

### Part A - Organisation Eligibility

\* indicates a required field

#### Ignite Event Fund

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

The Ignite Event Fund supports events that contribute to community pride/social outcomes and regional economy that attract up to 2,500 participants. Your application should demonstrate alignment to the following funding objectives:

- **Social & Community** - Drives social and community outcomes, including community pride and cohesion.
- **Destination** - Enhances the profile and appeal of the Gladstone Region.
- **Economic Impact** - Economic benefits of the event will support the local community.
- **Financial Sustainability** - Diversity of funding streams/income.
- **Environmental Sustainability** - Demonstrated environmental sustainability.

Before completing this application form, you should have read the Gladstone Regional Council Ignite 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 Ignite 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**.

#### Eligibility Criteria

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 one of the following: \***

- a not-for-profit sporting club or active recreational group based in or servicing the Gladstone Regional Council area
- Be a not-for-profit community organisation based in or servicing the Gladstone Regional Council area (other than a sporting club).
- Be a commercial business based in and servicing the Gladstone Regional Council area.

At least 1 choice must be selected.

**and must: \***

- Submit this application at least twelve (12) weeks prior to the event;
- Be financially solvent;
- Be incorporated

Validation: response required, at least 2 choices must be selected

# IGNITE EVENTS - Application form 26/27

## Form Preview

### 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	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

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

# IGNITE EVENTS - Application form 26/27

## Form Preview

### 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.

## Part B - Organisation Information

\* indicates a required field

### Organisation Details

#### Organisation Name \*

Organisation Name

#### 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 \*

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Form Preview

**Preferred Email Address \***

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

## Part B - Event Details

\* indicates a required field

Event Description

**Event title \***

**Event start date \***

Must be a date and held at least 12 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?

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## Form Preview

**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?

## Event Location Details

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

- Council
- State Government
- 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

Hint: Booking approval is required to complete the application.

**Event Location Approval (If event is to be held at GECC, any estimates for INKIND support 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? \***

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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 \***

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 \***

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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?

## 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

### 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.

### 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.

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## Form Preview

<input type="text"/> Must be a number. Must be a number.	<b>Intrastate visitors (from outside the Gladstone region, but within QLD)</b> <input type="text"/> Must be a number.	<b>Intrastate visitors (from outside the Gladstone region, but within QLD)</b> <input type="text"/> Must be a number.
<b>Intrastate visitors (from outside the Gladstone region, but within QLD)</b> <input type="text"/> Must be a number.	<b>Interstate visitors</b> <input type="text"/> Must be a number.	<b>Interstate visitors</b> <input type="text"/> Must be a number.
<b>Interstate visitors</b> <input type="text"/> Must be a number.	<b>International visitors</b> <input type="text"/> Must be a number.	<b>International visitors</b> <input type="text"/> Must be a number.
<b>International visitors</b> <input type="text"/> Must be a number.	<b>TOTAL</b> <input type="text"/> This number/amount is calculated.	<b>TOTAL</b> <input type="text"/> This number/amount is calculated.
<b>TOTAL</b> <input type="text"/> 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 \***

## Eligibility Criteria

**This part of the application contributes to your score when assessed by Council. Be sure to include detail in your responses as to how your event meets the objective.**

- **Social & Community** - Drives social and community outcomes, including community pride and cohesion. 35%
- **Destination** - Enhances the profile and appeal of the Gladstone Region. 30%
- **Economic Impact** - Economic benefits of the event will support the local community. 15%

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- **Financial Sustainability** - Diversity of funding streams/income. 10%
- **Environmental Sustainability**- Demonstrated environmental sustainability. 10%

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

- Social & Community- Drives social and community outcomes, including community pride and cohesion.
- Destination - Enhances the profile and appeal of the Gladstone Region.
- Economic Impact - Economic benefits of the event will support the local community.
- Financial Sustainability - Diversity of funding streams/income.
- Environmental Sustainability- Demonstrated environmental sustainability.

Hint: It is recommended that you provide a response to each objective to ensure your application is assessed on the highest score possible. Further information on key selection criteria can be found in the Ignite Event Fund guidelines.

### **KSC 1: How will your project drive social and community outcomes, such as building community pride and cohesion? \***

Hint: How would this event benefit the local community? Does it have the potential to boost community pride and social cohesion? How will it do this? 35% weight.

### **KSC 2: How will your project enhance the profile and appeal of the Gladstone Region as a destination? \***

Hint: How does this event showcase the Gladstone Region? Will the event showcase the region as a place to live, holiday or compete in? How will it do this? Will it showcase your facility? If so, how? If other events have been hosted, how did they enhance the profile and appeal of the Gladstone Region? Explain how this event could achieve similar outcomes? 30% weight.

