



EVENT SUPPORT PROGRAM APPLICATION FORM

Tourism Tamworth will call for applications for the Program twice a year:

1. Open on 1st July and close 30th September
2. Open on 1st December and close 28th February.

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.

FOR MORE INFORMATION

David Woodward
Marketing & PR Manager
Tourism Tamworth Ltd
PO BOX 552
TAMWORTH NSW 2340

Telephone: 02 67675305
Facsimile: 02 67675312
Email: d.woodward@tamworth.nsw.gov.au

Applications for the Event Support Program are available on-line at www.visittamworth.com

<i>OFFICE USE ONLY:</i>	
<i>Date Received:</i>	
<i>Date Processed:</i>	

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



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:							
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:		(M)		FAX:			
EMAIL:		WEBSITE:					

GST DECLARATION:			
Does your organisation have an ABN?	YES		NO
Australian Business Number (ABN):			
Is your organisation registered for GST?	YES		NO

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3. EVENT INFORMATION

What is the start date for this activity?	
What is the end date for this activity?	
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?	
The following questions may require a longer answer than is permitted in this form. Please attach any supporting information you believe may assist in answering these questions.	
How many people will be attending your event? (If you are applying for assistance for a sporting event differentiate between competitors and visitors).	
How will this event attract visitors to your town/city and/or the Tamworth Region? 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? And how?	
How do you believe Tourism Tamworth can work with you to promote your event?	
How can Tourism Tamworth work with you to ensure sustainability and future growth of this event?	

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4. EVENT BUDGET

INCOME	Confirmed or currently being negotiated	\$ Amount (EXC -GST)
Fundraising		
Sales (Programs/Stalls etc) – Projected		
Sponsorship		
Tamworth Regional Council		
Ticket Sales/Door Takings/Admissions – Projected		
Other Government Sources:		
Other: (Please specify)		
Total		\$
EXPENSES		\$ Amount (EXC -GST)
Hire of Equipment		
Advertising/Publicity/Marketing		
Construction		
Operating Costs		
Donations		
Postage and Handling		
Other: (please specify)		
Total		\$
Grand Total (Income less Expenses)		\$

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5. CHECK LIST – You must *have the following attached when submitting your application:*

Have you included?

- 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
- Have you attended an Event Support Program workshop?

6. 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
- I acknowledge that if this application is accepted, 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:

Deirdre Burke
Media & Promotions Co-ordinator
Tourism Tamworth Ltd
PO BOX 552, TAMWORTH NSW 2340

Telephone: 02 67675318
Facsimile: 02 67675312
Email: d.burke@tamworth.nsw.gov.au

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