



Proudly Supporting
Mildura Festivals & Events

MAJOR EVENTS GRANT SCHEME

APPLICATION FORM

The Major Events Grant Scheme is highly competitive. Please remember that it is important to answer ALL QUESTIONS, after reading the Major Events Grant Scheme Guidelines. Should you have any questions, please don't hesitate to contact Council's Major Events Facilitator on ☎5018 8311.

SECTION A: SUMMARY INFORMATION

1. APPLICANT ORGANISATION DETAILS

Name of Applicant Group/Organisation: _____

Postal Address: _____

Telephone: _____ Fax: _____

Email: _____ Mobile: _____

Is the group/organisation incorporated? **YES / NO**

Mildura Rural City Council will include allowances for Goods and Services Tax (GST) with the agreed grant upon receipt of the following information:

1. What is the ABN that relates to the operation of your Club or organisation?

2. Are you registered for the GST? YES NO

3. What is your current GST registration status?

- I have received registration from the ATO.
- I have applied for but still waiting for registration.
Please attach documentary evidence.
- I have no intention to register for GST.

If the organisation is not registered, only the approved grant amount will be provided.

2. APPLICANT CONTACT DETAILS

Name of Contact person: _____

Position Title: _____ Telephone: _____

Mobile: _____ After Hrs Telephone: _____

Fax: _____ Email: _____

3. EVENT DETAILS

Name of Event: _____

Date/s of Event: _____

Is the Event new to the district? _____

Brief description of Event _____

SECTION B: ORGANISATION FURTHER INFORMATION

4. BRIEFLY OUTLINE THE NATURE AND PRIMARY PURPOSE OF YOUR ORGANISATION:

5. DOES YOUR ORGANISATION/GROUP HAVE:

- | | |
|--|--------|
| (a) A constitution or a business plan | YES/NO |
| (b) An Annual Report and audited financial statement | YES/NO |
| (c) A Gantt Chart or calendar of planned activities | YES/NO |
| (d) Volunteer training manual or meeting notes | YES/NO |
| (e) Risk Management Plan | YES/NO |

If yes to any of the above, please attach to the application.

6. PROVIDE DETAILS ON THE FOLLOWING:

- (a) Outline the management structure of your group/organisation

SECTION C: EVENT/FESTIVAL FURTHER INFORMATION**7. Please indicate (tick) the type of funding you are applying for:**

(refer to page 2 of the Guidelines for definitions)

- 1 year funding
- 3 year funding opportunities

8. Are you requesting sponsorship for a number of distinct components of the festival?

YES / NO

9. If yes, please state the name(s), date(s) and location(s) of each event for which you are seeking sponsorship.

EVENT	LOCATION	DATE

10. RISK MANAGEMENT

List any potential risk that could be associated with the event, ie. weather conditions, crowd control, adverse advertising.

11. FESTIVAL/EVENT PROGRAM

Please describe your festival or event and provide details of the proposed program.

(Or attach last year's program if similar)

12. AIMS & OBJECTIVES

Outline a summary of the aims and objectives of the festival and specific event to be funded. Please include the estimated number of visitors this event is likely to attract and also the number of locals expected to attend.

Estimated number of visitors to the region:

Estimated number of local participants from this community:

13. HOW DOES THE FESTIVAL ADDRESS MILDURA RURAL CITY COUNCIL'S FESTIVAL/EVENTS SPONSORSHIP PRIORITIES AS OUTLINED IN SECTION 4 OF THE GUIDELINES?

Include details on how your festival or event encourages increased tourism to this municipality and how it will generate local economic activity in other areas of the local economy.

