

## EVENT SUPPORT GRANT APPLICATION

### EVENT SUPPORT ASSISTANCE GUIDELINES

#### ELIGIBLE EVENTS:

The Council will consider requests for assistance by community, sporting and non-profit organisations holding festivals, events or promotions in the Glamorgan Spring Bay.

Festivals and events are defined as activities held within the Glamorgan Spring Bay area that seek funding support and contribute to the region's cultural, social, or economic vibrancy.

#### ELIGIBLE ORGANISATIONS:

Any community group, organisation or club that is legally incorporated or operating under the auspices of an incorporated body. The organisation must hold and produce evidence of public liability cover for the event.

#### ELIGIBLE ASSISTANCE:

In-kind support includes provision of such items as wheelie-bins, barricades, delivery and collection of bins, erection of barricades and advertising of street closures (if a council road and it has been approved by Council). The cost to the Council of any in-kind assistance approved will be calculated and costed against the application.

The maximum funding allocation for any event is \$2,000. However, Council reserves the right to vary this amount at its discretion during the decision-making process.

#### PRIORITIES:

The funding available is limited. Priority will be given to events that:

- Have a significant benefit for a wide range of Glamorgan Spring Bay residents and businesses.
- Are unique within the Glamorgan Spring Bay
- If profit making, put the funds back into the community, preferably through community projects that will benefit a wide cross-section of the community.

# Event Support Grant Application

Please make sure you answer all Sections of this form.

APPLICANTS DETAILS			
Contact Person Name:			
Position in organisation:			
Postal Address:			
Phone:		Mobile:	
Email:			

ORGANISATION DETAILS	
Name of group or organisation running the event:	
Address:	
Website:	
ABN:	
Incorporation number:	
Legal Status (Please tick which one applies to your group):	
<input type="checkbox"/> Not-for-profit or incorporated association.	
<input type="checkbox"/> Registered business hosting a fundraising event where proceeds are donated to charity.	
<input type="checkbox"/> Registered business hosting a profited event.	

EVENT DETAILS			
Event name:			
Event description:			
Event date(s):		Time(s):	
Set up date(s):		Close down date(s):	
Event held previously:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total no. of people expected to attend at any one time:	
Entry costs:	Free entry: <input type="checkbox"/>	Voluntary donation: <input type="checkbox"/>	Admission fees: \$

EVENT VENUE	
Venue Name:	
Venue Address:	
Has permission been obtained from the venue:	Yes <input type="checkbox"/> No <input type="checkbox"/> Owner / Manager / Committee of Management
Permission to use venue:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event be held on Council or private land?	<input type="checkbox"/> Council Land <input type="checkbox"/> Private Land
<b>Event description:</b> <i>(Please provide dot points including what you are going to do, the need for the event and why it is of value, any event partners, any further details about location etc.)</i>	
INSURANCE	
Do you hold insurance for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please outline the insurance type and value involved: <i>(Attach Certificate of Currency with your application)</i>	
TEMPORARY ROAD CLOSURES <i>(if applicable)</i>	
Will the event require road closure? <i>(Attach Traffic Management Plan)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which road(s) will be closed for the event?	
Time of road closures:	

## BENEFITS OF THE EVENT TO GLAMORGAN SPRING BAY

Please tick or highlight any of the following areas that are relevant to your event:

<input type="checkbox"/> Community Participation	<input type="checkbox"/> Environment	<input type="checkbox"/> Sport & Recreation
<input type="checkbox"/> Community Education	<input type="checkbox"/> Tourism & Events	<input type="checkbox"/> Heritage & History
<input type="checkbox"/> Health & Safety	<input type="checkbox"/> Multi-Cultural	<input type="checkbox"/> Arts & Culture

What will Glamorgan Spring Bay residents gain from this event?

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What will Glamorgan Spring Bay businesses gain from this event?

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Briefly explain how you plan to acknowledge Council's contribution / assistance to the event.

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## REQUEST FOR FUNDING

Please confirm the dollar amount you are applying for from Council (per year).

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Please outline the amount of funds, if any, you are requesting from Council, and the purpose to which the funds will be applied: *Please provide quotations with your application*

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Are you prepared to accept partial funding?  
(Council's grants are highly competitive and Council may offer less than the amount you request.)

☐ Yes

☐ No

If your application is approved, funding will be paid directly into the nominated bank account. Please provide the following bank account details for this entity:	Name on Account:	
	BSB:	
	Account Number:	
<b>IN-KIND SUPPORT</b> <i>In-kind support (Council contribution) is where Council waives or reduces our fees including permit fees, Council venue or site hire, and bin hire.</i>		
Are you requesting in-kind support from Council?		<input type="checkbox"/> Yes <input type="checkbox"/> No
What in-kind support would you like?		
<input type="checkbox"/> Wheelie bin hire	<input type="checkbox"/> Venue/Site hire waiver	
<input type="checkbox"/> Permit fees waiver	<input type="checkbox"/> Power	
Other: _____		

CERTIFICATION / DECLARATION	
<p>This declaration must be signed by a person authorised to sign on behalf of the organisation.</p> <ul style="list-style-type: none"> <li>• I certify to the best of my knowledge that the information given on this form is complete and correct.</li> <li>• I understand that approval of the grant is subject to mutual agreement between Glamorgan Spring Bay Council and the applicant.</li> <li>• I understand that if Glamorgan Spring Bay Council approves a grant, I will be required to accept the conditions of the grant in accordance with Glamorgan Spring Bay Council requirements.</li> <li>• I understand that Glamorgan Spring Bay Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their sponsor to provide the appropriate insurance cover and abide by all relevant health and safety standards.</li> <li>• I agree that if funded, funds will be used only for the event described on this application.</li> <li>• I consent to the release of event information in this application for promotional and evaluation purposes relevant to Glamorgan Spring Bay Council.</li> <li>• I will seek permission from the group before submitting photographs for use by Glamorgan Spring Bay Council.</li> </ul> <p>The above organisation has authorised me to submit this application on their behalf. The information contained herein is, to the best of my knowledge, true and correct.</p>	
Name:	
Signature:	
Position in organisation:	
<b>Please return this application to:</b> <a href="mailto:community@freycinet.tas.gov.au">community@freycinet.tas.gov.au</a>	

*Please Note: All successful applicants are required to submit evidence of expenditure in a final report. Included in reporting will be formal receipts, photographs and providing the opportunity for Community Services staff to attend the funded event.*

FINAL CHECK LIST	
Action	Completed
Completed all sections of the application form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed the application form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached copies of any required documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached copies of supporting quotes	<input type="checkbox"/> Yes <input type="checkbox"/> No

