Application Form - Regional Event or Major Event - 2-2425
Form Preview

Applicant Eligibility - who can and can't apply?

* indicates a required field

Financial support is available for Australian-based not-for-profits and community organisations/groups. For many organisations, obtaining financial support via a grants process can mean they continue to do good work in their community. Whether you're new to grant writing, or have been doing it for years, all intending applicants are encouraged to review and understand Council's Event Support Grant Guidelines prior to submitting an application. **Organisations/groups can apply** for a Toowoomba Regional Council (TRC) Major Event or Regional Event Support Grant if:

- They are deemed eligible or are under the auspices of an eligible community organisation as defined in the Community Grants Policy.
- They operate or provide a service/s within the Toowoomba Regional Council area.
- The application is for a project that does not form part of the core business of public and private educational institutions (primary, secondary and tertiary including Parents & Citizens and Parents & Friends Associations) and demonstrates broader community benefit.
- They are registered as a not-for-profit entity and recognised by the Australian Taxation Office or Australian Securities and Investments Commission in at least one (1) of the following categories:
  - Incorporated entity
  - Other incorporated entity with an ABN
  - Australian Public Company, limited by guarantee
  - Charitable Institution
  - Public Benevolent Institution (PBI)
  - Health Promotion Charity (HPC)

The following **are not eligible** to apply for Council's support grants:

- Individuals
- For-profit companies, Trusts and other organisations.
- Government, semi-government organisations and statutory authorities.
- Unions and student guilds.
- Research foundations.
- Professional associations.
- An organisation that has been granted approval for support through a TRC funding program for the same project.
- Organisations that have not acquitted previous Council grants within the advised acquittal timeframes.
- Recipients who have previously defaulted on Terms and Conditions associated with TRC support funding.

Privacy Notice

Toowoomba Regional Council is collecting and managing your personal information in accordance with the *Information Privacy Act 2009 (Qld)* and the *Public Records Act 2002*

for the purpose of remaining in contact with you, administrating, assessing and awarding community grants. The information provided in this form and supporting documents will be accessed by authorised members of Toowoomba Regional Council. The information provided on your grant application and in any related documentation and discussions may be provided to members of the assessment panel to assist Council in processing your grant application. By submitting an application you consent to Council publishing the applicant's name, project description and amount funded on our website and Council endorsed publications. This information may also be used for promoting Council's grants program. To understand how your personal information is managed, refer to Council's Privacy, copyright, disclaimer & accessibility guidelines.

By using this form you agree with the handling of your information as described above and in Council's Privacy, copyright, disclaimer & accessibility guidelines. *
○ Yes

Understanding Council's Regional Events and Major Events funding programs

* indicates a required field

BEFORE YOU BEGIN!

It's important your application is assessed under the correct program, or you may not be successful. To see which application form best aligns to your activity/project/event, and to understand what's required to successfully receive and acquit a funding application, click here**.** Council's funding programs have separate application forms with individual guidelines for each program. This may mean you're required to provide additional detail or supporting information depending on which application form aligns with your activity/ project/event.

It's a requirement of the submission process to complete and attach Council's pre-designed budget template. You can find the template by clicking here. Once completed you'll need to save your template to your hard drive/storage device and upload the budget template on page 6.

If you're unsure or require assistance in aligning your event with a funding program, contact Council on 131 872 and request to speak with an events officer from the Tourism and Events Team.

This application form should only be completed if your event belongs in one of the following categories:

Regional Events: (An event attracting between 1,000 to 5,000 persons with potential to attract attendees from across the region and South-East Queensland and provide reasonable economic benefit and substantial social benefits to the region.)

The Regional Events funding program encourages and supports a range of events across the region that celebrate the character of the local community and provides substantial social benefit along with the reasonable economic prosperity to the community at large.

Priority will be given to events which include one of the following priorities: • Development of new events possessing the potential to becoming regular events *that will not depend on Council support* on an on-going basis • Development and revitalization of an established event • Enhancement of the professional delivery to economically sustain an event.

Applications - if successful - may be eligible to receive Council funding up to $1,500.00, with the possibility of obtaining funding totalling up to $10,000.00*.

or

Major Events: (A large scale event generally running longer than one day involving in excess of 5,000 patrons, with the potential to attract substantial visitors from outside the regional area and provide substantial economic and social benefits to the region.)

The Major Events funding program encourages and supports a range of events across the region that celebrate the region's character and cultural diversity while contributing to improving the economic prosperity and social wellbeing of the broader community. Priority will be given to events which include one of the following priorities: • Development of new events possessing the potential to becoming regular events that *will not depend on Council support* on an on-going basis • Development and revitalization of an established event • Enhancement of the professional delivery to economically sustain an event.

Applications - if successful - may be eligible to receive Council funding over $10,000*.