14. OUTLINE THE NATURE AND EXTENT OF COMMUNITY PARTICIPATION IN THE EVENT OR FESTIVAL. DETAIL LOCAL GROUPS AND ORGANISATIONS WHO ARE:

(a) Involved in the planning and developmental process:

(b) Involved in staging and/or performing in the events:

(c) Involved as audience:

(d) Involved as traders:

15. INDICATE HOW YOUR FESTIVAL OR EVENT PROGRAM IS UNIQUE TO THE MILDURA RURAL CITY

16. WHAT ARE THE LONG TERM DEVELOPMENTAL PLANS FOR YOUR FESTIVAL OR EVENT IN THE MILDURA REGION?

17. OUTLINE KEY ASPECTS OF YOUR PROMOTION AND PUBLICITY STRATEGY

18. IF YOU BELIEVE YOU ARE ELIGIBLE FOR ADMINISTRATION SUPPORT (MAJOR EVENT; REFER TO GUIDELINES SECTION 6) PLEASE PROVIDE DETAILS OF HOW FUNDING WILL ASSIST, (ie one part-time employee 12 weeks @ \$10 for 20hours). PLEASE ALSO ADVISE HOW THIS WOULD BENEFIT YOUR ORGANISATION

21. OTHER FUNDING

Is financial assistance from other government bodies and the corporate sector being sought?

YES / NO

If yes, please outline details of proposed funding sources to date. Include the name of organisation and indicate whether the funding is confirmed or projected, in-kind or cash. Where sponsorship is confirmed, please indicate the total amount.

(a) Commonwealth Government

NAME OF ORGANISATION	AMOUNT	Is Funding Confirmed?

(b) State Government

NAME OF ORGANISATION	AMOUNT	Is Funding Confirmed?

(c) Local Government

NAME OF ORGANISATION	AMOUNT	Is Funding Confirmed?

(d) Corporate

NAME OF ORGANISATION	AMOUNT	Is Funding Confirmed?

(e) Other (include in-kind contributions)

NAME OF ORGANISATION	AMOUNT	Is Funding Confirmed?

SECTION D: BUDGET

Is the application requesting sponsorship for a whole festival or event program? YES / NO

If you answered YES to the above, then fill out BUDGET A only.

Is the application requesting sponsorship for a specific event?

YES/NO

If you answered YES to the above, then fill out BOTH BUDGET A & BUDGET B.

BUDGET A: TOTAL FESTIVAL/EVENT BUDGET (including ALL event components)

EXPENDITURE		INCOME	
General Administration costs (including utilities, telephone, amenities etc)	\$	Admission fess and ticket sales expected Attendance.....?	\$
In-kind	\$		\$
Travel & accommodation	\$	Stall holders fee	\$
Promotion & publicity	\$	Membership & entry fee	\$
In-kind	\$		\$
Venue & equipment hire	\$		
Hospitality	\$	IN-KIND CONTRIBUTIONS	\$
FEES & SALARIES		CASH CONTRIBUTIONS	
Administration Staff	\$	Mildura Rural City Council	\$
Festival Co-ordinator	\$	Other Local Government	\$
Production staff	\$	Commonwealth Government	\$
Performers & Artists	\$	State Government	\$
In-kind	\$		\$
		FUNDRAISING	\$
Permits	\$		
Street Closure & Cleaning	\$	CORPORATE SPONSORSHIP (list below)	\$
			\$
SECURITY	\$		\$
Victoria Police	\$		\$
Private security	\$		\$
OTHER	\$		
St Johns Ambulance	\$		
Royalties	\$		
Public Liability Insurance	\$		
Prizes/Awards	\$	Less: Total In-kind contributions	
Other (please specify)	\$	TOTAL FESTIVAL INCOME	\$
In-kind	\$		
Less: Total In-kind contributions			
TOTAL FESTIVAL EXPENDITURE	\$	Less expenditure	\$
		TOTAL FESTIVAL PROFIT/LOSS	\$
		TOTAL IN-KIND CONTRIBUTION	\$

BUDGET B: SPECIFIC COMPONENT EVENT BUDGET (part of the total festival budget)

