

Application Form Community Events Program 2627

Form Preview

Important Notice

* indicates a required field

Western Downs Regional Council is committed to handling your personal information in accordance with the *Information Privacy Act 2009* (Qld) and the Queensland Privacy Principles (QPPs).

QPP 5 obliges Council to advise you of certain matters when collecting your personal information.

This collection notice sets out those matters, and explains how we will manage the collection, use, disclosure and storage of your personal information.

The personal information collected on this form will be used to process applications under the Community Events Program. The personal information you supply on this form in accordance with *Local Government Act 2009*.

If you choose not to provide your personal information, for example your name and contact details, Council will not be able to consider your grant application.

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.

Council's privacy policy explains how you may request access to and/or seek correction of your personal information. Council's policy also explains how you can complain to Council if you consider Council has breached its obligations to manage your personal information in accordance with the QPPs, and how we deal with privacy complaints.

If you have any questions about how your personal information will be handled, please contact Council on telephone 1300 268 624 or info@wdrc.qld.gov.au.

Guidelines

Please refer to the Community Events Program Guidelines (and the In Kind Assistance Guidelines where applicable) and the over-arching Community Grants Policy (Statutory) 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 Community 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

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* indicates a required field

Applicant Organisation Name *

Organisation Name

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

- ☐ Yes
☐ No

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

- ☐ Yes
☐ No

Is your organisation 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) *

- ☐ Yes
☐ No

Is your organisation a political organisation? *

- ☐ Yes
☐ No

If you are a political organisation or group, you are NOT eligible to receive funding.

Is your organisation a religious organisation? *

- ☐ Yes
☐ No

Is your organisation a charitable not-for-profit organisation that operates a commercial business as defined in definitions of this policy? (e.g. A not-for-profit commercial scale aged care facility) *

- ☐ Yes
☐ No

Under the [Community Grant Guidelines](#) there are certain groups who are not eligible to apply for funding.

Exemptions to organisation eligibility can be made at the discretion of Council and/or it's delegates where there is a significant public interest, the application meets funding criteria and is consistent with the [Community Grants Policy](#). Exemptions may also be applied where specific funding guidelines allow.

Please outline why you believe an exemption should be granted for your organisation: *

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Please describe the commercial business your organisation operates: *

Is this application being auspiced by an incorporated association? You only require an auspicing body if your organisation is NOT incorporated. *

- ☐ Yes
☐ No

Event Details

* indicates a required field

Event Name *

Address where the event will occur *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Is this event being undertaken on Council owned land or land which Council is trustee of? *

- ☐ Yes
☐ No

Your organisation may need Council approval to undertake an event on Council land. For more information, please visit Council's website or call 1300 268 624.

What district will this event be physically located in? *

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

What is the proposed start date for your event? *

Must be a date.

PLEASE NOTE: Please allow a minimum of six (6) weeks for the assessment process. Events commencing prior to funding approval are ineligible.

What is the proposed finish date of your event? *

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Must be a date.

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

- ☐ Yes
- ☐ No

Is the sole purpose of your event to fundraise for a third party (e.g. all funds raised will be gifted to a Charity) *

- ☐ Yes (This event is NOT eligible for funding)
- ☐ No

Please refer to the Community Grant Guidelines: <https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding>

Are you intending to gift part of the funds raised to a third party? (e.g. Charity, other Not-for-profit organisations) *

- ☐ Yes (Please ensure that you retain at least the value of the grant towards your next event)
- ☐ No

Please name the third party / parties you will be gifting funds to: *

Please give a brief outline of your event: *

Provide a short description (100 words recommended) of your event - what are you out to do?

Target Audience: *

Expected Attendance *

Must be a number.

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

Please attach the organisation's two (2) most recent bank statements. *

Attach a file:

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Please confirm that any approved funds should be deposited into the bank account as above. *

☐ Yes

Please choose how you will acknowledge WDRC's support *

- ☐ Banner - please contact Council to arrange the loan of Council's funding acknowledgement banner
- ☐ Logo on posters and advertising - please contact Council to discuss the use of Council's logo on print media
- ☐ Social media
- ☐ Print media e.g. editorials/media releases
- ☐ On the day announcements

If you would like to invite a Councillor to attend your Event/Project/Initiative, please submit an application at <https://au.openforms.com/Form/1305acf9-f2c8-43fa-a9a5-d3ac2c3ea827>

Funding Categories

*** indicates a required field**

Funding is available in three categories. Your funding request must not exceed the amount available in the appropriate category. If you are unsure which category your event falls in, please contact the Grants team for assistance:

Local Community Event

An event attracting an attendance of up to 500 people and of interest to a local community or a small segment of the region.

Typically, this is a single day event. **Up to \$750.00** is available in this category.

Regional Community Event

An event attracting an attendance up to 1,000 people and will attract attendees from across the Western Downs region, neighbouring regions and provide reasonable economic and social benefits to the region. The event may run more than one day.

