

## 2018/19 EVENT DEVELOPMENT FUND

Stream 1 | \$3,000 or less | July 2018 to June 2019

**Intent:** To assist build and grow local events and aid in creating a robust and sustainable events industry.

Please refer to the Event Development Fund's **Eligibility Criteria and Guidelines** prior to submitting an application.

Please submit this application no less than 4 weeks prior to the event commencing to: [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au)

Event information	
Name of Event	
Owner of event	
<p>To be eligible for funding the event owner must:</p> <ul style="list-style-type: none"> <li>i. Registered not-for-profit or auspiced under a not-for-profit organisation. <i>Please attach copy of Certificate of Incorporation or letter from auspicating organisation.</i></li> <li>ii. Have a minimum of \$20M Public Liability <i>Please attach copy of Certificate of Currency.</i></li> </ul>	
Venue	
Date of event	
Bump in date/s	
Bump out date/s	
Estimated attendance	
LGA residents	
Day trippers (outside LGA)	
Overnight visitors	
Why are you organising this event?	
<p>Please outline how this event will benefit the community. <i>Consider its appeal to a broad number of people, the value of this event to build health and well-being amongst residents; and timing of the event to drive visitation during soft visitation periods.</i></p>	

<p>What plans are in place to hold this event in subsequent years?</p> <p><i>One off events are ineligible to apply for assistance under the Event Development Fund</i></p>	
<p>It is expected that all events held in the Local Government Area are arranged and delivered in a safe and sustainable manner.</p> <p>Council may request a copy of plans as part of its assessment of your application.</p>	<p>Please indicate which plans are in place to support your event:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Running sheet including roles and responsibilities</li> <li><input type="checkbox"/> Risk Management Plan Incorporating Emergency Evacuation Procedure</li> <li><input type="checkbox"/> Accessibility Plan</li> <li><input type="checkbox"/> Waste Management Plan</li> <li><input type="checkbox"/> Traffic Control Plan (where applicable)</li> </ul> <p>If food is being prepared and provided at your event you will be required to understand your requirements in regard to</p> <ul style="list-style-type: none"> <li>• Temporary Event Food Guidelines</li> </ul> <p>Is food being prepared and provided at your event?    Yes / No</p>

## Application for financial support

Please note that in accordance with the **Eligibility Criteria and Guidelines**, all events receiving funding are required to return benefits to Dubbo Regional Council commensurate with level of funding granted. See below.

Details (what will the funds be used for)	Amount (if known)
	\$
	\$
	\$
	\$
	\$
<b>Total (must not exceed \$3,000)</b>	<b>\$</b>

Applicant's contact details	
Name	
Telephone	
Email address	

Event Owner's details	
Event Owner	
ABN	
Telephone	
Email address	
Postal address	
Is your organisation registered for GST?	Yes   No

To be completed by applicant as part of initial application to streamline this process. Completing this section does not guarantee the success of your application.	
Banking Institution	
BSB	
Account name	
Account number	

Have you received any other forms of funding for this event from Council?	Yes   No (if yes, you are ineligible to apply for funding under the Event Development Fund)
Have you attached your Certificate of Incorporation?	Yes   No (if no, why not)
Have you attached your Certificate of Currency for \$20M Public Liability?	Yes   No (if no, why not)

Please submit this application no less than 4 weeks prior to the event commencing to: [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au)

## Outgoing Sponsorship Benefits Matrix

Return benefits to Dubbo Regional Council

Value of sponsorship	Up to \$5,000	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	More than \$20,001
DRC brand recognition on appropriate printed material	●	●	●	●	●
Distribute Regional marketing material such as Visitor Guides	●	●	●	●	●
Provide feedback to Council via survey seeking outcomes	●	●	●	●	●
Images of the event to support destination marketing activity (on request from Council)	●	●	●	●	●
Acquittal Form A	●	●	●	●	●
Acquittal Form B		●	●	●	●
Provide feedback to Council via survey seeking outcomes		●	●	●	●
Acknowledge DRC support via digital platforms (website / social media)		●	●	●	●
Acquittal Report provided no later than 60 days from the completion of the event		●	●	●	●
PA announcement or signage at the activity / event			●	●	●
Acknowledge support via pro-active promotion or advertising (radio / tv / print)			●	●	●
Complimentary tickets / invites to launch, VIP function or an event				●	●
Naming right of an event / activity or space					●