

## Part A - Organisation Eligibility

\* indicates a required field

### Impact, Destination and Signature Fund - Expression Of Interest (EOI)

**Before you begin please indicate your organisation's eligibility to apply for the Impact, Destination and Signature Events Fund.**

Impact, Destination and Signature Events Fund provides support for events that are well established, well designed, and clearly demonstrate return on investment, building community pride, return visitation, regional profile, economic stimulus and attract over 2,500 participants, with 10% out-of-region visitors. Your application should 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.
- **Overnight Visitation**- Attracts external visitation specifically generating overnight visitor expenditure.

Before completing this application form, you should have read the Gladstone Regional Council Impact, Destination and Signature Events 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 Impact, Destination and Signature Events Fund.

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

### 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 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.

**and must: \***

- be financially solvent;
- be incorporated (not applicable for businesses).

# IMPACT, DESTINATION AND SIGNATURE - Application form 26/27

## Form Preview

At least 2 choices and no more than 2 choices may 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	
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

### **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 and Contact Details

\* 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 Details

#### **Applicant \***

Title      First Name      Last Name

            

#### **Applicant Position \***

**Applicant Primary Phone Number \***

Must be an Australian phone number.

**Applicant Primary Email \***

Must be an email address.

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

## Part C - Event Details

\* indicates a required field

### Event Description

**Event title \***

**Event start date \***

Must be a date and held at least 16 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?

### 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 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, or letter of support. Please note that approval is required before funds can be released or paid.

### Event Objectives

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

# IMPACT, DESTINATION AND SIGNATURE - Application form 26/27

## Form Preview

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) \***

Hint: How many people do you expect to travel to the Gladstone Region from outside of Queensland? Evidence may be required in your acquittal.

#### **International visitors \***

# IMPACT, DESTINATION AND SIGNATURE - Application form 26/27

## Form Preview

Hint: How many people do you expect to travel to the Gladstone Region from outside of Australia? Evidence may be required in your acquittal.

### TOTAL \*

This number/amount is calculated.

To be eligible for this fund, your event must attract a minimum of 2,500 participants.

### 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? To be eligible for this fund, your event must attract a minimum of 2,500 participants.

## 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

### 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

# IMPACT, DESTINATION AND SIGNATURE - Application form 26/27

## Form Preview

<input type="text"/> Must be a number. Must be a number.	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

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

- KSC 1: Drives social & community outcomes, inc. community pride & cohesion
- KSC 2: Enhance the profile and appeal of the Gladstone region
- KSC 3: Economic benefits of the event will support the local community
- KSC 4: Diversity of funding streams/income
- KSC 5: Demonstrated environmental sustainability
- KSC 6: Demonstrates overnight visitor attraction and expenditure

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 Impact, Destination and Signature Event Fund guidelines.

**KSC 1: How will your event 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?

**KSC 2: How will your event 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?

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

Hint: What is the projected economic impact of this event? How have you calculated this? Can you support this claim (facts, figures, statements etc). Research how other regions have hosted an event comparable to yours. How has this region benefited economically? Can your event provide similar benefits? Explain how. Note: GAPDL is a useful resource in this area.

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

Hint: Is this event financially sustainable? If yes, explain how it is or how you are working to achieve this?

**KSC 5: How will your event demonstrate environmental sustainability, including steps to reduce environmental impact, manage resources responsibly, and create lasting benefits for the environment? \***

Hint: Are there ways the event could be environmentally sustainable? If so, explain how? How will these initiatives benefit the organisation, event and region?

**KSC 6: How will your event attract out-of-region visitors and generate overnight stays? How will you demonstrate or measure this outcome? \***

Hint: Address how the event will increase overnight visitor stays in the region. How will your organisation promote staying in the region to those attending? Will there be any incentives to stay across the whole event or are people more than likely to attend for a specific purpose and leave? Please estimate the overnight visitation numbers and nightly accommodation rate. e.g. 2 x nights at approx \$160 per night x 50 participants. To be eligible for this fund, your event must attract a minimum of 2,500 participants with a minimum of 10% out of region Visitation.

## 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.

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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:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Acknowledgement Statement published on the organisation's Social Media platform using approved graphic and text provided by Council | <input type="checkbox"/> Acknowledgement Statement published in Organisation newsletter using approved graphic and text provided by Council | <input type="checkbox"/> Council acknowledgement on the day of the event via the PA system | <input type="checkbox"/> Approved Council logo on event merchandise |
|--|---|--|---|

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

## Part D - Event Budget

\* indicates a required field

### 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 \*

# IMPACT, DESTINATION AND SIGNATURE - Application form 26/27

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\$

Must be a dollar amount.

Please note that all figures exclude GST.

### **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 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 \***

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 Amount Requested \***

\$

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

### **Total Project Cost \***

\$

What is the total budgeted cost (dollars) of your project?

### **Percentage (%) of contribution**

This number/amount is calculated.

Your application should demonstrate a minimum 30% co-contribution towards the total cost of the event, showing your organisation's financial commitment.

### **Please describe the source and nature the 30% co-contribution. \***

# IMPACT, DESTINATION AND SIGNATURE - Application form 26/27

## Form Preview

Hint: Your application should demonstrate a minimum 30% co-contribution towards the total cost of the event, and provide evidence of this contribution, such as budget allocations, financial statements, or in-kind support documentation.

**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

<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 \***

# IMPACT, DESTINATION AND SIGNATURE - Application form 26/27

## Form Preview

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

### 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.

#### **Risk Management Plan \***

Attach a file:

**Income and Expenditure \***

Attach a file:

Hint: This should be event specific.

**Organisation Strategic Plan \***

Attach a file:

## Other supporting documents

Please upload other documents that support your application to receive the Destination Event Fund.

**File Upload**

Attach a file:

Hint: Omcp,e & Expand

**File Upload**

Attach a file:

**File Upload**

Attach a file:

**File Upload**

Attach a file:

### 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

# IMPACT, DESTINATION AND SIGNATURE - Application form 26/27

## Form Preview

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
- 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.

### **Submitting Officer's Contact \***

### **Submitting Officer's 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.