

Quick Grant Application

Form Preview

Applicant Details

* indicates a required field

Applicant Name *

Applicant Address

Address

Suburb State Postcode

Must be an Australian post code

**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. ***

Contact Person *

Title

First Name

Last Name

Position

Primary Phone Number *

Must be an Australian phone number

Primary Email *

Must be an email address

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

Quick Grant Application

Form Preview

Event Details

* indicates a required field

Event Name *

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.

Total number of event participants expected (include competitors, 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 answer above, 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

Must be a number.

Quick Grant Application

Form Preview

How did you arrive at the estimates above? How will you capture this data at your event? Eg. collection of postcodes at registration, surveys etc. *

Total funds you are seeking from Council for this event (up to \$1,000) *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

What will you be using these funds for? *

Please provide as much detail as possible.

Please provide a brief overview of how to you plan to attract event participants from outside the Port Macquarie Region, eg: targeted social media marketing, external networks etc. *

Submit Application

* indicates a required field

Event Owner Obligations

In submitting this application for event support from Port Macquarie Hastings Council, **the applicant agrees to the following:**

- Should the event be cancelled (or rescheduled for a date later than 3 months from the original date), the applicant/event owner will refund any cash sponsorship to Port Macquarie Hastings Council within 28 days of the original scheduled event date.
- If requested, the acknowledgement of Port Macquarie Hastings Council as an event sponsor, utilising both Council's logo and the official Port Macquarie destination logo in printed and online material.
- In marketing the event, to make best efforts to promote the greater Port Macquarie region as a destination where possible and practicable.
- To confirm to Council (within 60 days post-event) event participant numbers and out of region visitor nights via Acquittal in Smartygrants.
- To carry out the event in accordance with conditions stipulated from the applicable event approvals and statutory regulations (e.g. [Council's Application to Stage an Event](#), required [Event Waste Plan](#) and any other approvals required such as Development

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Applications, Traffic Management, Land Ownership approvals including Crown Land, National Parks and State Forest)

- To secure Public Liability Insurance for the event of at least \$20 million with Council listed as an Interested Party.
- PMHC may request a completed and signed copy of your COVID-19 Safety Plan is to be submitted Council prior to event date. *(Event organisers are required to have a COVID-19 Safety Plan/s in place for event operations, identifying how you will keep your volunteers, workers & participants safe and confirming who will be responsible for plan implementation. Please address the checklist requirements and ensure the plan is updated as restrictions and advice changes).*

I agree to the above *

Yes