

# Application Form Destination Events Program

## Form Preview

### Important notice

\* indicates a required field

Western Downs Regional Council is collecting personal information you supply on this form in accordance with *Local Government Act 2009*. The personal information collected on this form will be used to process applications under the Destination Events Program. Your personal information will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

#### Guidelines

Please refer to the Destination Events Program Guidelines by clicking [here](#) prior to completing this application form.

For further information or assistance with this application, please phone Council on 1300 268 624 to speak with a member of the Grants team.

I have read the Destination Events Program Guidelines and the over-arching Community Grants - Council Policy prior to completing this application form and confirm that to the best of my knowledge this application conforms to the program's requirements.

**By clicking proceed: I confirm that I am legally authorised to make this application on behalf of the named organisation for which this application is being lodged. \***

Proceed

### Initial Criteria

\* indicates a required field

**Is your entity a community-based not-for-profit incorporated organisation? \***

- Yes  
 No

**Is your entity a commercial entity or is this application for a commercial activity? \***

- Yes  
 No

**Is your entity a political or religious group? \***

- Yes  
 No

**Is your entity a Government agency or department of local, state or federal Government or body or authority created by Government? (including Auxiliaries and Parent and Citizen Associations of these bodies) \***

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- Yes
- No

**Is your entity a charitable not-for-profit organisation that operates a commercial business ? (e.g. A not-for-profit commercial scale nursing home) \***

- Yes
- No

**Does your entity own or operate a commercial licensed premises full time? i.e. A licensed premises that is operated primarily as a commercial business rather than as a member service. \***

- Yes
- No

**Does your entity operate gaming machines? \***

- Yes
- No

## Applicant Entity Contact Details

\* indicates a required field

**Contact Person for the Applicant Entity \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Contact Phone Number \***

Must be an Australian phone number

**Email Address \***

Must be an email address

**Applicant Entity Name \***

**ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Postal Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### Applicant Website

Must be a URL.

## Destination Events Program Funding

\* indicates a required field

### Purpose of Event

**Is the main purpose of your event to raise funds to support the sustainability of your own entity?**

- Yes  
 No

Event Category - Please choose one option from the following choices

Which event category is this application for?

### Destination Event

*A large scale event potentially running longer than one day and typically involving in excess of 2000 people. These events have the potential to attract substantial visitors from outside the regional area and provide substantial economic and social benefits to the region. This category includes funding for the following. Up to \$20,000.00 is available in this category made up of cash.*

- New cultural/music food festivals  
 Major sporting events/fixtures  
 Industry expos and shows  
 Boutique themed destination events  
 New destination-driven elements of existing regional major events  
 Other, Please answer the next question

Up to \$20,000 is available in this category made up of cash

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**If other, please provide short description**

### Required Attachments for Application

**Please upload a copy of the Site Map \***

Attach a file:

**Please upload a copy of the Event Brief \***

Attach a file:

**Please upload a copy of the Risk Management Plan \***

Attach a file:

**Please upload proof of demonstrated capability to deliver and market the event \***

Attach a file:

**Please upload current audited financial statements or statement from entity accountant or 2 most recent bank statements \***

Attach a file:

## Event Summary

\* indicates a required field

**Event Name: \***

**Physical Address of Event: \***

Address

  

Suburb State Postcode

  

Must be an Australian post code

**What district will this event be physically located in?**

Chinchilla & District

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- Dalby & District
- Jandowae & District
- Miles & District
- Tara & District
- Wandoan & District

## Event Details

\* indicates a required field

**What is the proposed start date of your event? \***

PLEASE NOTE: Events commencing prior to funding approval are ineligible. For applications of \$2000.00 or over, please allow 8 weeks from round closing date for approval. For applications under \$2000.00 please allow up to 6 weeks for approval.

**What is the proposed finish date of your event? \***

**Please provide the following details for this event including:**

**Target audience. \***

Word count:

Must be no more than 50 words.

