

Major Events & Sponsorship Program Application (over \$10,000)

2015/2016

Closes Tuesday 6 October 2015 & Tuesday 1 March 2016

IMPORTANT NOTICE

Western Downs Regional Council is collecting personal information you supply on this form in accordance with the *Local Government Act 2009*. The personal information collected on this form will be used to process and assess grant or donation requests. Your personal information will be accessed by persons who have been authorised to do so. Some of this information may be published in statistical reports, minutes and on Council's website for the purpose of reporting to Council. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.



Event Name/ Amount Required

Event Name:	
Date/s of Event:	
Amount Cash Requested:	
Maximum amount per application is \$40,000 Cash and/or In Kind Assistance.	
Has Council funded this event in previous years?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Applicant Details

You are advised to read the Major Events & Sponsorship Program guidelines and the over-arching Community Grants Policy prior to completing this application form

Organisation Name:			
Updated Contact Details:			
President:			
Secretary:			
Treasurer:			
Contact person for this application:	Name:	Contact phone:	H:
	Email:		M:
Organisation's Physical Address:			
Suburb:		Postcode:	
Org. Postal Address:			
Suburb:		Postcode:	
Organisation Landline (if applicable):			
Org. Email Address:			

Incorporated: *Certificate of Incorporation to be submitted with application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ABN:	_____
If your organisation is not incorporated you will require a sponsor who will need to complete the box named Sponsor Details below				
GST registered:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Would you like the above email address/s to be included on Council's Community email distribution list:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Does your organisation own or operate a commercial licensed premises and/or gaming machines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Does your organisation currently receive funding from Commonwealth, State or Local Government?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		



Organisation's Membership Details

What is the organisation's current membership number?	
What is the average number of non-members who will participate in or benefit from the project/event?	



Sponsor Details

Sponsor Organisation Details				
Sponsoring Organisation details <u>must</u> be provided if the Applicant Organisation is <u>NOT</u> incorporated				
Organisation Name:				
Contact Name:				
Address:				
Suburb:		Postcode:		
Contact Number:				
Incorporated *Current Certificate of Incorporation to be submitted with application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ABN:	_____
GST registered:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		



Event Details

<p>Please provide a brief summary of your event proposal below. All Major Event and Sponsorship Applications must be submitted with a fully detailed Event Proposal.</p>
<p>Details of the event Please include target audience, expected attendance, venue/s, associated activities, plus any other relevant information.</p>



Does your organisation have Public Liability for this event? Yes No
* Please attach a copy of your current Certificate of Insurance to this application.

Are there any other organisations involved in your event? Please list.

Please outline the anticipated:

- Economic and Tourism Benefits,
- Social and Cultural Development
- Long Term Community Benefits
- Environmental impacts of the event on the community

* Please be advised successful applicants will be required to submit an Economic Analysis Report with their Acquittal Report

Do you have evidence of community support for the project/event? Yes No
*Please attach a minimum of five (5) letters of support.

How do you intend to utilise Council funds towards the project/event?

What will be your organisations Cash and/or In Kind Contribution to the event?
*Please also include in budget section below.
*Please attach a copy of your organisations latest audited financial statements or a copy of the latest certified financial statements.

How do you intend to utilise any surplus funds raised from the event?



How will you publicly acknowledge the Western Downs Regional Council grant for your project?
 E.g. Media Releases, Council logo on posters or advertisements, display of Council's Banner.
 Please refer to Community Grants Acknowledgement Guidelines available on Council's website.

Please indicate promotional materials required:

- Council Banners (please contact your local Community Development Officer for further information)
- Council Logos for Print materials
- Council Logos for Web

Has your organisation received assistance from any other Western Downs Regional Council funding programs? Yes No

Outline details of previous funding received from Western Downs Regional Council in the past two years:

Date approved	Funding program	Amount	Date Acquitted

If insufficient space please attach listing on a separate sheet of paper

Will your event impact on Council owned or controlled facilities, land or roads? Yes No

If Yes, do you have approval from Council's Facilities or Engineering division to carry on the project? (please attach evidence)

*Please note that your application may be deemed ineligible if permission has not been sought. Yes No



Council Equipment/Facility Hire

Please ensure all In Kind Assistance associated with the below items is requested in the In Kind Assistance Section.
 Please ensure you have read, understood and signed the terms and conditions of hire on the final page of this application.

