

Application Form

2024-25 Major Events Grants



File No: REC/40

1. Closing date

Applications due by 5pm on Friday 17 May 2024

2. Organisational Details

Applicant contact details

Contact person

Name of organisation

Contact number/s

Contact email

Address

Postal address

If different to above address.

Applicant organisation details

Please tick

Is the applicant organisation a business or incorporated not-for-profit organisation?

Yes

No

If yes, please attach proof

Are you registered for GST?

Yes

No

Do you have "Public Liability Insurance"

Yes

No

If yes, please attach a copy of "Certificate of Currency".

APPLICATION FORM – MAJOR EVENTS GRANTS

3. Event summary

Event

Event name

Event date/s

Location/Venue

Projected attendance

Include participants, event personnel, contractors, volunteers and spectators

Event description

Event management plan

Please attach your event management plan

4. Funding request

Funding request details

Amount being requested
(inc GST)

Funding period

1 year

Have you applied for funding from the Shire previously?

Yes

No

If yes, please attach information.

<p>Is the Shire already providing the applicant organisation with financial assistance in this financial year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach information.</i></p>
<p>Have you applied for, or are you intending to apply for, other funding sources for this project?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide information in Budget template (see section 6. Budget Details)</i></p>
<p>What will the funds be used for? <i>(eg Staffing, event infrastructure, presenters/competitors/administration costs, satellite event)</i></p>	<p><i>Please attach information</i></p>

5. Criteria

Assessment Criteria

Attach information to this application describing how the event will address the following criteria

<p>Economic impact including visitation</p>	<ul style="list-style-type: none"> • What is the estimated economic impact of your event (this includes anticipated number of interstate and international participants, spectators, support teams and others, the length of their stay and their estimated daily expenditure?) • How will you monitor the above for your event? • How will the event contribute to local spend and direct local employment?
<p>Media impact</p>	<ul style="list-style-type: none"> • What is the projected media value of the event? • How are people becoming aware of the Margaret River region as a potential tourism destination as a result of the event? • Does the event feature high status competitors, presenters or special guests? • What is your marketing and media plan? (Please attach)
<p>Community benefit</p>	<ul style="list-style-type: none"> • How will the community benefit from your event? • What opportunities are there for community involvement such as collaboration in the event planning, volunteering, free participation, spectating, upskilling etc? • How will the event facilitate access and inclusion for all community members, including people with a disability, seniors, youth, parents, low income earners, Aboriginal people etc? • Does the event help to foster healthy lifestyles?

	<ul style="list-style-type: none"> What benefits can the Shire offer to community members by funding the event? (eg opportunities for the Shire to offer scholarship opportunities, run competitions with ticket giveaways host networking events etc.)
Environmental impact	<ul style="list-style-type: none"> To what extent has the environment been considered as part of the application? What sustainability initiatives are included at the event to reduce your impact on the environment? What capacity does the event have to enhance, promote, conserve or educate the community about the natural environment?
Event timing	<ul style="list-style-type: none"> Is your event being staged in the low season (June-August), shoulder seasons (September - November or March - May) or high season (December- February)? Is there scope to hold your event in the low or shoulder seasons?
Capacity to deliver	<ul style="list-style-type: none"> What track record does your organisation have in running events? Are you able to demonstrate a strong Event Management Plan? (Please attach with your application) Do you have required insurances?
Shire funding acknowledgement	<ul style="list-style-type: none"> How will the Shire be acknowledged for the grant in any advertising and promotion?

6. Budget Details

Please attach budget information using our **Major Events Grant Budget Template**.

Available on the Major Events Grant section of our website

<http://www.amrshire.wa.gov.au/grants>

Funding contribution from your organisation	%
% of funding being contributed by your organisation (this includes other funding sources but not your in-kind contribution).	

7. Applicant's Financial Details

Applicant Banking Details	
ABN:	
Name of account:	
BSB:	
Account number:	

8. Authorisation

Authorisation Details

Name of authorising applicant

Position of authorising applicant

I authorise this application for a Major Events Grant to be considered for approval. If approved, I acknowledge:

- additional permit applications will be required to ensure compliance with relevant legislation and Shire policies;
- the project must be acquitted within one month of completion;
- I may be contacted by the Events Activation Officer and consent for the Shire to use event images and quotes provided by me for promotional purposes, including but not limited to news reports, articles, media releases, social media posts and the Shire of Augusta Margaret River's website.

Date



Please ensure that you have completed/attached the following before submitting the application. *Please tick off each item when it has been completed or attached.*

Completed all **questions** in the Application Form.

Attached answers to the **Assessment Criteria**

Attached completed **Major Events Grants Budget Template** (including anticipated Shire fees and charges)

Attached your **Marketing & Media Plan**

Attached your **Event Plan**

Attached **Public Liability Insurance** (Certificate of Currency)

Any other required attachments requested in the Application Form questions.

9. Application Assistance

Applicants are encouraged to contact the Shire to discuss their application before submitting.

For assistance contact: Tanya Perdue, Events Activation
Officer Phone: (08) 9780 5231
Email: tperdue@amrshire.wa.gov.au

For assistance with permit information contact:
Catherine Gardiner, Event and Permits Officer
Phone: (08) 9780 5266
Email: cgardiner@amrshire.wa.gov.au

6. Application Submission Options

Completed applications must be submitted to the Shire by

Email	amrshire@amrshire.wa.gov.au
Post	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285