*For Regional Events and Major Events, the amount of funding requested should not be greater than 20% of the total event expenditure budget. (i.e. budgeted cash outlay of expenses) Requested funding needs to be evidenced by supplier's quotes.

Choosing your funding program

Yes, I have sought advice from Council's events team on the preferred application form for my event and I am seeking funding from:

Funding program *
○ Regional Event Support Grant Program
○ Major Event Support Grant Program
You must choose at least one (1) of the options above

Top tips, event management personnel and previous grants

* indicates a required field

Council staff involved with each of the funding programs are not technical specialists. If you experience technical difficulties (i.e. you can't submit the form), then you should make contact with the SmartyGrants help desk to help resolve your query.

E-mail: service@smartygrants.com.au Phone: (03) 9320 6888. Support Desk Hours: 9:00am - 5:00pm AEST, Mon - Fri.

Some other tips from our grants team:

1) Take a few minutes to become familiar with the entire form's contents. This will help provide a guide as to the length of time it may take to complete your application.

2) Make sure you know the grant program's closing time and due date. This will help avoid that last minute rush for responses and documents.

3) Please attach all required documentation directly to your application. If you approach a question, and you're not sure what's required in the response, our grants team recommend you make contact with the relevant Council officer before attempting to submit your application. The relevant officer is listed in the section below.

4) Review before you submit. Make sure to 'save progress' regularly as you may be logged out while your application sits idle. The application must be free of errors and omissions before you attempt to 'submit'. You should always 'review' before attempting to 'submit'.

Your application needs to include all of the required supporting documentation

This online form asks applicants to attach supporting documentation, including, but not limited to:

- a completed budget table. [Click here](#) to obtain the template

- copy of the risk management plan

- copy of organisation legal status

- letter of support from the local Chamber of Commerce and Southern Queensland Country Tourism

- current business plan

- copy of the marketing plan. e.g. advertising, promotion and media plans

- supplier quotes for each of the expenditure items for which Council funding is requested

- statement by a supplier. ***Applicants are only required to complete and attach this statement if their organisation doesn't have an ABN***

- auspice partner details. ***For applicant organisations who are not incorporated***

Due to the large volume of applications received, Council can't guarantee that information provided after submission will be uploaded to your application in time for it to be considered or reviewed by the assessment panel. This may affect the outcome of your submission. If you have a question regarding the required supporting documentation, contact Council on 131 872 and request to speak with an events officer from the Tourism and Events Team.

Event management personnel and planning

Outline your organisation's experience in managing events. *

Word count:
Must be no more than 600 words.

Provide an outline of the event management personnel and their relevant experience. *

Word count:
Must be no more than 600 words.

Please provide evidence of an event plan (program of events) *
Attach a file:

Previous external/other grant funding received

In the past 3 years, has your event received funding from other (external) sources? *
○ Yes
○ No
You must choose at least one (1) of the options above

Notification

Please outline below the name of the external funding provider and the amount of funding received.

Name of external funding provider and amount received. *

Must be no more than 200 words.

Previous success with Council's funding program

The following question asks you to indicate if you've had previous success with Council's funding programs. i.e. grants and/or sponsorships. If your organisation/group hasn't successfully completed the acquittal process belonging to a previously completed activity/ project/event, then *you can't continue this application.* Organisations/groups who aren't sure if they've completed any prior acquittals will need to contact Council on 131 872 and speak with an events officer from Tourism and Events to confirm their organisation's acquittal status.

Organisations/groups, whose acquittals (connected to a project/event which has occurred) are NOT DUE FOR SUBMISSION at the time when a Council funding round opens, may proceed (If eligible) with an application.

For any previously received TRC funding, have you successfully completed the acquittal process? *
○ This is the first time our group has applied for TRC funding
○ The acquittal for our previous project/event is not yet due
○ Yes
○ No
○ Not sure - (Please call Council on 131 872)

You must choose at least one (1) of the options above.

Previous TRC financial support

As you have answered 'Yes' to having received previous TRC funding, please provide the following details:

Name of program which provided previous funding

☐ Community Support Grant Program ☐ Major Event Support Grant Program ☐ Shade Trees/Shrubs In-Kind

☐ Cultural and Arts Support Grant Program ☐ Floral Parade Grant ☐ Sport and Recreation Grant Program

☐ Environment Grant Program ☐ Sports Tourism Event Grant Program ☐ Sponsorship Application

☐ Event Support (Community) Grant Program ☐ Youth Support Grant Program ☐ Toowoomba Carnival Of Flowers (TCOF)

☐ Regional Event Support Grant Program ☐ Community Economic Development Grant Program ☐ Other:

More than one option can be selected if needed.

What month and year did your organisation last receive TRC funding? Please answer as per example below. *

e.g. October 2020 or April 2021. You should be able to locate the month and year from previous correspondence received.