**Overall and expected attendance from visitors outside the Western Downs region? \***

Word count:

Must be no more than 50 words.

**Event overview - please outline the key outcomes and activities of your event \***

Word count:

Must be no more than 300 words

**How does this application promote tourism and attract overnight visitation to the Western Downs region? \***

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Must be no more than 100 words.

**How does this application contribute economic benefits to the Western Downs region through local spend and increased visitor expenditure? \***

**How does this application align with the character and culture of the Western Downs region? \***

## Event Details continued

\* indicates a required field

**How do you intend to utilise Council funds towards the event? \***

**How do you intend to utilise any surplus funds raised from the event? \***

Please consider retaining funds from your event to ensure future events are self-sustaining. Also please provide further details if you intend to gift funds raised to a Charity.

**Please note the following acknowledgement is required as a minimum:**

- WDRC branded signage placed in prominent position throughout event site
- Verbal (and video if available) acknowledgement from MC
- Online acknowledgement on social media platforms, event website with prominent placement of WDRC logo
- A site provided free of charge within event zone for WDRC Tourism marquee

**Please outline any additional acknowledgement of Council funding.**

## Full Event Budget

\* indicates a required field

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**Preference will be given to applicants who are making a financial contribution towards the event.**

### Budget - Income

Hints: Each of the following must be included in the tables below (even if answer is \$0.00)

More lines can be added to include all items

For an example of a completed budget, please see website [Helpful Resources](#).

#### Income - Please itemise all income items \$

Applicant Cash Contribution	\$
Other Funds Contributed (e.g. Grants & Sponsorships from other sources)	\$
Council Funds Requested	\$
Gate Entry/ Ticket Sales	\$
Nomination Fees (e.g. competitors)	\$
Bar and Catering Sales	\$
	\$
	\$

### Income Total

#### Total Income Amount

\$

This number/amount is calculated.

### Budget - Expenditure

Hints: Each of the following must be included in the tables below (even if answer is \$0.00)

More lines can be added to include all items

For an example of a completed budget, please see website [Helpful Resources](#).

Estimated expenditure details - list the total cost of each expenditure item	\$Total Cost	\$ Amount requested from Council
--	--------------	----------------------------------

Bar and catering expenses	\$	
Entertainment	\$	
Equipment Hire	\$	
Marketing	\$	
	\$	
	\$	
	\$	
	\$	
		Must be a number.

### Expenditure Total

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### Total Expenditure Amount

\$

This number/amount is calculated.

### Estimated Profit

\$

This number/amount is calculated.

Please consider the long term viability of your event. Are you able to retain some profits to help fund your next event?

## Financial Summary

### Amount requested from Council \*

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

### Applicant Financial Contribution \*

\$

Must be a dollar amount.

What have you entered as your contribution in your budget

### Total Event/ Project Cost \*

\$

What is the total budgeted cost (dollars) of your project?

### Please upload a copy of the Draft Budget \*

Attach a file:

## 2. Application over \$5,000.00

*If you are requesting an amount over \$5,000.00, you must provide a full event proposal outlining the significance of your event ([template available](#)).*

Over \$5,000.00 requested

### Upload full event proposal \*

Attach a file:

## Checklist and Agreement

\* indicates a required field

**Before submitting your application, please use this checklist to ensure your application is accurately completed.**

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**Is this event being held on Council owned or controlled facilities, land and/or roads? \***

- Yes  
 No

If Yes - Contact Council. You may require further permissions or approvals.

**Have you booked a Council venue? \***

- Yes  
 No  
 N/A

If No - Contact Council for an application form if not already done

**Which Council venue will you be using?**

## Agreement

By submitting this application I confirm that:

- The details in this application and any attachments are lawfully true and correct;
- I have been legally authorised to make this application by the entity for which this application is being made;
- The entity named in this application accepts all legal and financial responsibility associated with this application and any funds granted should this application be successful;
- There will be appropriate and adequate insurance covering this event.

**I agree to the above terms and conditions \***

- Yes