

FESTIVAL & EVENT SUPPORT SCHEME APPLICATION FORM 2017-2018

EVENT DETAILS:

Event Name	
Event Date	
Total Amount Requested	\$
If we had to reduce the grant amount, what is the minimum needed to successfully run your event?	
	\$
Total Event Cost	\$

Have you discussed your event with the Colac Otway Shire Events Officer? (tick which category is applicable).	YES		NO	
--	-----	--	----	--

Sponsorship Category (tick which category you are applying for)	
Sponsorship	
Seed Funding	
One Off Events	

APPLICANT DETAILS:

Name of applicant organisation/group/club

--

Postal Address

--

Suburb	State	Postcode

Contact Details

(Please ensure the nominated contact person/s are aware of all project details)

Details	Primary Contact Person	Secondary Contact Person
Name		
Position		
Work phone		
Home phone		
Mobile		
Email		

LEGAL AND FINANCIAL DETAILS:**Incorporation Number**

--

ABN Number

--

A Supplier Statement form must be completed if no ABN. Supplier Statement forms are available on Council's website www.colacotway.vic.gov.au

GST Registration (tick where appropriate)

Yes	Number	No

If you are registered for GST you will be required to submit a tax invoice to COS upon approval of your grant, including an additional 10% added to the approved grant amount.

AUSPICE DETAILS:

If your organisation is being auspiced, please provide the details of the auspice organisation below. The auspice organisation will need to provide a letter of consent with this application stating they are willing to take financial and legal responsibility for the grant.

Auspicing body if not incorporated

Auspice body		
Address		
Contact Name		
Position		
BH phone		Mobile
Email		

Does your organisation or event currently receive funding support from Federal or State Government sources (tick where appropriate)

Yes No

Please provide details of any government source of income

Source	Amount \$

Has your organisation or event received ANY funding support from the Colac Otway Shire in the past 3 years? (tick where appropriate)

Yes No

Please provide details of ALL funding support provided by the Colac Otway Shire in the past 3 years? (i.e. Community, Festival & Events Support Scheme or other)

Council Department	Project	Amount \$	Year

Has funding for this event been sought from any commercial partners?

Yes No

If yes, please list

Source	Amount \$

PAYMENT DETAILS:

Successful grants will be paid by by Electronic Funds Transfer (EFT) to a nominated bank account (or cheque by arrangement). If you have not supplied your EFT details, please request an EFT Form and one will be emailed to you.

EVENT PROJECT DETAILS:

1. **Description of event** - Please **provide** a description of the event you are running. Please include as much detail as possible. This information may be used on Council's website and in any media.

--

2. **Estimated number of visitors to event** – Please indicate the estimated number of visitors this event is likely to attract and the estimated number of participants from the community.

Number of Visitors:	
Number of Participants:	

3. **Detail event component to be funded by Council** - (Please itemise the specific event component(s) that Council funding will be expended upon i.e. hire of stage, hire of performers, etc.

--

4. **Social opportunities** - Detail the community benefits provided by the project both short and long term.

Short term community benefits:

Long term community benefits:

5. **Economic Development opportunities** - Describe how the event stimulates visitation/tourism and increases economic development opportunities for residents of the Colac Otway Shire.

6. **Cultural opportunities** - Describe how the event contributes towards the development of community arts and culture development, networks, programs and/or projects.

7. **Please provide details of community need for this proposal.** Please attach support letters from the community for **new events only** and detail what discussions you have held with related groups in the area about this project.

8. **Please list what marketing/promotional opportunities are available for the Colac Otway Shire at your event.** Please note that all successful applicants will be required to enter into a Sponsorship Agreement with the Colac Otway Shire. Details of the Sponsorship Agreement are in the FESS Guidelines.

BUDGET FORM

The budget should list the expected total income and expected expenditure and reflect all costs associated with the project.

Applicants are expected to make at least a matching contribution in cash and/or volunteer labour costed at **\$25 per hour**. Other in-kind contribution such as donated goods or materials may also be included, as well as use of plant and equipment. **Indicate in-kind on the expenditure column under the relevant headings as well as the income column.** You may also have grants, financial support and sponsorship from other sources. This should be indicated in the budget.

Please ensure that total income **EQUALS** total expenditure i.e. the project must break even.

EXPECTED INCOME	\$ AMOUNT	EXPECTED EXPENDITURE	\$ AMOUNT
Earned Income		Project Costs	
Participant's Fees	\$	Fees	\$
Ticket sales	\$	Travel	\$
Other (Describe)	\$	Accommodation	\$
Grants		Materials/ Equipment	
Council Festival and Event Support Scheme	\$		\$
Other (Describe)	\$		\$
			\$
Applicants contribution			
Cash	\$	Other (Describe)	\$
In-kind equipment (Describe)	\$	Insurance	\$
Volunteer labour @ \$25 per hour. (Describe)	\$	Volunteer labour @ \$25 per hour. (Describe)	\$
Other Income		Administration Costs	
Donations		Telephone, fax, photocopying etc.	\$
Sponsorship		Marketing Costs e.g. publicity and advertising	\$
Other (Describe)		Documentation Costs e.g. photographs, videos	\$
		Contingency @ 3% of Sub Total	\$
Total Income	\$	Final Total Expenditure	\$

Please read and sign this Agreement.

THIS AGREEMENT IS MADE BETWEEN COLAC OTWAY SHIRE COUNCIL of 2-6 Rae Street Colac ("the Council") and the Applicant

BACKGROUND

- A The Council makes available funds for festival and events funding each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.
- B The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.
- C The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

AGREEMENT

- 1. The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**
- 2. The Applicant confirms and agrees that:
 - (a) it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.
 - (b) activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.
 - (c) if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.
 - (d) funds provided under this agreement must be spent by the Applicant on the activity of this agreement, unless otherwise agreed by the Council.
 - (e) the Applicant must return any funds not spent on the activity to Council.
 - (f) the Council is not responsible for any shortfall should the activity run over budget.
 - (g) the Applicant is required to recognise the Council as a funding source of the activity. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in

the Applicant being ineligible to apply for further grants.

- (h) accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.
 - (i) it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.
- 3. The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.
 - 4. The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.
 - 5. Any variation of this agreement shall only be made in writing between the parties.
 - 6. Projects that commence prior to this application being received by Council will be ineligible.
 - 7. A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).
 - 8. Note that Council will publicly report grants awarded.

Signature
<input type="text"/>

CHECK LIST Please confirm that you have included the following with your submission:

X	Keep a copy of your application, including all attachments
	Completed application form
	Budget Table showing break even result
	Detailed Financial Statement or Treasurer's Report for the previous 2 years.
	Attached Quotes (For items to be funded by Council)
	Details of previous grants provided by council to your organisation in the past 3 years.
	Support Letters (for new events only)
	Supplier Statement (if applicable)

Privacy Notification

Council is collecting the personal information on this form for the purposes of assessing your application and to maintain statistical information. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to 5232 9516.

I/we acknowledge the above and confirm the above information is correct and approve the use of this data on the Colac Otway Shire applicants' data base.

Signed:

Name:

Date:/...../2016