

# Community Event - Application Form

## Form Preview

### Welcome to the Community Events application form

\* indicates a required field

#### Community Event Fund

**Before you begin please indicate your organisation's eligibility to apply for the Community Event Fund.**

Community Celebration Fund enables the development and delivery of initiatives and projects that facilitate community connection through events. Applications may include a cash component and/or an in-kind contribution.

Applications will be scored on their ability to demonstrate alignment to the following two (2) key selection objectives:

- Provides an opportunity for people of the Gladstone Regional Council area to gather, celebrate and participate (broad public benefit);
- Foster a sense of community pride in our region and our national identity

Before completing this application form, you should have read the Gladstone Regional Council Community Event Fund [guidelines](#).

Incomplete applications and/or applications received after the closing date of the funding round will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for to apply for the Community Event Fund.

If you have any questions in regards to these eligibility criteria, please contact **Gladstone Regional Council's Community Partnerships team on 4976 6300**.

**If any of the following statements apply to your organisation, unfortunately, you will not be able to submit an application under the Community Event fund.**

- a not-for-profit sporting organisation/active recreation group based in the Gladstone Regional Council area.
- Be an educational institution.
- Be a religious or worship group.
- Be a Local, State, Federal government agency.
- Be a political organisation or political party.
- Have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.
- Have failed to adequately acquit, manage or deliver outcomes from previous Council funding.
- Have access to funds generated internally from permanently licensed premises or onsite gaming machines.
- Have already received funding under the same funding stream in the financial year that the application is lodged.
- Is financially insolvent
- Does not have an operational bank account

#### Event Eligibility

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### Is your event to be held in at least 8 weeks time? \*

- Yes  No

Council may consider applications that occur earlier, however there is no guarantee of funding being received.

### If your event date is less than the required time for processing the application, how will your organisation ensure successful delivery of the event with minimal lead in time?

Please outline any details that will provide confidence for Council in your ability to deliver the event in a shortened period of time

## Organisation Eligibility

\* indicates a required field

### Does your organisation identify with any of the following categories?

Your application will not be eligible to proceed to assessment if your organisation does not meet the funding eligibility requirements. Please indicate your organisation's eligibility in the checklist below;

#### Must be all of the following: \*

- Be a not-for-profit community organisation based in or servicing the Gladstone Regional Council area (other than a sporting club).
- Be incorporated
- Be financially solvent

At least 3 choices must be selected.

### Does your organisation have an ABN?

- Yes  No

One must be selected to proceed. If you do not have an ABN you will need to submit a Statement by a Supplier form.

### ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type  
ACNC Registration  
Tax Concessions  
Main business location

[More information](#)

Must be an ABN.

### File Upload: Statement by a supplier form

You can access and download this form at the link below. Please attached the completed form to this application for processing.

<https://www.ato.gov.au/uploadedfiles/content/mei/downloads/statement%20by%20a%20supplier.pdf>

#### Statement by a supplier form

Attach a file:

Written advice from the Australian Tax Office advising no withholding tax is required (this is required for Organisations who do not have ABN).

### File Upload: Certificate of Incorporation

#### Certificate of Incorporation \*

Attach a file:

Please upload a copy of your organisation's Certificate of Incorporation here.

### File Upload: Financials

#### Most Recent Profit and Loss Statement \*

Attach a file:

Please upload your organisations most recent profit and loss statement here.

#### Current Audited Financial Statement \*

Attach a file:

Please upload your organisations current audited financial statement.

## Organisation Information

\* indicates a required field

### Organisation Details

#### Organisation Name \*

Organisation Name

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### Former Organisation Name

Advise former name of organisation if there has been a name change.

### Physical Address \*

Address

  

### Postal Address \*

Address

  

### Contact Name \*

Title      First Name      Last Name

            

### Contact Position \*

E.g. president, secretary, treasurer.

