

Major Events Grant Application TEMPLATE

Form Preview

Applicant Details

* indicates a required field

Applicant Name *

Applicant Address

Address

Suburb State Postcode

Must be an Australian post code

Contact Person *

Title

First Name

Last Name

Position

Primary Phone Number *

Must be an Australian phone number

Primary Email *

Must be an email address

Event Name *

**Details of applicant
(please check box which
applies) ***

- Non profit organisation- incorporated
 Non-profit organisation- auspiced by an incorporated organisation
 For-profit organisation or individual

**Please provide details
of your organisation or
sponsoring organisation
(if applicable), including
years of operation and
ABN. ***

**Does your organisation
hold Public Liability
Insurance for a minimum
of \$20 million? ***

- Yes (successful applicants will be required to submit a copy of this to Council)
 No (if your application is successful, you will need to obtain this insurance and submit a copy to Council before sponsorship funds are released)

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If your organisation currently receives funding or intends to apply for funding from any other sources, please provide details (source, amount, and duration). *

Has your organisation received funding from Port Macquarie-Hastings Council in the past? If yes, which years?

What was the name of the recent event and/or activity? And through which funding program?

What was the total amount funded?

Event Details

** indicates a required field*

Proposed Event Dates *

Event Venue/s

Describe your event. *

Who is the target audience for your event?

Please outline below the anticipated attendance numbers at your event and average length of stay.

These numbers will be apart of your KPI's if you are successful so be realistic

Total number of event participants expected (include competitors,

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ticket holders, officials, organisers and volunteers). *

Must be a number. If your event has a 'come and watch' component without ticketing/registration, please include expected in this number.

From the above answer, what is the expected % of participants to be from outside the Port Macquarie-Hastings Local Government Area. *

Must be a number

Of those visiting our region for your event, how many nights, on average, will each visitor stay? *

Must be a number

How did you arrive at the estimates above? *

How will you capture and record the above data for your proposed event? Please note that under this program, this information must be supplied to Council as part of the Sponsorship Acquittal post-event. *

What marketing activities do you intend to use this grant money for? *

Such things as: website, social media advertising, photography, videographer, magazine advertising, graphic design

The Event Sponsorship Program objectives are outlined in the Guidelines available on [PMHC Website](#). Please review before answering below question.

How does your event contribute the Event Sponsorship Program objectives? *

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Please provide an overview of your event objectives, and Key Performance Indicators (KPIs) *

Briefly describe your organising committee's previous experience in hosting events.

Please attach your draft marketing and promotions plan which shows how you intend to draw attendees from outside the Port Macquarie Hastings region. (This should outline your expenditure of Council sponsorship if successful) *

Attach a file:

To consider: Website design, social media advertising, photography, videographer, magazine advertising, graphic design, social media posts promoting the destination, encouraging visitors to tag Port Macquarie and region

Please attach a draft budget for your event here. *

Attach a file:

Estimated waste costs should be included in your draft budget

In addition to cash sponsorship, are you applying for any in-kind support from Council? If so, please specify.

Council has a Event Waste Minimisation and Management Policy which requires event owners to comply with. (see Event Sponsorship page on Council's website). Do you agree to read and abide by this Policy? *

- Yes
 No

What environmentally friendly practices are already planned (before reading the Policy of what needs to be followed)

i.e: Encouraging and rewarding the use of keep cups, BYO water bottles, advertising locations of water refill stations, etc

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Thank you for taking the time to complete this application. Is there any further information relating to your event or application that you would like to make Council aware of?

Declaration and Privacy Statement

* indicates a required field

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the Event Sponsorship Guidelines for applicants.

I agree that I will contact Port Macquarie-Hastings Council immediately if any information provided in this application changes or is incorrect.

Port Macquarie-Hastings Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse.

Should you need to change or access your contact details, please contact

Council's Major Events Team at
shelley.wood@pmhc.nsw.gov.au or call **(02) 6581 8581**

I have completed this application and agree to the above statement *

Yes

Authorised Person's Name

Individual Organisation
Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date of Declaration *

Must be a date.

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