



COMMUNITY ACTIVATION EVENTS SPONSORSHIP APPLICATION FORM

GENERAL INFORMATION

1. Organisation undertaking the project

Name _____

Postal Address _____

Email _____

2. Project Overview

Event name _____

Amount requested \$_____ Number of year funding sought (1-3) _____

3. Project Contact

Name _____ Phone _____

Email _____

4. 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 auspicating body is required to submit a letter on their letterhead indicating support for the project and willingness to auspicate any funds received.

Name _____

Postal Address _____

Email _____ Phone _____

5. Organisation Details (if under the auspice of another body please put their details here)

Organisational status: Incorporated Association Charitable Institution Corporate

Incorporation number: _____

Are you registered for GST? YES NO If registered for GST, Council will add 10% of the value of the grant

Do you have an ABN? YES NO If you do not have an ABN and are successful, you will need to complete a statement by Supplier Form

If yes, ABN: _____

6. Provide a summary of your organisation's aims and activities

EVENT DETAILS

7. Grant Category: One off Sponsorship
 Startup Event up to 3 years

8. Commencement Date _____

9. Completion Date _____

10. Location & Venue _____

11. Event Description (briefly explain what you are going to do, why you are doing it, who is your target audience)

BENEFITS AND PARTICIPATION

12. How will the event increase visitation, stimulate economic development and commercial activity in the municipality?

13. How will the Waratah-Wynyard community benefit from your event? (How does it build a sense of community, make the municipality vibrant and exciting, engage the community in new opportunities and experiences? etc.)

14. How will the event demonstrate innovation and creativity?

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

16. How will the event minimise any negative environmental impact?

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

EVENT DEVELOPMENT AND MANAGEMENT

18. Number of year's event has been held _____

19. Number of patrons attended/participated in the previous event _____

20. Origin of attendees from previous event (if new event, estimate origin)

_____ % Waratah-Wynyard/Burnie/Circular Head

_____ % Interstate

_____ % North-West

_____ % International

_____ % Tasmania

21. Number of expected participants/competitors at this year's event _____

22. Number of expected attendees/patrons at this year's event _____

23. Expected number of attendees/participants staying overnight in Commercial accommodation _____

24. Expected number of night's attendees/participants will stay _____

25. How will the event be improved from previous years?

26. 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)

27. How will you measure event success?

Measure (e.g. attendance, amount of media coverage, satisfaction of participants, profitability, number of organisations involved in organizing etc.)	How measured (e.g. survey, feedback form, record of attendance)	Target

BUDGET

28. Budget Template items shown are examples only and can be deleted. Please adapt 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 income\$	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)	E.g. \$2000 sponsorship The Advocate		
Amount sought from Waratah-Wynyard Council			
	Total Income		
	Total Event Income Cash + in-kind	\$	

EXPENDITURE			
Item	Detailed description (Note if item is an in-kind contribution e.g. volunteer hours, equipment hire)	Amount spent through this Grant (\$ ex GST)	Amount spent From your Organization/ 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)	\$	

29. Does your organization 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

30. Will you be requesting any other forms of assistance from Council if this application is successful? E.g. equipment use. If yes, please describe the form of assistance and indicate a possible dollar value

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.

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 _____

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 5pm Friday,

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.