

Application Form Destination Events Program 2425

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) *

Application Form Destination Events Program 2425

Form Preview

- 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

Applicant Entity Name *

Organisation Name

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

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)

Application Form Destination Events Program 2425

Form Preview

DGR Endorsed
ATO Charity Type More information
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

Application Form Destination Events Program 2425

Form Preview

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

Application Form Destination Events Program 2425

Form Preview

- 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? *

Application Form Destination Events Program 2425

Form Preview

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

Application Form Destination Events Program 2425

Form Preview

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

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 / Competitions / Raffles
- Bar income
- Catering income
- Gate entry / Ticket sales
- Merchandise income
- Nomination / Registration fees
- 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 \$

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

Income Total

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 income for the event, including but not limited to:

- Bar expenses

Application Form Destination Events Program 2425

Form Preview

- 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.

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

Council will not support funds towards the cost of the purchase of alcohol related products.

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

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	Must be a number.

Expenditure Total

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

Application Form Destination Events Program 2425

Form Preview

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.

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:

- 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 entity for which this application is being made;

Application Form Destination Events Program 2425

Form Preview

- c) 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;
- d) There will be appropriate and adequate insurance covering this event.

I agree to the above terms and conditions *

Yes