Kingborough

Event Support Grant Application 2022/2023 for ESTABLISHED events

Please complete this application form for an established event in Kingborough, which is planned to attract at least 200 people, to be held before the end of 2023. Grants of up to $1,500 are available.

APPLICATIONS CLOSE: Friday, 14 October 2022 6pm

Please make sure you answer all 5 Sections of this form.

Name of group or organisation running the event: _____

Name of proposed event: _____

Number of people expected to attend the event: _____

Amount requested: _____

Are you prepared to accept partial funding? *(Yes or No)* _____
(Council's Grants are highly competitive and Council may offer less than the amount you request)

Section 1: Applicants Details

Contact Name: _____

Postal Address: _____

Phone: _____

Mobile: _____

Email: _____

Is your organisation not-for-profit? _____

(If you answer no then your organisation is not eligible for an Event Grant)

Is your organisation incorporated? _____
(If you answer no, then you need an organisation to auspice your event.)

Name of auspicing organisation: _____

Address of auspicing organisation: _____

Is your organisation registered for GST?: _____

What is your organisation's or your auspicing organisation's ABN: _____

Briefly describe the aims and general activities of your organisation:

Section 2: Event Details

Please tick or highlight any of the following areas that are relevant to your event:

☐ Community Participation	☐ Environment	☐ Sport & Recreation
☐ Community Education	☐ Tourism & Events	☐ Heritage & History
☐ Health & Safety	☐ Multi-Cultural	☐ Arts & Culture

When will the event be held: _____

Where will the event be held: _____

Event description:
(Please provide 6 dot points including what you are going to do, the need for the event and why it is of value, any event partners, any further details about location etc.)

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Who will manage the event and how?

Section 3: Benefits to Kingborough

Does the event help to: (please tick or highlight those that apply to the event)

- ☐ Encourage community engagement, participation and enjoyment
- ☐ Enhance community health, safety and wellbeing
- ☐ Create a sense of place by activating a public space
- ☐ Recognise and celebrate cultural diversity
- ☐ Market and promote the environment and/or sustainability practices

How will your event benefit the Kingborough community?

Briefly explain how you plan to acknowledge Council's contribution to the event

Section 4: Budget

Please complete the budget table below to account for all costs of your event. Include income and expense items according to your needs under the headings provided.

Income:

Income Description *e.g. Anticipated income from Council's Event Grant, in-kind support/funding, sponsorship etc.*	Amount/s (could be in $, in-kind labour etc.)
	TOTAL:

Expenditure:

Expenditure description *e.g. materials, advertising, venue hire etc.*	Amount/s ($)
	TOTAL:

Please make sure that the totals of your income and expenses amounts are exactly equal. Attach a separate table if required.

Section 5: Certification

This declaration must be signed by a person authorised to sign on behalf of the organisation.

- I certify to the best of my knowledge that the information given on this form is complete and correct.
- I understand that approval of the grant is subject to mutual agreement between Kingborough Council and the applicant.
- I agree to ensure all necessary approvals/permits, including an event permit, are obtained prior to the event taking place. Event permit application form can be found at www.kingborough.tas.gov.au/event-permits/
- I understand that if Kingborough Council approves a grant, I will be required to accept the conditions of the grant in accordance with Kingborough Council requirements.
- I understand that Kingborough Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their sponsor to provide the appropriate insurance cover and abide by all relevant health and safety standards.
- I agree that if funded, funds will be used only for the event described on this application.
- I consent to the release of event information in this application for promotional and evaluation purposes relevant to Kingborough Council.
- I will seek permission from the group before submitting photographs for use by Kingborough Council.

The above organisation has authorised me to submit this application on their behalf. The information contained herein is, to the best of my knowledge, true and correct.

Name (please print): _____

Signature: _____

Position in organisation: _____

Date: _____

Signature of auspicing organisation: _____

Position held in organisation: _____

Please return this application to commgrants@kingborough.tas.gov.au

Please Note: All successful applicants are required to submit evidence of expenditure in a final report. Included in reporting will be formal receipts, photographs and providing the opportunity for Community Services staff to attend the funded event.

Final Checklist

Action	Completed
Read the guidelines	
Completed all sections of the application form	
Signed the application	
Attached copies of any required documentation	
Attached copies of supporting quotes	