



TOURISM EVENT GRANT APPLICATION FORM

Before completing this application form, please read the Tourism Event Grant Policy available at www.grc.qld.gov.au

Enquiries

Should you require assistance to complete this application form please contact Council's Customer Service Centre or Council's Community Development and Events Coordinator.

Megan Long - Community Development and Events Coordinator
mlong@grc.qld.gov.au
(07) 4671 7401

Goondiwindi Regional Council Customer Service Centre
mail@grc.qld.gov.au
(07) 4671 7400

Lodgment

Your completed application and any supporting documentation can be submitted to Council by Post, Person or Email. Please make the "Subject" in any covering letter or email: 'Tourism Event Grant application'.

Post:

Chief Executive Officer
Locked Mail Bag 7
INGLEWOOD QLD 4387

In Person:

Council's Customer Service Centres at:

100 Marshall Street, Goondiwindi OR
Elizabeth Street, Inglewood OR
High Street, Texas.

Email:

mail@grc.qld.gov.au

Applicant Information

Applicant / Organisation Name: _____

Contact Name: _____ Position in Organisation: _____

Postal Address: _____

Mobile Phone: _____ Other Phone (if applicable): _____

Email Address: _____

Does your organisation have an ABN?

- Yes If yes, provide ABN
- No If no, please submit a completed ATO 'Statement by a Supplier' form with your application. (available from the ATO –

www.ato.gov.au/uploadedfiles/content/mei/downloads/statement%20by%20a%20supplier.pdf)

Is the organisation registered for GST?

- Yes No

Is your organization an incorporated legal entity?

- Yes

If Yes, please choose which applies below

- Incorporated Association
- Australian Public Company Limited by Guarantee
- Cooperative registered under *Cooperatives Act 1997*
- Other, please specify: _____

- No

If no, your application MUST be auspices by an incorporated legal entity, complete the following section.

Name of auspicing (sponsoring) organisation: _____

Name of contact person for auspicing organisation: _____

Please attach a copy of the agreement with this application :

ABN of auspicing organisation: _____

Does your organisation hold current public liability insurance?

- Yes No

Does the organisation have any debts owing to Council?

- Yes No

Organization Bank Account Details

Bank name: _____ Account name: _____

BSB: _____ Account number: _____

Event Details

Event Name: _____

Event Dates: _____

Event Location/s: _____

How often does the event occur (e.g. annually, biannually, one-off): _____

Provide an outline of the proposed event:

Please check all that apply to your event:

- Your event increases visitation and length of stay from people outside the Region
- Your event is during the low visitation periods (e.g. outside of July- October)
- Your event gains positive state-wide or national media coverage for the event and the region
- Your event stimulates the local economy through community and business partnerships

Provide a short description outlining the above benefits from your event as identified:

Is this application being submitted at least six months prior to the event?

- Yes No

Economic Benefit of Event

Does your organization have an independent estimate of the economic benefit of the event?

Yes, (please attach)

No

If no, you must complete the following:

TOTAL NUMBERS	
Total actual attendees including participants, spectators, officials and volunteers attending the event	
Number of competitors	
Average number of days attendees attend the event	
Estimated number of locals attending the event per day	
Estimated number of day visitors from outside the region who did not stay the night in Goondiwindi Council Region	
Estimated number of overnight visitors from outside the region	
ENTRY FEES	
Average competitor entry fees	
Average spectator entry fees	
EXPENDITURE	
Fuel – estimated per vehicle fuel purchased locally	
Estimated number of people per car travelling to region	
Estimated daily expenditure at event (excluding entry fees, and costs associated with staying the night) – likely to include food, drinks purchased at the event only	
Additional expenditure from attendees that you would like included. Please provide an explanation	

	Response		Response
Estimated number of Motels/Hotels/Caravan Park cabins in the Goondiwindi Council region		Average number of nights per person	
Estimated number of people camping/caravanning at Caravan Parks in the Goondiwindi Council region		Average number of nights per person	
Estimated number of people staying in free camping in the Goondiwindi Council region		Average number of nights per person	
Estimated number of people staying in other accommodation (eg family/friends) in the Goondiwindi LGA region		Average number of nights per person	

<i>Office Use Only</i>	
Locals daily expenditure	
Day visitors from outside of region expenditure	
Overnight visitors expenditure	
Competitor entry fees	
Spectator entry fees	
Fuel	
TOTAL	
Total with 0.91 multiplier	

The basic data required for a comparable economic impact includes: length of event; attendance each day; postcodes of attendees; average length of overnight stays; type of accommodation; entry fees; and estimated average daily spend. Attendance data should be reasonably accurate based on gate entry, competition participant numbers etc.

