# EFGP Application Form 2024
Form Preview

## Events and Festival Grant Program 2024

* indicates a required field

### Before you begin

Where available, please have supporting documentation ready to upload as you complete this form. This may include:

- Event Management Plan
- Event site plan
- Insurance: Certificate of Currency
- Insurance: Certificate of Professional Indemnity
- Marketing Plan
- Waste Management Plan
- Risk Management Plan
- Any other documents that support the management of the event or that is relevant to the event budget.

If this application needs to be completed by different people from your organisation, you may wish to create an account called **Smarty File.** This will allow multiple people to all login individually to the same account. To find out more about Smarty file HERE. (Please note use the back arrow to come back to this page).

### Save as you go

Please save your application as you progress. You can save and return to your application at any time before Midnight, Monday 27 May 2024. No late applications will be accepted.

### Have you?

**Have you read the grant guidelines? ***
○ Yes                                           ○ No
If you have not read the grant guidelines, please read before proceeding with your application. https://www.mrsc.vic.gov.au/About-Council/Find-A-Grant/Events-Festivals-Grant-Program

**Have you discussed your application with the Economic Development and Tourism team? ***
○ Yes                                           ○ No
If you have not contacted a member of the Economic Development and Tourism team, please call 5422 0333 and ask to speak to the Events and Filming Officer.

## Applicant Details

* indicates a required field

**Applicant** *
○ Individual          ○ Organisation
Organisation Name

Title          First Name          Last Name

If you are applying on the behalf of an organisation, use the contact details of the organisation in this section.

**Applicant Position** *

**Applicant Primary Address** *
Address

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

**Applicant Primary Phone Number** *

Must be an Australian phone number.

**Applicant Primary Email** *

Must be an email address.

**Applicant Primary Website**

Must be a URL.

**Applicant Office Address** *
Address

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

**Applicant Office Email** *

Must be an email address.

**Applicant Other Phone Number** *

Must be an Australian phone number.

**Do you have an ABN?** *

○ Yes ○ No

To recieve any government grant, you will need an ABN. If you do not have an ABN, you will need to arange an auspice to manage grant funding on your behalf.

## Applicant ABN

**Applicant 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.

## Statement by a Supplier

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application. Download the form from the ATO website.

**Please upload completed Statement of Supplier Form:** *
Attach a file:

Please ensure you name the file correctly, e.g Group Name - Statement of Supplier formMax 25mb per file uploaded

## Legal Structure

**What is your legal structure?** *

○ Unincorporated association      ○ Indigenous corporation, association or cooperative

○ Incorporated association      ○ Trust

○ Cooperative      ○ Other:

If you are unincorporated, you must have an auspice organisation

## Incorporation details

If you wish to check you incorporation number please click here.

**What is your incorporation number?** *

Incorporated Association or Australian Company Number.

## Auspicing Organisation

In a funding context, an auspice is an organisation who manages grant funding on your behalf. For example, a small community group with limited resources may use a larger Not-for-Profit Organisation as their auspice. The larger NFP will receive and manage the grant funding, with the community group undertaking the actual project work.

**Auspice** *
○ Individual          ○ Organisation
Organisation Name

Title          First Name          Last Name

**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.

**Auspice Primary Address** *
Address

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

**Auspice Primary Phone Number** *

Must be an Australian phone number.

**Auspice Primary Email** *

Must be an email address.

## Event details and funding request

* indicates a required field

Event Details

**Event name:** *

**Event description and purpose of the Event:** *

Word count:
Must be no more than 500 words.

**Short description of the Event and purpose:** *

Word count:
Must be no more than 100 words.
Provide a short description of your event. This will be used to describe your event in any reports to Council.
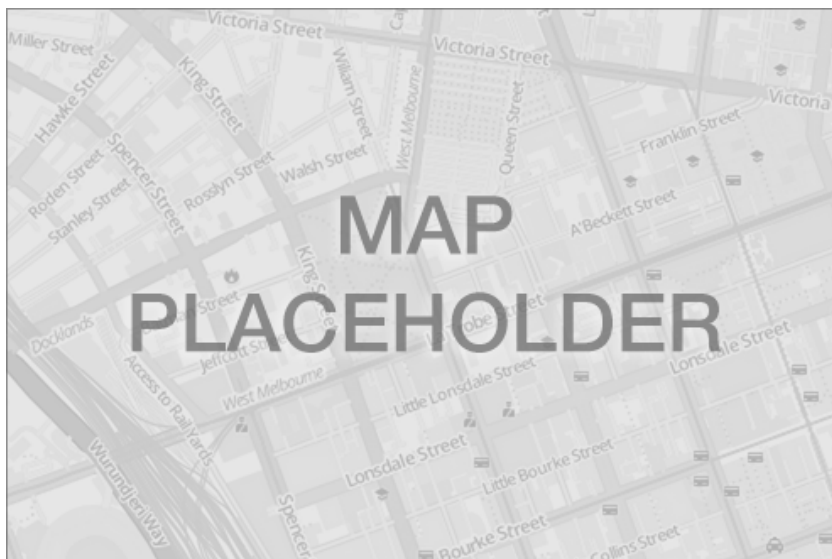
**Event start date:** *

**Event end date:** *

**Event location**
Address

Address Line 1 and Suburb/Town are required.
Specific address required - number, street, town

**Site description**

Word count:
Must be no more than 150 words.

