

## 2019/2020 EVENT DEVELOPMENT FUND

### Stream 1 | \$3,000 or less | July 2019 to June 2020

**Intent:** To assist and 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			
Date of event			
Event venue			
Bump in date/s			
Bump out date/s			
MANDATORY CRITERIA			
To be eligible for funding the event owner must:			
<ol style="list-style-type: none"> <li>1. Be registered as a not-for-profit or auspiced under a not-for-profit organisation.</li> <li>2. Have a minimum of \$20M Public Liability Insurance.</li> <li>3. Have not received funding from Council for the same event in the same year.</li> </ol>			
Have you attached a copy of your Certificate of Incorporating or letter from auspicating agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note if you tick no this will preclude you from receiving funding.		
Have you attached a copy of your Certificate of Currency covering your event date?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note if you tick no this will preclude you from receiving funding.		
Have you received funding through Dubbo Regional Council for the same event for the same year?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note if you tick yes this will preclude you from receiving funding.		
EVENT DETAILS			
Why are you organising this event?			
What plans are in place to grow and develop this event in subsequent years? <i>(One off events are ineligible to apply for assistance under the Event Development Fund.)</i>			
EVENT ATTENDANCE			
Participants and staff		Number of days	
LGA residents		Number of days	
Day trippers (outside LGA)		Number of days	
Overnight visitors		Number of nights	
CULTURAL SIGNIFICANCE			
Please outline how this event will benefit the community. <i>(The value of this event to build health and well-being amongst residents.)</i>			

TIMING OF THE EVENT	
Will this event be held outside or inside school holiday periods?	<input type="checkbox"/> Outside <input type="checkbox"/> Inside
EVENT CYCLE	
Will this event be an annual or bi-annual event?	<input type="checkbox"/> Annual <input type="checkbox"/> Bi-annual
CAPABILITY AND INDUSTRY KNOWLEDGE	
Please outline the structure of the organising committee.	
It is expected that all events held in the Local Government Area are arranged and delivered in a safe and sustainable manner. Council may request a copy of plans as part of its assessment of your application.	
Please indicate which plans are in place to support your event.	<input type="checkbox"/> Run sheet including roles and responsibilities <input type="checkbox"/> Risk Management Plan <input type="checkbox"/> Emergency Evacuation Plan <input type="checkbox"/> Waste Management Plan <input type="checkbox"/> Accessibility Plan <input type="checkbox"/> Marketing Plan
If food is being prepared and provided at your event you will be required to understand your requirements in regards to Temporary Food Handling Guidelines.	
Is food being prepared and provided at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 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 the level of funding granted.

DETAILS (What the funds will be used for)	AMOUNT (if known)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (Must not exceed \$3,000.00)</b>	<b>\$</b>

### APPLICANT DETAILS

APPLICANT CONTACT DETAILS	
Name	
Contact phone	
Email address	

EVENT OWNER CONTACT DETAILS	
Name	
ABN	
Contact phone	
Email address	
Postal address	
Is your organisation registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### FINANCIAL INFORMATION

This section is 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. If successful, funds will be deposited into the account details provided.

BANK DETAILS	
Account name	
Account number	
BSB	
Banking institution	

### OUTGOING SPONSORSHIP BENEFITS MATRIX

Return benefits to Dubbo Regional Council

VALUE OF SPONSORSHIP	Up to \$5,000	\$5,001 to \$10,000	\$10,000 to \$15,000	\$15,001 to \$20,000	More than \$20,001
DRC brand recognition on appropriate printed and digital material	•	•	•	•	•
Distribute Regional marketing material such as Visitor Guides	•	•	•	•	•
Images of the event support destination marketing activity	•	•	•	•	•
Acquittal Form A or Form B provided no later than 60 days from completion of the event	•	•	•	•	•
PA announcement or signage at the activity/event			•	•	•
Acknowledge support via proactive promotion or advertising (radio/tv/print)			•	•	•
Complimentary tickets/invites to launch, VIP function or an event				•	•
Naming right of an event/activity/space					•

Failure to provide an acquittal report will preclude the applicant from future funding opportunities.

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