



# Tourism Events Grant Application Form

This form is to be completed when requesting a Tourism Events Grant. **Please refer to Balonne Shire Council's Tourism Events Grant Policy for eligibility, funding criteria and additional details.**

**Privacy Notice:** Balonne Shire Council is collecting the personal information you supply on this form for the purpose of receiving and considering your organisations request for funding under Council's Tourism Events Grant Program. Personal details will not be disclosed to any other person or agency external to Council without individual consent, unless required or authorised by law. Program funding details will be published by Council in Council's annual report.

## Lodgement Details

**Note: Applications must be received no later than 5.00 pm on the closing date.**

Please forward the completed Application Form and all supporting documentation to Council via Post, Email or in Person. Address all communication with the subject title "Tourism Events Grant Application".

<b>Post to:</b> PO Box 201 St George QLD 4487	<b>Deliver to:</b> 112-118 Victoria Street St George QLD 4487	<b>Email:</b> <a href="mailto:Council@balonne.qld.gov.au">Council@balonne.qld.gov.au</a>
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## Section 1: Applicant Information

<b>Organisation Name:</b>		
<b>Applicant's Name:</b>		
<b>Position in Organisation:</b>		
<b>Postal Address:</b>		
<b>Contact Number:</b>		
<b>Email:</b>		
<b>Is your organisation incorporated?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (complete Auspicing Organisation details below)	
<b>Is your organisation registered for GST?</b>	<input type="checkbox"/> Yes <span style="margin-left: 150px;"><input type="checkbox"/> No</span>	
<b>ABN</b>		If you do not have an ABN you MUST complete, sign and attach an ATO <b>Statement of Supplier</b> form <a href="#">available online</a> .
<b>Public Liability Insurance</b>	<input type="checkbox"/> Yes <span style="margin-left: 150px;"><input type="checkbox"/> No</span>	



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## Auspicing Organisation

*Please complete if your organisation is NOT an incorporated legal entity*

<b>Auspicing Organisation's Name:</b>	
<b>Postal Address:</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>ABN:</b>	

## Section 2: Event Details

<b>Event Name:</b>	
<b>Event Date/s:</b>	
<b>Event Location/s:</b>	
<b>Event Occurrence:</b>	<input type="checkbox"/> Annual <input type="checkbox"/> Bi-annual <input type="checkbox"/> One off
<b>Event Category</b> <small>Note: Please refer to the Tourism Events Grant Policy Section 5 'Definitions' for clarification of Categories and guidelines for determining Economic Impact.</small>	<input type="checkbox"/> Major Event (generates > \$350,000 economic impact) <input type="checkbox"/> Destination Event (generates > \$200,000 economic impact) <input type="checkbox"/> Regional Event (generates > \$100,000 economic impact) <input type="checkbox"/> New Event Development Fund
<b>What other Events are on in the Balonne Shire at this time?</b>	
<b>Brief Description of Event (max 250 words)</b>	





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## Section 4: Budget

*Provide as an attachment to this application or use the template below.*

### EVENT BUDGET

#### INCOME *(Ticket Sales, Sponsorship, Entry Fees, etc.)*

Item	Cash (\$)	In-Kind (\$)
<b>TOTAL INCOME</b>		

#### EXPENDITURE *(Venue Hire, Marketing, Contractors, Permits, etc; attach quotes)*

Item	Cash (\$)	In-Kind (\$)
<b>TOTAL EXPENDITURE</b>		



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## Section 5: Economic Impact

<b>Total expected unique attendees to the Event:</b>	<p><i>Note: This includes participants, competitors, spectators, officials and support personnel. Unique attendance is the number of individuals who you anticipate will attend the event, counted once only, regardless of whether they attend multiple days or participate in multiple activities within the event.</i></p>
<b>Estimated % Balonne Shire Residents:</b>	
<b>Estimated % visitors from OUTSIDE Shire:</b>	
<b>Average number of night's stay for visitors:</b>	
<b>How will the Event support local businesses in the Balonne Shire?</b>	
<b>Provide a summary of the goods and services (including value) that are likely to be sourced from local businesses in the Balonne Shire:</b>	

## Section 6: Data Collection Plan

<p><i>The economic impact on the Balonne Shire area generated by an event is important for future funding considerations. It is therefore important that Event Organisers capture as much data as possible before, during and after an event which can be used as evidence for future grant applications. For participants/competitors, this can be done through registrations prior to or on the day of the event. For spectators/attendees, this information can be sourced through ticket sales, gate counts, or surveys done on the day (minimum of 100 surveys or 10% of attendance figures; whichever is greater).</i></p>	
<b>Provide a summary of how you intend on collecting attendee/ participant data for your Event:</b>	





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## Section 7: Marketing Plan

*Attach a copy of your Marketing Plan if you need more room*

<b>Is your Event listed with the Australian Data Warehouse?</b>	<input type="checkbox"/> Yes <span style="margin-left: 200px;"><input type="checkbox"/> No</span>
<b>Who is the target audience for your Event?</b>	
<b>Provide details on how you will market and promote your Event:</b>	

## Section 8: Risk Management

*Attach a copy of your Risk Management Plan if you need more room*

<b>What are the major risks associated with your Event?</b>	
<b>How will you mitigate these risks?</b>	

## Section 9: Event Management

<b>Outline the Organisation's experience in Event Management:</b>	
<b>Provide an outline of the Event Management structure (key personnel and relevant experience):</b>	



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## Section 10: Declaration

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.

*(Note: This application form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for Council's assistance)*

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Checklist

<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	Copy of Certificate of Incorporation
<input type="checkbox"/>	Copy of the Letter of Agreement from the Auspicing Organisation (if applicable)
<input type="checkbox"/>	Copy of the Auspicing Organisation's Certificate of Currency (if applicable)
<input type="checkbox"/>	Copy of Public Liability Insurance
<input type="checkbox"/>	Budget for the Event (if not filled out above)
<input type="checkbox"/>	Evidence from past events to support Economic Benefit (Destination & Major Events)
<input type="checkbox"/>	Data Collection Plan (if not filled out above)
<input type="checkbox"/>	Marketing Plan (if not filled out above)
<input type="checkbox"/>	Risk Management Plan (if not filled out above)