Generally to qualify data such as average spend, and average length of overnight stays, a minimum of 100 surveys or 10% (whichever is greater) of the attendance population is required.

In addition Council requires event organizers to undertake a post event survey. To be statistically valid a post event survey must include a minimum of 100 surveys or 10% of the attendance (whichever is greater) at the event, in a bid to gauge the event's marketing and tourism benefit to the Region. Survey should also address key success and challenge questions for the event organisers to reflect and improve where possible for future years.

Please note the following is required for your acquittal report:

- Summary of event success/ challenges
- Data as per the data collection plan, or as specified by Council
- Post Event Survey
- No of volunteers involved
- Summary of dollars contributed to local groups (e.g. \$250 to P&C to run food stall)
- Income and expenditure report
- List of expenditure external to region
- Media clippings, copies of promotional and advertising material
- A selection of digital (photo and video) images that Council can use freely for promotion of the Region

Please provide a short summary of the data collection you will undertake for this event. Data collection should be a core element of event planning and provides valuable information to inform future practice.

Marketing

Is your event listed with Australian Date Warehouse? Yes No

What other events in the Goondiwindi Region are being hosted around the same time?

Is there sponsorship packages available for your event?

Yes No

If yes, please provide details about how this funding from Council relates/fits into the sponsorship categories.

What acknowledgement of Council in your promotions are you able to commit to? (e.g. acknowledgement in media releases, promotional material, invitations, programs logo on merchandise, naming rights etc.)

In Kind Support

All applications approved under this policy will automatically be entitled to request a number of Council services in-kind. See the Goondiwindi Regional Council Tourism Events Funding Policy for more information www.grc.qld.gov.au

Funding Sought

What is the total cost of the event: \$

Is the amount applied for less than 50% of the total cost of your event?

Yes No

It is an expectation that all groups accessing Goondiwindi Regional Council grant funding make every effort to purchase products locally. Please outline below (or attach your policy in the supporting documents section), your local purchasing policy/commitment:

Are you wanting to enter into a three-year agreement for this funding?

Yes No

Supporting Documentation:

Attachments checklist Have you attached:

- Copy of your public liability insurance
- Copy of financial statements (most recent audited balance sheet) Copy
- of budget for event
- Please attach evidence of your capacity to coordinate the event (examples could include: site plan, risk management assessment, event management plan or operational plan, marketing plan etc.
- Marketing plan
- Data collection plan
- Independent estimate of economic benefit if applicable Other
- grants applied for information

Authorisation

Privacy Notice

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in Council's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles Council's financial transactions and may be disclosed to other Local Government agencies, State Government and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

Certification

Certification by Office Bearers or Authorised persons of the Applicant Organisation

We understand that if Goondiwindi Regional Council approves funding, we will be required to accept the conditions of the funding as outlined in the letter of approval and Council's Tourism Events Grant Policy.

We understand and accept that details of Organisation's that receive financial assistance will be publicised by Council.

We understand and accept that the event organiser conducts an event at their own risk and must indemnify and hold harmless the Council against all claims resulting from any damage, loss, death or injury in connection with the event and venue used.

We understand and accept that successful applicants under the Tourism Events grant are not eligible to apply for funds to support the event from the Goondiwindi Regional Council Community Grants and Donations grant. They are however eligible to apply for Community Development Grants and Donations for activities unrelated to the event, and they are also eligible to apply for other Council grants including, but not limited to, Drought funding and RADF.

We understand and accept successful Tourism Event Grant applicants who distribute profits from Tourism events to charities will not receive any additional support from Council for items such as infrastructure investment.

We understand and accept that Council may at its discretion, attach special conditions to the grant offer and the amount of financial assistance offered may vary from that requested

We understand and accept that any request from Council regarding proof of expenditure or similar is agreed to

We understand and accept that in the event that an event does not proceed, all funds will be returned to Goondiwindi Regional Council.

We understand and accept that our Organisation grants Goondiwindi Regional Council a perpetual, worldwide, royalty-free, transferable license to use, reproduce, distribute, prepare derivative works of, display and perform images provided to Council by the event organiser, in any media formats and through any media channels.

We understand and accept that if an event that brings the Region or Council into disrepute may result in future support, including honouring the three year funding agreement, being withdrawn.

We understand and accept that we must submit the Acquittal Report within 90 days of the completion of the event.

We certify that, to the best of our knowledge, the information provided within this application, including attachments, is true and correct.

Name: _____

Position: _____

Date: _____