Application Form Local Events Program Up To $2000 2023/2024
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 Local 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 Local Events Program Guidelines and the over-arching Community Grants - Council Policy by clicking <u>here</u> 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 Local 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 organisation a commercial organisation or is this application for a commercial activity? *
○ Yes
○ No

Is your organisation a political or religious group? *
○ 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 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 nursing home) *

○ Yes
○ No

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

○ Yes
○ No

Auspicing Agreement - Please follow the link below to the auspicing agreement

https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding/Helpful-Resources

Upload Auspicing Agreement here
Attach a file:

Auspicing Organisation Details

Name of Incorporated Organisation who is auspicing this application

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 for the Auspicing Body

Title   First Name   Last Name

Contact - Auspicing Body Phone Number

Must be an Australian phone number.

Contact - Auspicing Body Email

Must be an email address.

Applicant Contact Details

* indicates a required field

Applicant *
Organisation Name

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.

Organisation Postal Address *
Address

How many members does your organisation currently have? *

Must be a number.

Local 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 organisation? *
○ Yes
○ No
If no please answer the next question

Is the main purpose of your event to raise funds to be gifted to a Charity?
○ Yes
○ No
If yes please answer the next question

If you are gifting funds to a Charity please name the Charity/Charities

Event Category - Please choose ONE option from the following questions

Which event category is this application for?

1. Local Event

An event attracting up to 500 people and of interest to ta local community or a small segment of the region. Typically this event lasts only one day. Up to $500.00 is available in this category.

○ Local Event

2. Regional Event

An event attracting an attendance up to 2000 with the potential to attract attendees from across the Western Downs region and neighbouring regions and provide reasonable economic and social benefits to the region. Up to $2,000.00 cash and/or In Kind Assistance available in this category.

○ Regional Event

Event Summary

* indicates a required field

Event Name *

Address *
Address

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

Is this event being held on Council owned or controlled facilities, land and/or roads? *
○ Yes
○ No
If Yes - Contact your local Customer Service Centre. You may require further permissions or approvals.

Have you booked a Council venue? *
○ Yes
○ No
○ N/A
If No - Contact your local Customer Service Centre for an application form if not already done

Which Council venue will you be using?

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 of your event? *

Must be a date.
PLEASE NOTE: Events commencing prior to funding approval are ineligible. Please allow 6 weeks for approval.

What is the proposed finish date of your event? *

Must be a date.

Target audience (no more than 50 words) *

Word count:
Must be no more than 50 words.

Expected Attendance *

Must be a number.

What is the amount of funds requested from Council? *

$

Must be a dollar amount.

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

Word count:
Must be no more than 50 words.

Please attach the organisation's two most recent bank statements. *
Attach a file:

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
☐ Other
At least 1 choice must be selected.
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

Please provide a brief outline of your event and how it will unite and connect people *

Word count:
Must be between 50 and 200 words.

Please outline the participation of volunteers as part of the event (Hint: planning, organisation, delivery) *

Word count:
Must be no more than 50 words.

How does this event contribute to the local and/or regional economy? *

Word count:
Must be no more than 100 words.

Are there any other organisations/groups involved with this event? If so, please outline. *

Word count:
Must be no more than 100 words.

In Kind Assistance Requested from Council

* indicates a required field

What In Kind Assistance is required? (if any)

Non-Profit Community Organisation Promotion 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.

Does your organisation require In Kind Assistance? *
○ Yes
○ No
Banner Display, Event Bins, Road Closures, Materials & Services

Does this request relate to the closing of a road and/or use of Council Road Signage? *
○ Yes
○ No

Road Closure & Road Closure Signage

Road closures and/or the use of Council road closure signage require a TGS (Traffic Guidance Plan). 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.

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.

Does your request require the display of street banners? *
○ Yes
○ No

Does your request require the use of Council Event Bins? *
○ Yes
○ No
Community Groups are responsible for the collection, servicing (you must organise with the contractor for the Event bins you are using to be serviced), cleaning and returning of Event bins. Council is only able to arrange for your organisation to collect and return bins from specified depots within scheduled working hours.

Materials or services requested from Council

Please provide details of the materials or services you are requesting from Council for your event. Please note that Council cannot cover the cost of venue hire under this Program.

Description of Requested Works	Date Requested Works	Time/s Required	Location of Requested Works
	Must be a date.	E.g. 9.am for 2 hours	

Banner Display

Community Groups are responsible for providing, storing, upkeep and repair of banners. Council is only able to arrange for the installation and removal of banners. Specifications for manufacture of street banners to fit Council banner poles can provided.

For further information please contact our Grants team.

Please advise below the quantity of banners, location and requested display dates for your street banners.

Request Town & Location of Display *

Requested Amount of Banners to Display *

Must be a number.

Proposed Commencement Date *

Must be a date.

Council Event Bins

Community Groups are responsible for the collection, servicing (you must organise with the contractor for the Event bins you are using to be serviced), cleaning and returning of Event bins.

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

*
- ○ Chinchilla - 20 Bins
- ○ Dalby - 22 Bins
- ○ Miles - 17 Bins
- ○ Tara - 10 Bins
- ○ Wandoan - 8 Bins

Number of Bins Required *

Must be a number.

Traffic Guidance Plan *
Attach a file:

Approval Documentation *
Attach a file:

Full Event Budget

* indicates a required field

If profits arising from your event are intended to be gifted to a Charity rather than for the organisation itself, then an amount at least equal to the value of the Council grant is required to be retained and directed towards the running of the next event. Failure to meet this requirement will render an applicant ineligible for future funding.

e.g. Council grants $2,000.00 to XYZ event. The event raises $10,000.00. Up to $8000.00 can be gifted to ABC charity retaining Council's $2,000.00 for next years event.

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.

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

For an example of a completed budget, please see website https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding/Helpful-Resources

Income - Please itemise all income items Total Income

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

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 https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding/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	$	$

	$	$
	$	$
	$	$
	$	$
	$	$
		Must be a dollar amount.

Total Expenditure Amount

$

This number/amount is calculated.

Estimated Profit

$

This number/amount is calculated.

Financial Summary

Amount requested from Council *

$

This number/amount is calculated.

Applicant Financial Contribution *

$

Must be a dollar amount.
What have you entered as your contribution in your budget?

Total Event Cost *

$

Must be a dollar amount.
What is the total budgeted cost (dollars) of your event?

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:

Organisation's In Kind Contribution

For this event will your organisation/members do any of the following:? *

☐ Supply labour for some or all of the work
☐ Supply machinery
☐ Supply materials for some or all of the work
☐ Provide administration materials such as printing, stationery or postage
☐ Other
☐ None

At least 1 choice must be selected.

Please detail what your organisation/members will do

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.

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.

I agree to the above terms and conditions *

○ Yes