### **KSC 3: How will the event support local businesses and support local community groups? \***

Hint: Explain how your event will benefit local businesses and community groups. Mention using local suppliers, promoting local products or services, and creating opportunities for community involvement or collaboration. 15% weight.

### **KSC 4: How will your project demonstrate financial sustainability through a diversity of funding streams or income sources? \***

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Hint: Explain how your project will stay financially stable. Mention other funding sources, sponsorships, fundraising, or in-kind support that help reduce reliance on one grant. 10% weight.

### **KSC 5: How will your project demonstrate environmental sustainability, including actions to reduce environmental impact, manage resources responsibly, and deliver long-term benefits to the environment? \***

Hint: Explain how your project will reduce waste, use resources wisely, and create lasting environmental benefits. 10% weight.

## Child Safety & Wellbeing

**Gladstone Regional Council is committed to ensuring that all funded activities are safe, inclusive and respectful for children and young people. Please select one option: \***

- We/I confirm that our organisation will comply with all relevant child safety legislation, including any requirements for risk management, supervision, consent, and screening (e.g., Blue Cards).
- Not applicable — This project does not involve children or young people.

## 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.

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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

**Which of the following sponsorship entitlements could your organisation offer Gladstone Regional Council in recognition of their support? (Select all that apply)**

\*

- Acknowledgement Statement published on the organisation's Social Media platform using approved graphic and text provided by Council
- Acknowledgement Statement published in Organisation newsletter using approved graphic and text provided by Council
- Council acknowledgement on the day of the event via the PA system
- Approved Council logo on event merchandise

At least 2 choices must be selected.

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

## Other Suggestions.

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

## 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.

## Part D - Event Budget

\* indicates a required field

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### Type of Funding Request \*

Monetary

In-Kind

Monetary & In Kind

At least 1 choice and no more than 1 choice may be selected.

### Monetary Amount \*

\$

Must be a dollar amount and no more than 10000.

Up to \$10,000 excluding GST. If your application is successful and you are registered for GST, that amount will be added to your request upon receipt of a valid tax invoice.

### Can you provide evidence to support a 30% co-contribution toward the event? \*

Yes

No

Hint: If you are requesting \$10,000, you will need to provide a 30% co-contribution of \$3,000. This can come your organisation's funds, grant funding, or in-kind contributions, as long as it can be evidenced.

### Please describe the source and nature of this co-contribution. \*

Hint: The 30% co-contribution can come from your organisation's funds, grant funding, or in-kind contributions, as long as it can be evidenced.

### Upload evidence of your 30% co-contribution. \*

Attach a file:

Hint: This may include documentation of organisation funds, grant funding, or in-kind contributions.

### Provide a specific breakdown of what the monetary sponsorship will be used for? \*

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

### In-Kind Amount (Estimate) \*

\$

Must be a dollar amount and no more than 10000.

Must be a dollar amount excluding GST. In-kind assistance will need to be costed. If unsure, leave blank and Council will do a costing based on the details provided below as to what in-kind assistance is being requested of Council.

### Provide details of what in-kind support is being requested from Council. Requests MUST include a quote from GECC and tentative reservation obtained PRIOR to application \*

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Hint: Please outline what type of in-kind support you require. This is any support you would ask Council to provide for the event. E.g services, labour, marquee hire.

### Total Funding Request \*

\$

This should equal no more than \$10,000 including any monetary and in-kind support requested. What is the total financial support you are requesting in this application?

### Total Event Cost \*

\$

Hint: Please include the total cost 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.

## Budget

**Income**

\$

**Expenditure**

\$

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# IGNITE EVENTS - Application form 26/27

## Form Preview

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

**Provide details \***

Include organisation name and level of funding sought/received.

## Part E - Lodgement

\* indicates a required field

### Child Safety & Wellbeing

**Gladstone Regional Council is committed to ensuring that all funded activities are safe, inclusive and respectful for children and young people. Please select one option: \***

- We/I confirm that our organisation will comply with all relevant child safety legislation, including any requirements for risk management, supervision, consent, and screening (e.g., Blue Cards).
- Not applicable — This project does not involve children or young people.

### 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.

### Other supporting documents

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

#### **Quotes \***

Attach a file:

Hint: Omcp,e & Expand

#### **File Upload**

Attach a file:

#### **File Upload**

Attach a file:

#### **File Upload**

Attach a file:

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### 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;
- Agree to provide additional information or supporting documentation to assist in assessing an application or verifying claims made by the applicant. This may include, but is not limited to, the organisation's most recent profit and loss statement, audited financial statements or audit report, strategic plan, project plans, quotes, evidence of approvals, and letters of support.
- 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
- 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

First Name Last Name

### Submitting Officer's Position \*

E.g. president, secretary, treasurer.

### Preferred Phone Number \*

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Must be an Australian phone number.

**Preferred Email \***

**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.