**How many people do you anticipate will attend your event?** *

Must be a number.

## Funding Request

**Please nominate which funding tier your are applying for:** *
○  Tier 1 - Signature event
○  Tier 2 - Regionally Significant event
○  Tier 3 - Community event
Before selecting the funding tier you are applying for, please use the event classification table
provided on page six of the guidelines.

## Triennial funding application

**Are you applying for triennial funding?** *
○  Yes                                        ○  No
Triennial funding is only available in Tier 1 and 2.

## Funding Amount Requested

**Funding amount requested** *
$
Must be a dollar amount.

Tier 1: up-to $10,000 Tier 2: up-to $6,000 Tier 3: up-to $2,000

## Triennial funding

Triennial funding is only available in Tier 1 and 2.

For further information please refer to page 7 of the guidelines.

**Amount Requested Year 1** *

$

Must be a dollar amount.
Tier 1: up-to $15,000, Tier 2: up-to $10,000,

**Amount Requested Year 2** *

$

Must be a dollar amount.
Tier 1: up-to $12,000, Tier 2: up-to $8,000

**Amount Requested Year 3** *

$

Must be a dollar amount.
Tier 1: up-to $10,000, Tier 2: up-to $6,000

## Grant funding further detail

**Please detail what grant funding will be used for:** *

Word count:
Must be no more than 150 words. Please provide detail here on what the grant funding will be used for.

## In-kind support

* indicates a required field

In-kind support

Offered to all tiers of the grant program. It allows for events and festivals to access services that would normally come at a cost.

**Would you like to apply for In-kind support?** *
○ Yes                                        ○ No

In-kind support request

**Please indicate which services you would like to apply for:** *
☐ Waiver of activity on a road permit fee
☐ Assistance with the development of an event plan

☐   Event bin hire (maximum of three recycling stations per request)
☐   Additional cleaning of public toilets at the event space
☐   Venue hire

## In-kind venue hire

Available to all tiers of the grant program. It allows events and festivals to gain access to Council-managed facilities and reserves that would normally come at a cost.

Written confirmation of venue availability and hire fee is required to be eligible for in-kind venue hire.

The following venues are excluded from in-kind venue hire: Kyneton Town Hall, Hanging Rock, and facilities that are not managed and owned by Council.

**Please provide venue name:** *

**Please attach written documentation from the relevant Council department, confirming availability and hire fees:** *
Attach a file:

In-kind venue hire is only available to venue hire, it cannot be applied to staffing fees or cleaning associated with the hire fee. Before you upload your file, please name it correctly, e.g. Group Name - In kind venue hire further information

**Have you notified the Council department overseeing this venue about your application for in-kind venue support via the Events and Festivals Grant Program?** *
○   Yes
○   No, but I plan to do so before submitting my application.

**Total in-kind venue hire request** *
$
Must be a dollar amount.

## Community and stakeholder engagement

* indicates a required field

## Community and stakeholder engagement

To assess how the event engages with, and is supported by: community, local business, traditional owner groups and other relevant stakeholders. The panel will assess your response against the following criteria:

- Engagement: Identification of how event is supported by community and relevant stakeholders.
- Involvement: Demonstration of opportunities for community and relevant stakeholders to participate.

- Community outcomes: Demonstration of how the event delivers positive community outcomes in the shire.

**Please outline your consultation with the community and stakeholders. ***

Word count:
Must be no more than 500 words.

**Supporting documentation (letter of support for example)**
Attach a file:

Before you upload your file, please name it correctly, e.g. Group Name - Letter of support

## Delivery

* indicates a required field

Delivery

To assess the applicant's level of event planning and consideration to deliver a successful event. (Please refer section 14. Supporting Documentation in the guidelines)

**Please outline the governance structure of this event and outline how the project will be delivered: ***

Word count:
Must be no more than 250 words.

**What project risks and issues have been identified and what strategies are in place to manage them? ***

Word count:
Must be no more than 250 words.

**Please list the permissions, approvals, permits, licences etc required to proceed with the event and list their status; for example, but not limited to: Police permission/notification for an event, First Aid and safety considerations, planning approvals, building permits, EPA works approvals, etc: ***

Word count:
Must be no more than 250 words.

**Please outline how far along you are in your event planning process (venue confirmation; logistics; catering; speakers; entertainment; design; sponsor/ partner agreements; advertisement; staffing – both paid and volunteer): ***

Word count:
Must be no more than 250 words.

## Budget

Please include funds requested in this application as 'income'.

The following should also be included where relevant:

- Income generated from ticket sales
- Income generated from stall holder fee

| Income | $ | Expenditure | $ |
|---|---|---|---|
|  | $ |  | $ |
|  | $ |  | $ |

## Budget Totals

| Total Income Amount | Total Expenditure Amount | Income - Expenditure |
|---|---|---|
| $ | $ | $ |
| This number/amount is calculated. | This number/amount is calculated. | This number/amount is calculated. |

## Marketing and communications

* indicates a required field

**Please outline your plans for promoting your event ***

Word count:
Must be no more than 250 words.