### Preferred Contact Number \*

### Preferred Email Address \*

### Please provide a brief summary of your organisation and its history/purpose \*

## Event Details

\* indicates a required field

### Event Description

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**Event title \***

**Event start date \***

Must be a date and held at least 8 weeks after application submission.

**Event end date \***

Must be a date.

**Is this a 'one off' or 'annual' event? \***

One off event

Annual event

**Is this a new or existing event in the Gladstone Region? \***

New

Existing

## Event Description

**Provide a description of the event and what the event aims to achieve \***

Provide a short description (100 words recommended) of your project - what are you out to do?

**Is there a community need / interest for this event and what is the evidence to support this? \***

Hint: Why does this event need to happen? Is there an interest from the community for this event? Why does the town/region need this event to happen?

**How will the event source local businesses and support local community groups? \***

Hint: How will your organisation encourage the use of supporting local businesses and community groups? Provide example that can be supported. Are there any other partners that have committed to supporting you in delivering this event and if so, in what capacity? and what will their role be? Attach any written commitment in the non-mandatory document section to support these claims.

## Event Location Details

**Who owns the land/ facility of where the event will take place? \***

Council

State Government

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- Applicant
- Other

If your event is being held at a Council owned facility or park please ensure you have the appropriate approval or letter of consent to carry out the event. Please contact Council via email [info@gladstone.qld.gov.au](mailto:info@gladstone.qld.gov.au) requesting a park booking or letter of consent for the project. For more information contact Council on 07 4970 0700.

### Address/location of where the event will take place \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### Landowner Approval

#### Has approval by the land owner/ facility been granted to carry out this event as the above mentioned location? \*

- Yes
- No

Approval is required to complete the application.

#### Event Location Approval (If event is to be held at GECC, any estimates for INKIND support and tentative reservations must be in writing from the GECC PRIOR to the application)

Attach a file:

Hint: upload booking confirmation, approval from land owner/ facility

### Event Objectives

#### Who is the target audience? \*

Hint: Who will be attending your event? What is the target age/demographic? Tell us who you want to see at your event. Is it young adults, families, people between the ages of 25-35, interstate travellers etc.

#### How will the event be marketed/communicated to the target audience? \*

Hint: How will your organisation promote the event to the audience detailed above? E.g. Outside broadcast from Radio Station, through your website, branded flyers etc. If you have a marketing plan for the event please attach it in the additional supporting documentations field at the end of the application.

#### What is the proposed number of attendees/participants for the event?

#### Volunteers \*

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Hint: Number of volunteers that are supporting the event. This includes people from inside and outside your organisation.

### **Store Holders \***

Hint: Number of vendors that will be selling goods/ services at the event where profits will not go back into the organisation, group or club. I.e. Food vendors.

### **Paid Suppliers (e.g artists, technicians, food vendors) \***

Hint: The number of paid suppliers. I.e. Technicians, judges, musicians etc.

### **Gladstone Region Residents \***

Hint: How many Gladstone Region residents will be attending the event? Supporting evidence may be requested to support this claim in your acquittal application.

### **Intrastate visitors (from outside the Gladstone region, but within Queensland) \***

How many people do you expect to travel to the Gladstone Region from other areas of Queensland. Evidence may be required in your acquittal.

### **Interstate visitors (from outside Queensland) \***

How many people do you expect to travel to the Gladstone Region from outside of Queensland. Due to COVID-19 boarder restrictions Council understand that Interstate visitor numbers may not be relevant or difficult to calculate. Evidence may be required in your acquittal.

### **International visitors \***

Hint: How many people do you expect to travel to the Gladstone Region from outside of Australia? Due to COVID-19 boarder restrictions Council understand that International visitor numbers may not be relevant or difficult to calculate. Evidence may be required in your acquittal.

### **TOTAL \***

This number/amount is calculated.