Up to \$2,500.00 cash and \$2,500.00 in kind is available in this category to a maximum value of \$5,000.00.

Significant Community Event

An event potentially running longer than one day and typically involving up to 2,000 people. These events will attract visitors from outside the regional area and provide positive economic and social benefits to the region.

Funding between \$5,001.00 and \$10,000.00 is available in this category made up of cash and/or in kind. (In Kind to a maximum of \$4,000.00)

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This category includes funding for:

- Historical activities and milestone events e.g. 50 year anniversary and milestone celebrations and significant milestone step celebrations over 50 years. Please note that School P&C's are eligible to apply under this category for historical and milestone events.

Applications in this category will be scored on a weighted criteria to determine the level of funding received. The assessment criteria will be:

- Uniting and connecting our people
- Volunteer participation
- Number of attendees from outside the Western Downs Region
- Financial viability of the event and the organisation
- Positive contribution to the local economy

A detailed full event proposal outlining the significance of your event ([template available](#)) must be submitted.

Funding Category *

- ☐ Local Community Event (<\$750.00)
- ☐ Regional Community Event (\$750.00 - \$2,500.00 cash funding + up to \$2,500.00 In Kind Assistance)
- ☐ Significant Community Event (\$5,001.00 - \$10,000.00)

Cash amount requested from Council *

Must be a dollar amount.

In Kind Assistance

Does your organisation require In Kind Assistance as part of this event? *

- ☐ Yes
- ☐ No

Non-Profit Community Organisation Promotion (Digital Billboards) Council operates digital billboards in Chinchilla and Dalby which offer free promotional support to non-profit organisations and community groups across the Western Downs. To apply for free promotion of your non-profit community event or initiative, simply complete the [online webform](#) on Council's website or contact your local Community Activation Officer. These billboards do not require an In Kind Assistance application.

In Kind Assistance Requested

Please indicate the Council works you are requesting *

- ☐ Road Closure & Road Closure Signage
- ☐ Materials and/or Services
- ☐ Town Banner Display
- ☐ Council Event Bins

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Road Closure & Road Closure Signage

* indicates a required field

Road closures and/or the use of Council road closure signage require a Traffic Guidance Scheme (TGS). If you do not have a TGS you will be required to have one created prior to the submission of this application. Closure of state roads require additional permissions from Main Roads and closure of local roads require additional permission from Council to accompany your TGS. Please use the below link to create an application for approval:

<https://www.wdrc.qld.gov.au/Services-Payments/Roads-Drainage-Paths/Working-in-the-Road-Corridor>

These approvals can take some weeks, so please plan ahead to ensure your application is submitted well in advance.

If you are unsure of the process to legally close a road please contact the Grants team to assist you with the process.

Traffic Guidance Scheme *

Attach a file:

Please upload your current Traffic Guidance Plan

Approval Documentation *

Attach a file:

Main Roads approval and/or Council approval

Are you requesting the use of Council Road Closure signage? *

- ☐ Yes
☐ No

Are you requesting WDRC staff to operate the road closure? *

- ☐ Yes
☐ No

Please be advised that this will depend on the availability of trained staff

Please provide any additional information about your requested works

Works Requested

Description of R Location requested Works		Date of Request Start Time		Finish Time
E.g. Supply road closure signage	E.g. Heeney Street at Chinchilla	Must be a date.	E.g. 10am	E.g. 2pm

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Materials and/or Services

Through the In Kind Assistance Program, Council offers materials and services within the scope of its core business.

Some examples of materials and services that can be considered are as below:

- Use of a water truck for dust suppression at an event
- Grading of an entryway prior to an event
- Supply and delivery of crusher dust to repair a surface
- Mowing prior to an event
- Provision of staff to assist with setting up an event (*Please advise of the number of staff required*)

Please note that Council prioritises the delivery of it's core business, and as such may not be able to approve your requests. This can be subject to current events, as well as the availability of staff and equipment.

Works Requested

Description of Requested Works		Date of Request	Start Time	Finish Time
E.g. Water truck for Race Day	E.g. Tara Race Club	Must be a date.	E.g. 10am	E.g. 2pm

Additional Information

Please provide any additional information about your requested works

Town Banner Display

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Around the region, Council displays banners advertising various local and regional events.

Proposals can be put forward for consideration for community groups to use the banner poles to display their own banners. This is dependent on alignment with the pre-arranged banner display schedule.

Community groups are responsible for the creation and supply of their own banners. Community groups are further responsible for the storage, upkeep and repair of their banners.

If your organisation is considering the creation of banners, please contact the Grants Team for the specifications for manufacture of town banners

Requests for banner display must be received a minimum of 12 weeks prior to your proposed display date.

Location	Proposed Commencement Date	Proposed Completion Date	Number of Banners
E.g. Heeney Street, Chinchilla	Must be a date.	Must be a date.	Must be a whole number (no decimal place).

