EVENT SUPPORT PROGRAM - APPLICATION FORM

WHAT WILL THE EVENT SUPPORT PROGRAM DO?

The main objectives of the Tourism Tamworth Ltd Event Support Program are to:

- Maximise the economic, tourism, social and cultural benefits of events held in the Tamworth region;
- Identify and assist with bidding for and developing those events which have a close fit with image and position of the Tamworth region; and
- Integrate promotion of major events in the Tourism Tamworth marketing campaign to maximise yield and develop packaged tourism events.

Please ensure you have received and read the Guidelines document to assist with completing this application.

SUBMITTING AN APPLICATION

There are two rounds for Event coordinators to apply for assistance. As a guide applications will be called for in February and August annually. Each period of application will be open for approximately 4-6 weeks. The following table is a guide for application timeframes for the Event Support Program.

APPLICATIONS OPEN:	1 February	APPLICATIONS CLOSE:	15 March	ANNOUNCEMENT EXPECTED:	End of March
	1 August		15 September		End September

Signed and completed applications and any supporting material must be received by Tourism Tamworth by 5pm on the nominated closing day. In the case of posted applications, the proposal must be postmarked on or before the closing date for the grant.

Any late applications may be deferred to the following round of applications. There is no guarantee this will occur as a late application may be deemed ineligible.

Applicants will be advised 30 days after the closing date if the application has been successful.

PLEASE READ THE INFORMATION INCLUDED IN THE "EVENT SUPPORT PROGRAM GUIDELINES" BEFORE COMPLETING THIS APPLICATION.

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Please ensure that you include all relevant attachments to this application form when submitting to Tourism Tamworth. An application will not be considered if the relevant documents are not attached. Please refer to Item 5 Checklist. If you are unable to attach relevant documents, please state the reason why.

1. APPLICANT INFORMATION

NAME OF EVENT ORGANISER:

APPLICANT NAME/CONTACT PERSON:

ROLE IN THE EVENT/ORGANISATION:

STREET ADDRESS:

TOWN/CITY: STATE: POSTCODE:

POSTAL ADDRESS:

TOWN/CITY: STATE: POSTCODE:

TELEPHONE: MOBILE: FAX:

EMAIL: WEBSITE:

Is your organisation registered for GST? YES NO

GST DECLARATION:

Does your organisation have an ABN? YES NO
Insert Australian Business Number below:

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2. EVENT INFORMATION

Name of the Event:	
Dates of the Event:	
What are the opening and closing times of the activity?	
Is the event 'Free Admission? If no, please list the fee schedule for entry into the event	
Is the event held Annually / Bi-Annually / Biennially / or is this a once only event?	
How many times has the event been held?	
How many people attended the event last time it was held?	

Please detail the marketing or other assistance you would like to receive from Tourism Tamworth:

Please specify the approximate value of the support stated above	$

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Briefly describe your events activities:

Please include the street location including town/s or city of your project?

How many people will be attending your event? (If you are applying for assistance for a sporting event differentiate between competitors and visitors).

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How will this event attract visitors to your town/city and/or the Tamworth Region? Describe what steps have you taken to attract people to the event from outside the region.

Will your event enhance the profile of your town/city and/or the Tamworth Region? Describe how.

How can Tourism Tamworth work with you to ensure sustainability and future growth of this event?

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3. EVENT BUDGET		
INCOME	**AMOUNT PROVIDED (Including GST)**	**CASH OR IN-KIND**
Sales (Programs/Stalls etc)	$	
Community Sponsorships	$	
Company/Business Sponsorships/Fundraising	$	
Ticket Sales/Door Takings/Admissions	$	
Tamworth Regional Council	$	
Other Government Sources	$	
Other: (please specify)	$	
	$	
	$	
TOTAL	**$**	
EXPENSES	**AMOUNT PROVIDED (Including GST)**	**CASH OR IN-KIND**
Equipment Hire	$	
Advertising/Marketing/Publicity	$	
Exhibit/Attraction Expenses	$	
Operating Expenses	$	
Committee Expenses	$	
Administration Expenses	$	
Other: (please specify)	$	
	$	
	$	
	$	
TOTAL	**$**	

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4. CHECK LIST – YOU MUST *have the following attached when submitting your application:*

☐ Completed application form

☐ Budget showing income and expenses

☐ Risk management plan

☐ Copy of Public Liability Insurance certificate

☐ Event Management Committee structure and key office bearers; and

☐ Event marketing plan and/or business plan

☐ Financial statement or bank balance receipt showing funds available for the organisation and implementation of the event from previous years' revenue

5. DECLARATION AND CONDITIONS OF GRANT

☐ I have read the application guidelines and meet the general eligibility criteria

☐ All of the statements made in this application are true to the best of my knowledge and any supporting material is my own work or the work of people involved in organising the aforementioned event

☐ I acknowledge that this request may not be accepted and/or approved

☐ I acknowledge that if this application is accepted and/or approved, Tourism Tamworth may be limited by annual budget restrictions and may not fund the full amount requested in the application

☐ I confirm the information provided in this application, including my contact details, can be used in Tourism Tamworth materials and on the website

☐ If this request is approved, I consent to the media or members of Tamworth Regional Council receiving information about the funded project and being contracted directly by them.

SIGNATURE:		DATE:	
PRINT NAME:			
ROLE IN THE EVENT/ORGANISATION:			

Please send applications to:

Event Support Program
Tourism Tamworth Ltd
PO BOX 552,
TAMWORTH NSW 2340

Telephone: 02 67675305
Facsimile: 02 67675312

Email: tourism@tamworth.nsw.gov.au

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