volunteer hours, venue hire, use of equipment etc.

Income			
Item	Detailed Description	Cash	In-kind Value \$
Ticket sales/gate/box office	e.g. 1000 adults @ \$20	\$2,000	
Participation fees/entry fees			
Stall/site hire			
Publication/program/merchandise sales			
Fundraising			
Other sponsorship/contributions/donations/grants (received or applied for)			
Amount sought from Waratah-Wynyard Council			
	Total Income	\$	
	Total Event Income Cash + in-kind	\$	

Expenditure			
Item	Detailed Description	Amount spent through this Grant (\$ ex GST)	Amount spent from your organisation/other sources (\$ ex GST)
E.g. Venue hire	Wyn Rec Ground \$1000 / day	\$1,000	
E.g. Volunteers	20 people for 8 hours at \$20/hr. (in-kind)		\$3,200
Administration			
Travel/accommodation			
Salaries/wages			
Volunteer labor			
Volunteer expenses			
Marketing/Promotion/Advertising			
Venue hire and expenses			
Equipment hire			
Freight			
Waste management			
Insurance/ risk management			
Council fees / permits			
Security			
Entertainment			
Awards / trophies etc.			
Catering			
Auditing			
Event evaluation			
	Total Expenditure	\$	\$
	Total Event Expenditure Grant amount + other funding	\$	
	Project Surplus (Deficit)	\$	
Does your organisation receive any other forms of assistance from Council? E.g. low cost/free rent, maintenance assistance. If yes, please describe and indicate a possible dollar value.			
Will you be requesting any other forms of assistance if this application is successful? E.g. equipment use. If yes, please describe the form of assistance and indicate a possible dollar value.			

6. EVENT PERMIT REQUIREMENTS

Your event may require Permits before it can be conducted. If your funding application is successful you must organise to meet with Council's Event Officer **at least one month prior** to your event. You will be asked to complete an Events Pack. This will assist Council Officers to determine what permits or permissions are required for your event, including those from other agencies or departments.

7. APPLICANT DECLARATION

I affirm that all the details in this application and attachments are true and correct to the best of my knowledge and that the application form has been submitted with the full knowledge and agreement of the applicant organization.

I acknowledge that I have read and understand the guidelines relating on behalf of the applicant organization and that any funds provided by the Waratah-Wynyard Council will be expended in accordance with the Guidelines and as outlined in this application.

I agree to ensure all necessary approvals/permits are obtained prior to the project proceeding

I understand that Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the applicant as a result of or arising out of the Applicant responsibilities under this agreement; and that it is the responsibility of the applicant or sponsor to provide the appropriate insurance cover.

I consent to the release of project information in this application for promotional and evaluation purposes relevant to the Waratah-Wynyard Council.

Signed by Project Contact	
Signature	
Name	
Position	Date:
President / Chairperson	
Signature	
Name	
Position	Date:

8. APPLICATION CHECKLIST

Tick boxes to ensure that you have included all required information.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL BOXES HAVE BEEN TICKED

General

- All questions have been completed and the application form signed
- Kept a copy of your application

Attachments

- Your organisation's last year's financial statements
- Any letters of support you wish to include (maximum of 2)
- If applicable, a letter from your auspicing organisation

Applications CLOSE 5:00 pm Friday31/03/2021

Please return application to Waratah-Wynyard Council

Email: council@warwyn.tas.gov.au

Post: Waratah-Wynyard Council
PO Box 168
WYNYARD TAS 7325

Deliver: Council Office
21 Saunders Street, Wynyard

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1. Personal information is managed in accordance with *Personal Information Protection Act 2004* and may be accessed by individual to whom it relates, on request to the Waratah-Wynyard Council.
2. Information can be used for other purposes permitted by the *Local Government Act 1993* and regulations made by or under the Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of the Waratah-Wynyard Council, in accordance with our Personal Information Protection Policy.
3. Failure to provide this information may result in your application not being able to be accepted or processed.