### **What measures will be put into place to obtain accurate number of attendees/ participants? \***

Hint: How will the organisation track attendance/ participation? What systems will be put in place to track numbers? E.g. Attendance will be monitored via website ticket sales. This will also track residential addresses to provide stats on interstate vs local attendance numbers. Will there be a cap on attendance numbers? Is there a minimum attendance number for the event to proceed?

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### Event History

**What year did this event begin and how many consecutive years has this event been operating? \***

**Summarise the success of previous events \***

### Historical Attendance

Complete the table below detailing the number of attendees/participants for previous years:

#### Last Year

**Volunteers**

Must be a number.

**Stall Holders**

Must be a number.

Must be a number.

**Paid Suppliers (e.g. artists, technicians)**

Must be a number.

Must be a number.

**Gladstone Region residents**

Must be a number.

Must be a number.

**Intrastate visitors (from outside the Gladstone region, but within QLD)**

Must be a number.

**Interstate visitors**

Must be a number.

**International visitors**

Must be a number.

**TOTAL**

#### 2 Years ago

**Volunteers**

Must be a number.

**Stall Holders**

Must be a number.

**Paid Suppliers (e.g. artists, technicians)**

Must be a number.

**Gladstone Region residents**

Must be a number.

**Intrastate visitors (from outside the Gladstone region, but within QLD)**

Must be a number.

**Interstate visitors**

Must be a number.

**International visitors**

Must be a number.

**TOTAL**

#### 3 Years ago

**Volunteers**

Must be a number.

**Stall Holders**

Must be a number.

**Paid Suppliers (e.g. artists, technicians)**

Must be a number.

**Gladstone Region residents**

Must be a number.

**Intrastate visitors (from outside the Gladstone region, but within QLD)**

Must be a number.

**Interstate visitors**

Must be a number.

**International visitors**

Must be a number.

**TOTAL**



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This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

### Complementary projects or programs

**Is there a specific Council project/program that you are aware of, that may complement the event? \***

- Yes  No  Unsure

Hint: Check the Community Event Calendar or the Our Gladstone Region Facebook Page.

### Conflicts or Duplicates

**Does the event conflict or duplicate with other events held in the region? \***

- Yes  No  Unsure

Hint: Check the Community Event Calendar or the Our Gladstone Region Facebook Page.

**Provide details \***

This part of the application contributes to your score when assessed by Council.

Be sure to include detail in your responses on how your event will meet the fund objectives. Each objective is worth 50%.

**Please explain how your event will demonstrate alignment to the following objectives: \***

- Provides an opportunity for people of the Gladstone Region Council area to gather, celebrate and participate (broad public benefit) \*
- Foster a sense of community pride in our region and our national identity

**Provides an opportunity for people of the Gladstone Region Council area to gather, celebrate and participate (broad public benefit) \***

Word count:  
Must be at least 30 words.

**Foster a sense of community pride in our region and our national identity \***

Word count:  
Must be at least 30 words.

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### Reconciliation Action Plan (RAP) Initiative

Gladstone Regional Council's Reconciliation Action Plan (RAP) is about developing strong foundations on which to build relationships to achieve a lasting and successful investment in reconciliation.

Your organisation **may** be respectfully requested to include an Acknowledgement or Welcome to Country at the opening of your event.

This request aligns with Council's Aboriginal and Torres Strait Islander Cultural Protocol - Events Policy.

An **Acknowledgement to Country** is a statement of recognition of the Traditional Owners of the land.

An Acknowledgement to Country is an opportunity for anyone to show respect for Traditional Owners and the continuing connection between Aboriginal and Torres Strait Islander peoples to Country. It can be given by both non-Indigenous people and Aboriginal and Torres Strait Islander people.

A **Welcome to Country** is a cultural welcoming facilitated by approved representatives of Traditional Owners for the area in which the event is held.

Protocols for welcoming visitors to Country have been part of Aboriginal and Torres Strait Islander cultures for thousands of years.

