

Festivals and Events Fund 2023

Form Preview

Introduction

Welcome

Please read the Festivals and Events Fund 2023 Guidelines and speak to a member of the Events and Promotions team before starting an application.

Your organisation must **have submitted an Acquittal Report** for any past funded grant applications or your application may be **ineligible**.

To seek an extension, if sought an extension should already have been approved.

Projects which deliver outcomes that support the endorsed objectives of the following will be strongly supported:

- [Warrnambool 2040 Community Plan](#)
- [Warrnambool Event Strategy 2018-2022](#)

IT IS RECOMMENDED THAT YOU PREPARE YOUR INITIAL APPLICATION IN A WORD DOCUMENT AND COPY AND PASTE INTO RELEVANT SECTIONS.

Help is available: Council Officers are available if you require assistance applying online, or have questions about the Festivals & Events Fund 2023. Refer to the Key Council Contacts listed in the Guidelines if you have any questions about the program.

Preparation for a funding application: Please ensure you have read the Guidelines and refer to the Making an Application section. Please allow sufficient time to prepare and submit your application before the closing date.

Completing your application: You do not have to complete this application form all at once. You can press 'save' at any point and log out. When you log back in, your draft application will be saved and you can start where you left off.

If you leave the Application page to view the guidelines or to view other templates, save progress and then remember to **GO BACK** on your browser - do not close or you will need to log in again.

Submitting your application: To ensure that the application is submitted, make sure that you **review and submit your application**. When you review, if there are any errors, or compulsory questions that have not been completed, **Smarty Grants** will let you know.

Remember: Once you have submitted your application, no further changes can be made. You will know you have successfully submitted your application when you receive a confirmation screen. A pdf copy of the application will be emailed to the address nominated in the application form.

Attachments and support documents: To upload attachments you must have the documents saved on your computer. If you are not able to upload a document, please contact Council for support.

Technical Assistance: Refer to the Smarty Grants User Manual on [Community Grants - Application Help](#) for detailed instructions on how to review and submit your application.

If you have technical issues or need assistance with your password, please contact service@smartygrants.com.au or (03) 9320 6800.

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Applicant Details

* indicates a required field

Applicant Organisation

Applications are accepted from legally incorporated groups or organisations and commercial businesses.

Groups that are not legally incorporated need to be auspiced by a group that is legally incorporated, to make an application.

Is your application being auspiced? *

Yes

Auspecting Details

Auspice organisation registered name *

Organisation Name

Auspice contact name *

First Name

Last Name

Position in the organisation *

Auspice 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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Auspice email *

Must be an email address.

Auspice website

Must be a URL.

Applicant Details

I confirm that the applicant organisation has completed all due Acquittal Reports for past funded grants *

- Not applicable
- Yes
- No, if no - please call Council before proceeding
- Unsure. If you don't know, please call Council before proceeding.

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

Organisation's registered name *

Organisation Name

Australian Business Number (ABN) - If group DOES NOT have an ABN, a Statement by Supplier Form is required. Attach with supporting documentation.

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Organisation physical address *

Address

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

Applicant contact name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position in the organisation *

Preferred email *

Must be an email address.

Preferred contact mobile number *

Must be an Australian phone number.

Child Safe Organisation

Victorian organisations that provide services or facilities for children are required by law to implement Child Safe Standards to protect children from harm.

Organisations and businesses that employ children to provide goods or services, whether paid or unpaid, must also implement the standards.

Children are defined in the standards as anyone under 18 years old.

For more information visit www.cyp.vic.gov.au/child-safety/being-a-child-safe-organisation/

Does your organisation meet its obligations under the Child Safe Standards? *

- Yes
- No, please refer to website above, as all applicants must comply
- Not applicable

About Your Event

* indicates a required field

Event Funding Category

Please select the category that best describes your event, based on the following information.

Community Events - supports the development and implementation of community events that demonstrate a strong community focus and provide significant social and cultural benefits to the city. Usually smaller in scale with predominantly local participation

Business Events & Conferences - event organizers bringing new business events and conferences to Warrnambool. Majority of delegates and attendees are from outside of Warrnambool and will stay for a minimum of one night.

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Activate Warrnambool - Seed funding for new events that have not been held before. Events must take place outside the peak holiday season (Dec 24 - 31 Jan) and March Long Weekend. - **Small to medium events** are smaller activation type events that could be delivered using grant funding only (workshops, activations, ticketed experiences, pop up events etc.) - **Large festivals and events** are more complex events with elements of programming and will require a substantial amount of additional revenue to deliver (music festivals etc.)

Tourism Events - high attendance events that attract significant visitation from outside Warrnambool and enhance the profile of the region as a destination to experience. Must provide an estimation of economic impact and yield, with events held over more than one day. Examples may include mass participation sporting events, large scale music events and food and wine festivals.