**Please provide overview of your target audience:** *

Word count:
Must be no more than 250 words.
E.g. Families with small children, Young professionals who are interested in food and drink experiences, etc.

## Accessible and Inclusive

* indicates a required field

**How will you ensure an accessible and inclusive environment.** *

Word count:
Must be no more than 250 words.
We want you to show us how you will ensure an accessible and inclusive event. For more information, watch https://youtu.be/7GvXKNLXiKw.

**If your event is ticketed, please provide a break down of ticket prices.** *

E.g. Adult: $25,00 Concession: $15,00 Child: $10 Familiy: $60,00 or FREE event

**How will you address the needs of people of different genders in the design and management of your initiative?** *

Word count:
Must be no more than 250 words.
We want you to show us how you have considered gender differences in designing your project/ program so that you are reaching people equitably. If you are running a gender-specific initiative, please tell us why only one gender is being targeted. For more information on applying a gender lens to your work, visit https://explore.fundingcentre.com.au/help-sheets/gender-lens.

## Environment

**How will you minimise the impact of your event on your local community and the environment :** *

Word count:

Must be no more than 250 words.
We want you to show us how you will minimise the impact of your event on your local community and the environment. For more information, watch https://youtu.be/dQeOXJywV3A

## Supporting documents

**Please note: Before you upload your file/s, please name them correctly, e.g. Group Name - Event Management Plan - event date**

**Please attach your Event Management Plan (where available):**
Attach a file:

**Please attach Insurance - Certificate of Currency (where available):**
Attach a file:

**Please attach Insurance - Certificate of Professional Indemnity (where available):**
Attach a file:

**Please attach your Marketing Plan (where available):**
Attach a file:

**Please attach your Waste Management Plan (where available):**
Attach a file:

**Please attach Risk Management Plans (where available):**
Attach a file:

**Please attach any other documents which support the management of the event:**
Attach a file:

## Economic benefits

* indicates a required field

Economic benefit

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Form Preview

This section assesses the events capacity to support the local economy, and fill gaps in the events calendar.

**Has the event been held previously?** *
☐  Yes  ☐  No

**If YES, when and where was the event last held?**

## Where do/will your visitors come from?

For events that have been held previously, please provide include a breakdown of visitors from inside and outside the shire and attach previous visitor survey results.

**Local community (within the town it is held)**

Must be a number.

**Surrounding towns and villiages (within an hour commute from the event)**

Must be a number.

**Regional Victoria**

Must be a number.

**Melbourne**

Must be a number.

**Interstate**

Must be a number.

**National or Overseas**

Must be a number.

**Please justify how the event will add value to the events calendar:** *

Word count:
Must be no more than 250 words.

**Please attach previous visitor survey results and/or supporting documentation about economic impacts.**

Attach a file:

Before you upload your file, please name it correctly, e.g. Group Name - Visitor survey or Economic impacts

## Destination Awareness

* indicates a required field

### Destination Awareness

This section will be used to assess the event's effectiveness in growing brand awareness of the Macedon Ranges.

**Brand alignment: Please demonstrate how the event aligns with the tourism brand pillars of the Macedon Ranges.** *

Word count:
Must be no more than 250 words.
Please read the guidelines for tourism brand pillars.

**Target market: Please demonstrate how your event will attract the tourism target market (lifestyle leaders) and visitors from outside the shire.** *

Word count:
Must be no more than 250 words.
Lifestyle leaders are a target market id

**Destination awareness: Please demonstrate how event will promote the Macedon Ranges as a tourism destination and encourage repeat visitation.** *

Word count:
Must be no more than 250 words.

## Declaration

* indicates a required field

**Applicant declaration** *

☐  I state that the information in this application and any attachments is to the best of my knowledge true and correct.

☐  I acknowledge that Macedon Ranges Shire Council may refer this application to external experts or government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant opportunities.

☐  I understand that government departments are subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, the applicants documents may be released.

☐  I understand that this is an application only and may not necessarily result in funding approval.

☐  I understand that if this application is successful, that funding will be subject to terms and conditions set out in agreement with Macedon Ranges Shire Council.

At least 5 choices must be selected.

**Your full name:** *

**Email:** *

**Position held:** *

**Organisation:** *

## Feedback

## Please tell us...

How did you found out about the Events and Festivals Grant Program?

**Please select one or more:**

☐  Local Newspaper

☐  Community Newsletter

☐  eNewsletter

☐  Shire Life magazine

☐  Council's website

☐  Social Media (Facebook, Twitter, Instagram, LinkedIn)

☐  Poster

☐  Word of mouth

☐  Other:

**How long did it take you to prepare and complete this application?**

☐  1 - 2 hours

☐  2 - 4 hours

☐  4 - 6 hours

☐  Other:

**Would you like to provide any feedback about the Events and Festivals Grant Program?**

Word count:

Must be no more than 250 words.

## Privacy

The collection and handling of personal information is in accordance with Council's Privacy Policy.