Mobile Stage

- Do you require use of the mobile stage? Yes No
- Do you require Council to deliver and collect stage? Yes No

NOTE: The stage is currently unavailable due to Safety Issues

* A refundable Bond of \$600 is payable in advance to any Council Customer Service Centre

Date Required: / /

Date of Return: / /

Event Bins Yes No

Bins are to be collected & returned clean to the appropriate Council Depot and are the responsibility of the hirer. Suitable pick up and return times must be arranged with Council.

Number Required:
 * up to 20 available from each major centre

Date Required: / /

Date of Return: / /

Return address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405



Facility Hire		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Facility			
Dates required from:		/ /	Dates required to:
Time:		AM / PM	Time: AM / PM
<p>*Please attach confirmation of facility hire. (E.g. Email from Council Facilities department)</p> <p>*Eligible organisations can apply for a 75% reduction of hire fees. Any request for a reduction in fees must be included in the In Kind Assistance section below.</p> <p>Note: A Facility Hire form is required to be completed and submitted to Council's Facilities Department. Please contact Council's Facilities Department on 1300 Council (1300 268 624) for further information</p>			



In Kind Assistance

Do you require In Kind assistance for your event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please detail all In Kind Assistance you are requesting? Please include dates, locations and time.			





Financial Arrangements (Please include Cash and In Kind. Income and Expenditure must equal.)

FINANCIAL SUMMARY - INCOME		
Item	Proposed Total (Ex GST)	Proposed Total (Inc GST)
Applicant Cash Contribution		
Applicant In Kind Contribution		
Other Funds Contributed (Eg. Sponsorships, grants, donations)		
Council Funds Requested - Cash		
Council In Kind Assistance - To be completed by WDRC		
Totals	\$	\$
FINANCIAL SUMMARY - EXPENDITURE		
Item - Please itemise all expenditure items and your In Kind Contribution	Proposed Total (Ex GST)	Proposed Total (Inc GST)
Council In Kind Assistance - To be completed by WDRC		
Funds Raised/Surplus		
Totals	\$	\$
Please attach additional pages as required.		
Please Note: All receipts applicable to approved funding must be retained and submitted with the Local Events & Sponsorship Acquittal.		

Return address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405





Signature

This application is to be signed by two (2) executive officers of the incorporated organisation accepting legal and financial responsibility for the project.

I certify that:			
<ul style="list-style-type: none"> To the best of my knowledge, information and belief, the details provided in this report (any relevant attachments) are true and correct; and I understand the need to provide Council with additional information on the funded activity if required. 			
Name:		Signature:	
Position:		Date:	/ /
Name:		Signature:	
Position:		Date:	/ /



Sponsor's Signature

This section is to be completed by two (2) executive officers of the incorporated body sponsoring the applicant accepting legal and financial responsibility for the project.

I certify that:			
<ul style="list-style-type: none"> The information provided in this application is true and correct; All conditions set out in the guidelines will be complied with should this request be approved; This application is consistent with the aims and objectives of the incorporated body as set out in its Constitution; and There will be appropriate insurance cover for the project. 			
Name:		Signature:	
Position:		Date:	/ /
Name:		Signature:	
Position:		Date:	/ /



Checklist – Please attach documentation

Before posting your application, please use this checklist to ensure your application is accurately completed. Incomplete applications will be returned for your completion and may be deemed ineligible if not supplied. * Indicates documentation to be attached with application.