What is the funding category for the proposed project? *

- Community Event (up to \$5,000)
- Business Event & Conference (up to \$5,000)
- Activate Warrnambool - Small to Medium Event (up to \$5,000)
- Activate Warrnambool - Large Festival or Event (up to \$10,000)
- Tourism Event (up to \$10,000)

Can only select one category

Event Details

Applicants should note;

If your application is successful, the details you provide below will be published on Council's website, Facebook page and in local media.

Event Name *

Provide a name for your project/event. Your title should be short but descriptive

Start Date: *

Completion Date: *

Event Overview

Detailed Event Description *

Must be no more than 150 words.

Why does this event need to be delivered? *

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Must be no more than 150 words.

What are the planned activities? *

Must be no more than 150 words.

What are the expected outcomes of this event? *

Must be no more than 150 words.

How will you know if these outcomes have been achieved? *

Must be no more than 150 words.

Assessment Criteria

All funded projects and activities will contribute to achieving the assessment criteria of the 2023 Festivals and Events Fund.

Indicate how your event will best meet each criteria.

Community, Social & Culture Criteria

1. Cultivate social wellbeing by bringing people and communities together and giving them a sense of identity and belonging;
2. Link participants and attendees to culturally significant aspects of the community;
3. Create social gathering opportunities;
4. Be inclusive and accessible for all, as per the "[Welcoming events](#)" guidance.

Demonstrate how the event will meet this criteria: *

Economic Development Criteria

1. Expected expenditure generated by event visitation (can be based on previous expenditure);
2. Participation and attendee demographic profile;
3. Opportunities for business involvement and participation (use local business as first priority);
4. How the event will increase spend in Warrnambool in off-peak times.

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Demonstrate how the event will meet this criteria: *

Environment & Sustainability Criteria

1. Comply with single use plastic ban by eliminating all single use plastics;
2. Reduce waste to landfill;
3. Event management practices outlining waste management excellence;
4. Create positive environmental outcomes at the event and long term into the future.

Demonstrate how the event will meet this criteria: *

Tourism & Profile Criteria

1. Drive off peak visitation, extended stays and local expenditure from attendees outside Warrnambool;
2. Create a regional, state or national profile;
3. Promote Warrnambool as a destination, including marketing channels and reach;
4. Generate opportunities for repeat visitation to Warrnambool post event.

Demonstrate how the event will meet this criteria: *

Additional Events Details

* indicates a required field

Event Details

Briefly describe how your event aligns with the Event Strategy 2018-2022? *

Must be no more than 100 words.

How often is the festival or event proposed to be held? *

- One-off
- Annually
- Other (please specify)

If Other, please describe how often the event is proposed to be conducted.

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Must be no more than 50 words.

Website (event related)

Must be a URL.

Event Attendance

If you have conducted this event before, what was the total attendance? *

Must be a number.

If first time event, please use '0'

Please estimate the number of visitors from outside Warrnambool this festival or event is likely to attract and the estimated number of local residents who are expected to attend.

Number of visitors? *

Must be a number.

Number of local residents? *

Must be a number.

Visitor Numbers

Please provide an estimate of where you expect visitor and participant attendees to come from.

Warrnambool (% of attendees) *

Must be a number.

Within 1 hour (% of attendees) *

Must be a number.

Other Regional Victoria (% of attendees) *

Must be a number.

Interstate (% of attendees) *

Must be a number.

International (% of attendees) *

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Must be a number.

Participation Numbers

Please provide details on how the community will participate in this festival or event.

Number of paid personnel involved in the primary delivery of the festival or event? *

Must be a number.

Number of volunteers involved in the primary delivery of the festival or event? *

Must be a number.

Projected number of additional participants actively involved in creating or working with the festival or event? (i.e workshop providers, artists etc) *

Must be a number.

Cost for the community to participate or attend the festival or event? *

Must be a dollar amount.

Public Liability Insurance

Public liability insurance is required for all Council Event grants. A current certificate of currency or evidence of application for public liability insurance is required.

Generally, if your project is auspiced, public liability insurance is the responsibility of the applicant, not the auspice organisation.

If you do not currently have public liability insurance and your grant request is successful, you will be required to obtain public liability insurance prior to payment of the grant.

Public Liability Insurance *

- Yes, our group has PL insurance for our project
- No, our group does not have PL insurance,as yet, for our project

Please attach a copy of the Certificate of Currency

Attach a file:

Project Budget

* indicates a required field

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Budget

Funding may cover the entire cost of the project or part thereof.