EXPENDITURE		INCOME	
General Administration costs (including utilities, telephone, amenities etc)	\$	Admission fess and ticket sales expected Attendance.....?	\$
Travel & accommodation	\$	Stall holders fee	\$
Promotion & publicity	\$	Membership & entry fee	\$
Venue & equipment hire	\$		
Hospitality	\$	IN-KIND CONTRIBUTIONS	\$
FEES & SALARIES		CASH CONTRIBUTIONS	
Administration Staff	\$	Mildura Rural City Council	\$
Festival Co-ordinator	\$	Other Local Government	\$
Production staff	\$	Commonwealth Government	\$
Performers & Artists	\$	State Government	\$
		FUNDRAISING	\$
Permits	\$		
Street Closure & Cleaning	\$	CORPORATE SPONSORSHIP (list below)	\$
			\$
SECURITY	\$		\$
Victoria Police	\$		\$
Private security	\$		\$
OTHER	\$		
St Johns Ambulance	\$		
Royalties	\$		
Public Liability Insurance	\$		
Prizes/Awards	\$		
Other (please specify)	\$	TOTAL FESTIVAL INCOME	\$
TOTAL FESTIVAL EXPENDITURE	\$	Less expenditure	\$
		TOTAL FESTIVAL PROFIT/LOSS	\$

NOTES TO BUDGET

If you are applying for sponsorship for a specific festival component (that is, an event which is part of a larger festival program) you need to fill out BOTH BUDGET FORMS. Note that Budget A relates to the total festival budget, where Budget B relates to a specific component of an event.

NOTE that Council will not sponsor festivals or events that show a significant surplus. It is possible for a festival or event to anticipate a modest profit. However, if the projected profit is greater than the amount requested it will be clear that the festival or event can proceed without Mildura Rural City Council sponsorship.

BUDGET NOTES

Please include clear budget notes on the following:

- Show a breakdown of the number of artists /special guests (employed and voluntary), their fees and associated costs;
- Outline major production costs;
- Show calculations relating to projected income from ticket sales and other fees.

Your budget is an important part of your application and will be closely examined. It is particularly important for you to check it thoroughly.

22. TOTAL AMOUNT REQUESTED FROM

MILDURA RURAL CITY COUNCIL \$ _____

23. LIST THE SPECIFIC COMPONENTS (ITEM AND AMOUNT) OF THE BUDGET FOR WHICH YOU ARE SEEKING MILDURA RURAL CITY COUNCIL FUNDS.

SECTION E: ATTACHMENTS

24. PLEASE INCLUDE A COPY OF THE FOLLOWING WITH YOUR APPLICATION:

- Certificate of Incorporation
- Latest Financial Statement and Annual Report
- Risk Management Plan
- List of all organising or management committee and executive officers
- Proposed Festival/Event program
- Quotes for relevant Council services (if applicable)
- Correspondence relating to request for sponsored use of Council facilities (if applicable)
- Suggested festival/event market research questionnaire or contact Council's Event Unit for details

25. YOU ARE WELCOME TO PROVIDE ADDITIONAL INFORMATION IN SUPPORT OF THIS APPLICATION. IF YOU CHOOSE TO DO SO, PLEASE LIST DETAILS BELOW:

SECTION F: CERTIFICATION

I certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of the applicant group/organisation. I have read the accompanying guidelines and information to applicants, provided with this application form.

I agree to having these contact and listing details included in promotional electronic and printed material, including but not limited to on line services such as websites, brochures, flyers and other promotional media.

Signature of Contact person: _____ Date: _____

Name: _____(PLEASE PRINT)

Mildura Rural City Council collects Personal and or Health Information for municipal purposes as specified in the **Local Government Act 1989**. The information collected in this form is used only for the purposes specified (primary purpose) and is not passed on to third parties. Council may disclose this information but only if authorised or required by law. Council may not be able to process your request unless sufficient information is given. Should you need to change or access your personal details, or you require further information regarding Council's Privacy Policy please contact Council's Privacy Officer.