A Welcome to Country occurs at the beginning of a formal event and can take many forms including singing, dancing, smoking ceremonies, or a speech in traditional language or English. A Welcome to Country is delivered by Traditional Owners, or Aboriginal and Torres Strait Islander people who have been given permission from Traditional Owners to welcome visitors to their Country.

Council officers will provide further information surrounding this request following assessment of the application.

**In addition to any Funding Agreement that your organisation may be required to enter into, you understand and accept that in submitting your Application, your organisation may be required to include an Acknowledgement or Welcome to Country within the opening of your event \***

Yes, I understand that our event may be required to incorporate an Acknowledgement or Welcome to Country into the opening of our event.

### Acknowledgement

**List the sponsorship entitlements that your organisation would be prepared to offer Gladstone Regional Council for their support \***

For further information about Council's acknowledgement expectations refer to the Gladstone Regional Council Fundseeker Toolkit.

### Other suggestions:

- Acknowledgement Statement published on the organisation's Social Media platform using a graphic and text to be provided by Council
- Acknowledgement Statement and logo published in the organisation's newsletter

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- Acknowledgement Statement and logo published on promotion material relating to the project (e.g. flyers)
- Acknowledgement Statement and logo published on the organisation's website/other communication platforms
- Council acknowledgement on the day of the event via the PA system
- Approved Council logo on event merchandise

Hint: Suggestions only. Please tick the boxes that are applicable to your event.

## Sponsorship Proposal or Prospectus

If you have prepared a sponsorship proposal or prospectus for the event please attach this here.

### Sponsorship Proposal/Prospectus

Attach a file:

Please upload if available.

## Event Budget

\* indicates a required field

### Total Amount Requested: \*

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Please provide a specific breakdown of how the funds will be used? \*

Hint: Detail how the organisation will use the sponsorship funding at the event. Refer to guidelines for details on eligible and ineligible expenses.

### If you are offered less funding than you are seeking in this application will you proceed with the project, event or activity, either by securing alternative funding or reducing the project scope?

Yes  No

If there is insufficient funds under the grant opportunity to fully fund your application, or some items in your application are considered ineligible, do you wish to be considered for partial funding?

### If you were offered partial funding, what amount would you require to still deliver your project, event or activity? \*

\$

Must be a dollar amount.

Please specify the minimum partial funding you would require towards your project if unable to fully fund your request.

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**If offered partial funding, how would this impact the delivery of your project, event or activity? \***

Please specify any impact the reduced funding would have on your project, event or activity. example the need to secure additional funding or reduce the project scope.

**Partial funding contribution % \***

This number/amount is calculated.

**Total Event Cost \***

\$

This field populates from your budget expenses below, please ensure to include all costs to run the event.

**Percentage (%) of contribution**

This number/amount is calculated.

**If successful with the funding, what are the goals/objectives of the event and how will these be measured? \***

Hint: Identify the goals and objectives of the event? How will your organisation measure the success of this event? How will your organisation determine the event has delivered on what the organisation is trying to achieve?

**Has the event received any previous assistance (monetary and/or in-kind) from Gladstone Regional Council in the past 3 years? \***

Yes  No

At least 1 choice must be selected.

**Provide details of the type of assistance (monetary and/or in-kind), amount and the year of funding? \***

Hint: Provide specific details of the funding received by the organisation over the last 3 years. Name of the fund, value of funding received, project or event that it went towards.

## Budget Breakdown

The event budget should predict the total cost of hosting the event. Don't forget to value any in-kind support you may be receiving including any volunteer hours charged at an average hourly rate. The event budget should reflect the total cost to your organisation or business to host the event.