If funding does not cover the cost of the whole project, the applicant will need to demonstrate that sufficient funds are available to cover the shortfall (upload bank statement).

The Budget Table will **auto calculate** the totals for income and expenditure. **Check the summary to ensure the Income and Expenditure match.**

You will need to attach written quotations to verify amounts listed in your budget according to the following;

- One (1) written quote is required for each individual item or service being funded.

For more information, see Budget section of the Community Development Fund Guidelines, on Council's website at <https://www.warrnambool.vic.gov.au/community-funding-programs>

Budget Income & Expenditure

INCOME - list ALL funding sources to pay for your project.

EXPENDITURE - list what are you proposing to spend on the project. Do not include IN-KIND in table.

NOTE: the TOTAL income and TOTAL expenditure columns should EQUAL.

Income - item description	Amount (inc GST if applicable)	Expenditure - item description	Amount (inc GST if applicable)
List details of all income items	Must be whole dollars	List details of all expenditure items	Must be whole dollars

Budget Summary

How much are you requesting in this grant application? *

\$

Check the Community Grants Guidelines for maximum funding limits

What is the INCOME total from the table? *

\$

Must be a dollar amount.

What is the EXPENDITURE total from the table? *

\$

Must be a dollar amount.

Attachments and Supporting Documentation

You are required to attach supporting documents to your application.

1. Written quotes for purchase of equipment or services from qualified professionals. NOTE: Website quotes must clearly include a description of the purchase, price, the vendor name and contact details. An emailed price from a supplier does not qualify as a quotation.
2. The most recent official financial statement or audited report or treasurers report from your organisation as evidence that your group has sufficient funds to contribute financially, if required.
3. Written quotations or letters of support confirming cash support from other groups or individuals listed in your budget table.
4. Groups that DO NOT have an ABN, download a [Statement by Supplier Form](#) and attach below.

1. Written quotations for items requested to be funded by the grant *

Attach a file:

2. Bank Statement or Audited Report or Treasurer's Report *

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

3. Written confirmation of funding from other sources listed in income table (if applicable)

Attach a file:

4. Statement by Supplier Form (if applicable)

Attach a file:

Applicant's Declaration

* indicates a required field

Declaration

I certify that to the best of my knowledge the statements made in this application are true.

I am authorised by my group/organisation to be the applicant for this grant and complete this form and I agree that;

- The statements made in this application are true
- All necessary permits/approvals will be obtained prior to the beginning of the project
- The project will be covered by appropriate insurance
- All relevant health and safety standards will be met

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- Council does not accept any liability or responsibility for the project

If successful, I as the authorised applicant will ensure that my group/organisation will abide by the following **General Conditions**:

- The group will enter into a funding agreement with Council for the grant amount awarded.
- Grant funds can only be spent on the project approved by Council. If grant funds are spent on any other project or activity then Council must be reimbursed an equivalent amount. Similarly, any unspent funds must be reimbursed to the Council.
- The grant funds are for a specific period and cannot be construed as being a commitment by Council for recurrent funding.
- Any proposed major variations of project plans, milestones, budgets or timelines as outlined in your application form need to be discussed with Council in advance. If your variation is agreed to, a variation request in writing must be sent to Council before any changes to the project can be funded
- An acquittal report must be submitted by the due date **31 July 2024**. This report will include photos, copies of media and receipts for purchase of goods and services, as evidence of funds having been dispersed as agreed.

Limitations on available funding I understand that the Festival and Events Fund Program is limited by the amount of funds available and applications will be viewed within the context of Council's overall budget. I am aware that applicants are not guaranteed funding nor can any applicant be guaranteed full funding.

Council acknowledgement terms I understand that successful funding recipients are required to acknowledge and/ or promote the financial contribution made by Council to their project

Privacy Notice

Warrnambool City Council is committed to protecting your privacy and ensuring that all information provided in and arising from this Grant Application be kept confidential.

Warrnambool City Council may need to collect, use and disclose information about the person, the organisation, the project or other relevant people stipulated in this Grant Application.

By ticking the box below, your consent is given to Warrnambool City Council to disclose the information contained in and arising from this Grant Application to a third party so that the third party is able to assist Warrnambool City Council in assessing the Grant application.

I understand that if the application is successful, the project summary, name of the applying organisation and amount funded will be made public.

I have read the above and confirm acceptance. Yes

*

Do you give permission for your contact details to be given to local media for grant promotion purposes? * Yes No

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Submitted By

Person completing application *

First Name

Last Name

Position in organisation *

Date *

Must be a date.

Feedback

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

We would value any feedback you may have regarding our online grants application process.

Please indicate how you found the online application process: *

Very easy

Easy

Neither

Difficult

Very difficult

How did you find out about the Festival and Events Fund? *