

# Festival and Event Contribution Program application form



Before completing and submitting your application, please ensure that you have:

- Read and understood the Wodonga Council Festival and Event Contribution Program guidelines;
- Ensure that you meet the eligibility requirements of the guidelines (if you do not, your application will not be considered); and
- Discussed your application with the relevant co-ordinator.

<b>Funding category (please tick)</b>	
<input type="checkbox"/> Major event <input type="checkbox"/> Minor event <input type="checkbox"/> New and one off event <input type="checkbox"/> Fundraising event	
<b>Applicant organisation:</b>	
<b>Amount of funding sought:</b>	
<b>Organisational status:</b>	
<input type="checkbox"/> Incorporated committee <input type="checkbox"/> Non-profit organisation <input type="checkbox"/> Community group <input type="checkbox"/> Corporate business <input type="checkbox"/> Other - please specify:	
<b>Australian Business Number (ABN):</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>Contact person:</b>	
<b>Position:</b>	

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<b>Event details:</b>	
<b>Name:</b>	
<b>Date(s):</b>	
<b>Venue(s):</b>	
<b>Brief description of event (maximum 100 words):</b>	

<b>Expected number of attendees: Where will the attendees come from?</b>	<b>Percentage equaling 100 per cent</b>
Albury-Wodonga residents	
Within 40km of Albury-Wodonga	
40km to 100km of Albury-Wodonga	
More than 100km of Albury-Wodonga	

**Details of other sponsorship confirmed:**

**Description of what the council's funds will be used for:**

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## Key objectives to be achieved:

### Main objective

Organisations seeking funds through this program must clearly demonstrate they can provide opportunities for a maximum number of Wodonga residents to engage and tap into events and festivals within the municipal boundary of Wodonga where they live, work and play.

In addition to the main objective, please select three key objectives as listed below (and in the guidelines) and outline how they will be achieved and measured.

1. Provide opportunities for engagement in cultural, leisure, arts or physical activity;
2. Offer innovative elements within their event;
3. Cater for diverse audience sectors of the community and/or celebrate the diversity within the city;
4. Nurture a sense of community identity and civic pride;
5. Promote cultural, economic and social vitality for the community ;
6. Contribute positively to the profile of the city;
7. Showcase and develop the skills and activities of individuals and community groups; and
8. Attract visitors from outside of the region to the city and contribute to the economic growth of the city.

Key objective	How will you achieve this objective? <i>List proposed outcomes in no more than 100 words per objective.</i>	How will you measure the outcome? (please use quantifiable data)
<p><b>Main objective:</b> Provide opportunities to engage the maximum number of Wodonga residents through events and festivals within Wodonga's boundaries.</p> <p>Weighting = 10 points</p>		

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<b>Key objective two</b> Weighting = 5 points		
<b>Key objective three</b> Weighting = 5 points		
<b>Key objective four</b> Weighting = 5 points		
Please attach additional information if more room is required.		

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## Budget specific to event or festival (use template below)

Please note that if you have already devised your own event budget, please feel free to include this instead of completing the template, as long as it clearly outlines all income and expenditure related to the event.

Expected income	Amount
<b>Earned income</b>	
Site fees	
Entrance fees/ticket prices	
Food and beverage	
<b>Government grants</b>	
Federal	
State	
Wodonga Council - amount sought	
<b>Sponsorship</b>	
Cash	
In-kind	
<b>Applicant's contribution</b>	
Cash	
In-kind (such as volunteering)	
<b>TOTAL</b>	

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Expected expenses	Amount
<b>Programming/entertainment</b>	
Entertainment/artistic/performance fees	
<b>Catering</b>	
Food and beverage	
<b>Salaries/fees</b>	
<b>Audio/visual/production</b>	
Audio equipment hire	
Lighting	
<b>Equipment/infrastructure</b>	
Venue hire	
Plant hire and equipment	
Risk management	
Traffic management	
<b>In-kind contribution</b>	
<b>Project administration costs</b>	
Travel/accommodation	
Permits: Food, road closures, alcohol buskers, advertising, raffles	
General administration	
Insurance	

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<b>Marketing/advertising/promotion</b>	
Design and print	
Advertising	
Signage	
Event evaluation/research	
<b>Other</b>	
<b>Contingency (usually about five per cent of total expenditure)</b>	
<b>TOTAL</b>	

**Please outline details of sponsorship/acknowledgement opportunities for the council:**

**Do you receive any other support from the council (If yes, what support do you receive, for example materials, accommodation, funding and utilities)?**

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<b>Please attach: (please tick to indicate documents attached)</b>
<input type="checkbox"/> Organisation's last financial statement (balance sheet and profit and loss statement) <input type="checkbox"/> Risk management plan (talk to project co-ordinator if you need assistance) <input type="checkbox"/> Traffic management plan (if event includes road closures) <input type="checkbox"/> Public liability insurance <input type="checkbox"/> Other support material
<b>How did you hear about this grant program? (please tick, you can choose more than one if applicable)</b>
<input type="checkbox"/> <i>CityLife</i> <input type="checkbox"/> <i>The Border Mail</i> <input type="checkbox"/> <i>Albury Wodonga News Weekly</i> <input type="checkbox"/> Wodonga Council's website <input type="checkbox"/> Word of mouth <input type="checkbox"/> Social media (Facebook, Twitter) <input type="checkbox"/> Other - please specify:

## Certification

I certify that to the best of my knowledge, the statements in this application are true and correct. I am authorised by the organisation to certify this application.

<b>Signed:</b>	
<b>Printed name:</b>	
<b>Position:</b>	
<b>Organisation:</b>	
<b>Date:</b>	

Please return this form, fully completed, to:  
Grants and sponsorship co-ordinator  
Wodonga Council  
PO Box 923,  
Wodonga, VIC 3689

Fax: (02) 6022 9322

Please keep a copy of your application for your own records.