Major Event Funding Application Form
Form Preview

Eligibility

* indicates a required field

Before completing this application form, you should have read the <u>Major Event Funding Guidelines.</u>

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If your organisation has received a Major Event Funding grant in 2022 the acquittal must be completed by24 March 2023 in order for your organisation to be eligible for any further funding. If your funded event had to be cancelled or postponed due to COVID-19 restrictions Council is happy to discuss a variation or extension.

If you have any questions in regards to these eligibility criteria, please contact the Events Coordinator on 5760 2600.

** PLEASE NOTE THAT THE MAXIMUM AMOUNT FOR MAJOR EVENT FUNDING HAS BEEN RAISED TO $2,000

I confirm that the applicant ...

- has read and understands the program guidelines
- is an incorporated community based and not-for-profit group or organisation
- an unincorporated group sponsored by an incorporated organisation
- is located in (and/or supplies services to) **Benalla Rural City**
- does not owe any reports or money to **Benalla Rural City Council** as a result of previous funding or grants
- has the appropriate type and level of insurance for the activities that are the subject of this grant
- is not an individual, individual business, government agency, political or religious group
- Has acquitted previous grant funding provided by Benalla Rural City Council

Please select below: *
○ Yes   ○ No
You must confirm that all statements above are true and correct.

Contact Details

* indicates a required field

Privacy Notice

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We pledge to respect and uphold your rights to privacy protection under the <u>Australian Privacy Principles</u> (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012.* To view our privacy statement, go to **Benalla Rural City Council Privacy Statement**

Applicant

Organisation name *
Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Organisation Postal Address *
Address

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

Organisation Email

Must be an email address.

Primary contact person *

Title   First Name   Last Name

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Phone number *

Must be an Australian phone number.

Contact person's email address *

This is the address we will use to correspond with you about this grant.

What is your incorporation number? *

Incorporated Association or Australian Corporation Number.

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.

Event Details

* indicates a required field

Event Title:
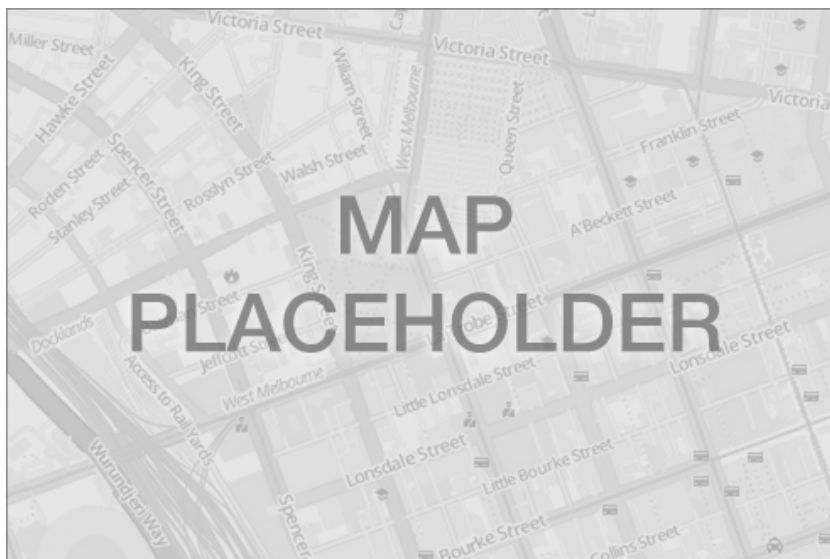
Provide a name for your project/program/initiative. Your title should be short but descriptive

Event Location
Address

Please provide the address where the project is to be carried out or position a pin on the map below.

Anticipated start date

If unknown, provide your best guess or leave blank

Anticipated end date

If unknown, provide your best guess or leave blank

Provide a brief description of the event. Also outline the event program and any unique features. *

Word count:
Must be no more than 200 words.
Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu1 if you need some ideas about how to frame your response.

Describe the social and economic benefits that your event will bring to Benalla Rural City. *

Word count:
Must be no more than 150 words.

Describe the opportunities for community participation in the event.

Event Details (continued)

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Estimated number of participants

International	Interstate	Intrastate	Local	Total
				This number/ amount is calculated.

Estimated number of spectators

International	Interstate	Intrastate	Local	Total
				This number/ amount is calculated.

**Total participants and spectators *

This number/amount is calculated.

**Estimated number of participants and visitors staying overnight for the event: *

Must be a number.

**If the event has been held before, list the number of spectators who attended the event. *

Must be a number.

**If the event has been held before, list the number of participants involved. *

Must be a number.

List the schedule of marketing and advertising activities to be carried out.

Date	Marketing or advertising activity
Must be a date.	

Approvals

Have you completed or are in the process of completing a Benalla Rural City Event Management Application that details information associated with public liability insurance, risk management plan and permits? *

○ Yes   ○ No

Does your event have a Covidsafe plan? *

○ Yes

○ No

Budget

Total Amount Requested

$

Must be a dollar amount and no more than 2000.
What is the total financial support you are requesting for this application? (max. $2000)

Total Event cost

$

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

Intended use of funding

Budget (GST exclusive

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'Major Events Funding', 'sporting club nationals', 'company X sponsorship'. Examples of expenses could include 'venue hire', 'marketing and promotion', 'equipment hire'.

'Volunteer labour' is labour provided at no fee for the applicant group. 'Unskilled labour' $25 per hour. 'In-kind donation' - services or goods donated at no cost to the applicant group.

Please refer to our Preparing Your Budget document for an example of how to calculate your budget.

Income Description	Income Amount ($)
Grant funds	$
Cash contribution	$
	$
	$

Expenditure Description	Expenditure Amount ($)
materials	$
	$

	$
	$

Budget Totals

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *   ○ Yes   ○ No

Name of authorised person *

Title   First Name   Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

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You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process: *

○ Very easy ○ Easy ○ Neutral ○ Difficult ○ Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.