1. Completed Application Form	<input type="checkbox"/>
2.*Copy of Certification of Incorporation (Applicant or Sponsor as applicable)	<input type="checkbox"/>
3. *Evidence of non-profit status (if applicable)	<input type="checkbox"/>
4.* Detailed Event Proposal attached	<input type="checkbox"/>
5. *Letters of Support (A minimum of five (5) letters)	<input type="checkbox"/>
6.*Letter of agreement from sponsor (if applicable). In such cases, the sponsor will provide those documents required under points 2 and three, above relating to itself	<input type="checkbox"/>
7. *Permission from Council's Facilities and/or Engineering Division if this project impacts Council owned or controlled facilities, land and/or roads	<input type="checkbox"/>
8. *Copies of your organisations latest audited financial statements or a copy of the latest certified financial statements	<input type="checkbox"/>
8. *Copy of organisations (or Sponsors if applicable) Public Liability Insurance	<input type="checkbox"/>
9. Have you read and signed the Terms and Conditions and Indemnity as applicable to any equipment hire	<input type="checkbox"/>
10. Application is signed by responsible officer/s or office bearer/s	<input type="checkbox"/>
11. Application is signed by Sponsor (if applicable)	<input type="checkbox"/>

PLEASE RETURN YOUR APPLICATION TO:

Chief Executive Officer
 Western Downs Regional Council
 PO Box 551
 DALBY QLD 4405

Return address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405



Additional Information - Equipment Hire

Terms and Conditions

- The hirer shall be responsible for servicing of bins after event - Servicing can be booked through Council's Customer Contact Centre at hirers expense.
- Damaged/uncleaned, and/or non-returned bins and Mobile Stage will be at hirer's expense. Customer will be invoiced for the cost of repairs/cleaning or replacement.
- Appointment times for collection and delivery of bins must be STRICTLY adhered to. If the agreed time requires change, this must be negotiated with Council at least 24 hours prior to appointed time. If you arrive outside of the appointed times, there may be no staff available to assist you.
- Please note that Council staff will not be able to assist with loading/unloading/securing of bins. This is the responsibility of the hirer.
- Bonds applicable must be paid before collection to a Council Customer Service Centre.
- Equipment will be checked for damage and cost of repairs and or cleaning will be deducted from the bond before refunded.
- In the event that the cost of repairs exceeds the amount of the bond or where a replacement is required, an invoice will be issued for the total amount due.
- Any loss or damage must be reported to receiving officer on return.
- Be organisations based within the boundaries of Western Downs Regional Council, however, consideration will be given to those organisations based outside of the Western Downs Regional Council boundaries where the project is being undertaken within the boundaries of the Western Downs Regional Council area; and
- Applicants must be organisations that are community based, non-profit and provide services and activities of benefit to the region and communities.
- Applicants must have no outstanding debt with Western Downs Regional Council.
- Proof of current insurance policy for the towing vehicle is required if a private vehicle is used to tow the mobile stage.

The hirer further consents to the following obligations:

Indemnity:

The user shall indemnify Council against any such sums as the user may or shall become legally liable to pay in respect of a claim or series of claims for compensation made against Council, including the claimants costs, fees and expenses arising from the transport setting up, usage, event or happening.

Donated Use:

It is understood and agreed that where the use of Councils Equipment is donated to public use, Council shall only be considered to be an additional assured in respect of legal liability.

Insurance:

The user shall provide Council with a copy of a current insurance policy which provides for adequate liability cover to indemnify Council against any incident or series of incidents including, but not limited to:-

- Negligence, error or omission, death, personal injury, loss of or damage to Councils Equipment, including fixtures, fittings or furnishings therein and thereon.
- Accidental damage to any above or underground gas, electricity or water services, aerial electricity supply cables or such like, or to any premises or vehicle.

Damage and Care:

The user shall be responsible for any loss or damage to the Councils Equipment, or any damage that may occur from their use.



Applicant Signature

I hereby declare that I have read and understand the above Terms and Conditions and agree to all conditions contained therein.

Name: _____ Signature: _____ Date: / /