Council Event Bins

* indicates a required field

A number of Event bins are available for community groups to utilise. Community groups are responsible for the following:

- collection from relevant Council depot
- servicing (you must organise with the contractor for the Event bins you are using to be serviced at your cost)
- cleaning of the bins
- returning to the relevant Council depot

Council is only able to arrange for your organisation to collect and return bins from specified depots within scheduled working hours.

It is expected the the bins are returned in the same condition that they are supplied. The cost of repairing any damages will be invoiced to your organisation.

Location *

- ☐ Dalby - 22 Bins
- ☐ Chinchilla - 14 Bins
- ☐ Miles - 17 Bins
- ☐ Tara - 10 Bins

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☐ Wandoan - 8 Bins

Number of Bins Required *

Must be a whole number (no decimal place).

Proposed Collection Date *

Must be a date.

Proposed Return Date *

Must be a date.

Please visit the Council website to find out the scheduled service date for your area. You will need to factor this into your Proposed Return Date. <https://maps.wdrc.qld.gov.au/connect/analyst/mobile/#/main?mapcfg=%2FAnalyst%2FNamedProjects%2FWaste%20Collection>

Full Event Budget

* indicates a required field

Budget - Income

Please list all income relating to your event.

It is important that the budget accurately reflects the projected income for the event, including but not limited to:

- Advertising income
- Auctions / Raffles / Competitions
- Bar income
- Catering income
- Gate entry / Ticket sales
- Nomination / Registration fees
- Merchandise income
- Any other income sources

Each of the items listed in the budget table must be completed (even if answer is \$0.00).

More lines can be added to include all items.

Please DO NOT include organisation's In Kind contributions in the budget table.

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

Income - Please itemise all income items Amount (incl GST)

Applicant Cash Contribution	\$
Other Funds Contributed (e.g. Grants & Sponsorships from other sources)	\$
Council Funds Requested	\$

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	\$
	\$
	\$
	\$
	\$
	\$

Total Income Amount

\$

This number/amount is calculated.

Budget - Expenditure

Please list all expenditure relating to your event.

It is important that the budget accurately reflects the projected expenditure for the event, including but not limited to:

- Bar expenses
- Catering expenses
- Entertainment
- Equipment hire
- Marketing and Promotion
- Permits / Fees
- Prizemoney / Trophies
- Specialised staff (e.g. First Aid, security, judges)
- Venue Hire

More lines can be added to include all items.

Council will not support funds towards the cost of the purchase of alcohol related products or catering expenses

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

**Estimated expenditure det Total Cost
ails - list the total cost of e
ach expenditure item**

**Amount requested from Co
uncil**

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

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Must be a dollar amount.

Total Expenditure Amount

\$

This number/amount is calculated.

Estimated Profit

\$

This number/amount is calculated.

Financial Summary

Total Amount Requested

\$

This number/amount is calculated.

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

Does your organisation currently hold funds in investment accounts/term deposits etc? *

- ☐ Yes
☐ No

If YES, provide a detailed explanation as to the future purpose of these funds.

Word count:

Must be no more than 50 words.

Please attach your organisations latest audited financial statements *

Attach a file:

Significant Community Event

Events requesting funds under this category must complete an Event Plan.

To find an example of a completed Event Plan, please click [here](#).

Upload completed Event Plan *

Attach a file:

Organisation's In Kind Contribution - Please detail what your organisation / members will do

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Type of assistance provided Description of what is being supplied Estimated dollar value

		\$
		\$
		\$
		\$
	DO NOT include this as Applicant Contribution in the budget table	Must be a dollar amount.

Applicant Contact Details

* indicates a required field

Contact Person for the Applicant Organisation *

Organisation Name

Contact Phone Number *

Must be an Australian phone number.

Organisation Email Address *

Must be an email address.

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	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

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Organisation Postal Address *

Address

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

How many members does your organisation currently have? *

Must be a number.

Auspicing Organisation Details

* indicates a required field

Auspicing Agreement

A copy of the [Auspicing Agreement](#) is available on Council's website.

Please upload a copy of your Auspicing Agreement *

Attach a file:

Auspicing Organisation 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	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Contact Person *

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Title	First Name	Last Name

Auspicing Organisation Phone Number *

Must be an Australian phone number.

Auspicing Organisation Email Address *

Must be an email address.

Agreement

* indicates a required field

By submitting this application I confirm that:

- a) The details in this application and any attachments are lawfully true and correct;
- b) I have been legally authorised to make this application by the governing body of the organisation for which this application is being made;
- c) The organisation named in this application accepts all legal and financial responsibility associated with this application and any funds granted should this application be successful;
- d) This application is consistent with the aims and objectives of the incorporated body as set out in its Constitution;
- e) There will be appropriate and adequate insurance covering this event.

The person named hereafter *

Title	First Name	Last Name

Agrees to the above terms and conditions *

☐ Yes