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### Budget

<b>Income</b>	<b>\$</b>	<b>Expenditure</b>	<b>\$</b>
Amount requested	\$	Salaries, Wages, Labour Hire	\$
Government Grants	\$	Administration Costs (eg. Office, phone, fax)	\$
Income (ie ticket sales etc)	\$	Advertising and Promotion	\$
Other Income	\$	Equipment, Venue Hire & other logistics	\$
	\$	Other Expenditure	\$
	\$		\$
	\$		\$
	\$		\$

### Budget Totals

**Total Income Amount**

\$

This number/amount is calculated.

**Total Expenditure Amount**

\$

This number/amount is calculated.

**Income - Expenditure**

\$

This number/amount is calculated.

**Provide a breakdown of event/ticket entry price, including the categories \***

Hint: How much is it to attend/ register at the event? What are the categories of entry/ competition. How much does it cost to attend each event etc.

**If the budget indicates a profit, how will these funds be utilised? \***

Hint: Specifically explain how the projected profit will be spent by the organisation? Will it be reinvested into next year's event?

**If the budget indicates a loss, how will this be covered and how is the event working toward future sustainability? \***

Hint: If due to unforeseen circumstances this event does run at a loss, what is the contingency plan?

**Has other funding been applied for or received in relation to this event? \***

- Yes  
 No

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### Provide details \*

Include organisation name and level of funding sought/received.

## Attachments

\* indicates a required field

### Mandatory Attachments

#### Certificate of Currency (Public Liability) \*

Attach a file:

#### Event Plan \*

Attach a file:

Hint: This should outline the event activities or a timetable of events.

#### Income Expenditure (Event Specific) \*

Attach a file:

### Other supporting documents

Please upload other documents that support your application to receive the Community Event Funding.

#### File Upload

Attach a file:

#### File Upload

Attach a file:

#### File Upload

Attach a file:

## Lodgement

\* indicates a required field

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### Review

**IMPORTANT:** Once your application has been submitted you can no longer edit this online application form. Please ensure all details are true and correct and all supporting information has been attached.

#### Review of Attachments

- Statement by Supplier (if applicable)
- Certificate of Incorporation
- Most recent Profit and Loss
- Certificate of Currency (Public Liability)
- Audited Financial Statement
- Event Plan
- Income and Expenditure
- Quote/s
- Event Strategy.
- Risk Assessment Strategy.
- Sponsorship Proposal.
- Marketing/Communication Plan.
- Income & Expenditure (Event Specific).
- Cash Flow Forecast.
- Organisation Strategic Plan.
- Certified Traffic Management Plan.
- Other:

Not all of the above will be relevant to your application. Please ensure all required documents relevant to your application are attached to support your application. If you are unsure of what you should include or have issues uploading, please contact us on 4976 6300.

#### Privacy Collection Statement

The Gladstone Regional Council is collecting your personal information on this form to process this request. The information will only be used by authorised council employees for the purposes of this request, or for the purpose of performing other Council functions and responsibilities. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

**Do you give permission for your email address to be added to the Community Investment Program mailing list for future funding updates? \***

- Yes  No

#### Declaration

I/We, the applicant:-

- Declare that the above information is true and correct in all respects (to the best of my knowledge) at the time of lodgement of this application with the Gladstone Regional Council;
- Submit the application with the full knowledge and agreement of the management of the organisation;
- Have read the associated Policy and Guidelines;
- Agree that I/we will make contact with Gladstone Regional Council immediately if any of the details given in relation to this application change or are incorrect; and

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- Provide consent for Council to:-
  - Advertise projects that have been successfully funded by Council (i.e media release, social media); and
  - Advertise successful recipient details on Council's website (including but not limited to, project description, name of recipient, amount funded).

### **COVID19 \***

In submitting this application I/we acknowledge that I/we accept responsibility to comply with all laws, Government directions and health directives in respect to COVID19; and will supply a copy of any relevant COVID Safe Event or Industry Plan if requested by Council Officers for consideration in the assessment of this application.

### **Submitting Officer's Name \***

### **Submitting Officer's Position \***

E.g. president, secretary, treasurer.