Name of activity/project/event (as it appeared on your previous application) *

Notification

By answering 'No' above you're confirming your organisation has an outstanding TRC acquittal, therefore, **you're not eligible to apply for any current funding.** For help regarding any outstanding acquittal information, enquiries should be directed to Council's Tourism and Events team. Alternatively, contact Council on 131 872 and speak with the relevant officer from Tourism and Events.

Name of event and date/s

* indicates a required field

The information requested on this page, and throughout this application form will help the assessment team understand what it is you wish to do

Name of event *

Provide a complete description of the event including background *

Word count:
Must be no more than 600 words.

Date event will start *

Must be a date.

Date event will finish. Remember, your acquittal is due within 6 weeks of this date. *

Must be a date.

Is this a new or existing event in the region? *
○ New
○ Existing
You must choose at least one (1) of the options above. If you are proposing a new event, your application must include a letter/s of support form the local Chamber of Commerce or Business Tourism Group.

Is this a one off or annual event? *
○ One off
○ Annual or bi-annual
You must choose at least one (1) of the options above

Attach your letter/s of support from the Chamber of Commerce or Business Tourism Group *
Attach a file:

Understanding your event

* indicates a required field

What is the purpose or objective of holding the event? *

Word count:
Must be no more than 600 words.

Does an up to date business plan exist for this event? *
○ Yes
○ No
You must choose at least one (1) of the options above

Is the event sanctioned or recognised by any official body? *

○ Yes
○ No

You must choose at least one (1) of the options above. A sanctioned event means an event, tournament, and/or matches conducted by an authorised event organiser that has received formal approval.

Business plan

You're confirming you have an up-to-date business plan for your event.

Attach your event business plan *
Attach a file:

Sanctioned or recognised events

You're confirming your event is sanctioned or recognised. Please attach evidence below.

Attach document/s that confirm your event is sanctioned or recognised. *
Attach a file:

Scale of the event

Both small and large events attract participants. Some participants live nearby while others may be regarded as intra-state, national or international visitors. This question requires the applicant to identify (to their best of their knowledge) the proportion of local, regional, statewide, national and international visitors which are attracted to your event. Don't use the '%' sign when entering whole numbers in the right-hand column. ***The proportion of visitors expressed as a % column must display a number in each cell adjacent to the descriptor. The minimum number displayed must be a 0 (zero).***

There's no need to calculate the totals as the system will do it for you. This detail will be displayed in the total in Section 5 on this page. All numbers entered must total 100.

Descriptor of visitors attracted to your event including local, regional, statewide, national and international.	Proportion of visitors expressed as a % (percentage)
	All numbers entered in this section must total 100 Must be a whole number (no decimal place) and at least 0.
Residents from a locality/township within Toowoomba Regional Council	
Residents from across the entire Toowoomba Regional Council area	
Visitors from South East QLD living outside Toowoomba Regional Council area	
Visitors from all other regions of Queensland	
Interstate visitors	
International visitors	

Total proportion of visitors

This number/amount is calculated.

Your event budget, potential TRC funding amount, contribution and risk mitigation

* indicates a required field

GST

Applicants should consider if their organisation is registered for GST, and if and how GST may affect the information provided in any attached budget within this page.

Is your organisation (or auspicer if being auspiced) registered for GST? *
○ Yes
○ No
You must choose at least one (1) of the options above

According to your budget, what is the total expenditure ($) to hold the event?

In this section you're required to input the budgeted cost (dollars) of your event expenditure in the blank cell. Budgeted cost (dollars) of event expenditure is referred to as the amount of ($) dollars needing to be outlaid to hold the event. You'll also need to attach your event budget in full in a separate section.

Don't use the $ sign when inputting your amount in the blank cell.

DO NOT alter the description below	You'll need to place the total budgeted cost of the event here. e.g. 5000.00, 10000.00 or 12500.00 etc.
	Must be a dollar amount.
Total expenditure ($) budget	$

The amount of Council funding you're seeking

In accordance with Council Policy and Guidelines, the total amount of requested funding should not be greater than 20% of the total event expenditure ($) budget.

In this section you're required to place a whole number equivalent to the percentage of funding you are seeking. e.g. if the total event expenditure budget (dollars) is $10,000 and you're seeking funding to the value of 10% of this cost, then the amount of funding approved - subject to review, assessment and final decision - will be $1,000. There's no need to calculate the 'potential TRC funding allocation' as the system will do it for you. This figure will appear below.

Don't use the % sign when inputting your amount in the blank cell.

DO NOT alter the description below	Display number in the cell below. e.g. 5, 10, 15 (and no greater than 20)
	Must be a whole number.
Percentage of funding sought	

Your potential TRC funding allocation* (total amount requested)

Potential funding allocation (subject to review, assessment and final decision)

$

This number/amount is calculated.
What is the total financial support you're requesting in this application?

*Acknowledgement of potential funding allocation

If the application I submit is successful, I understand:

- the amount of TRC funding allocated may be equal to or less than the amount stated above.

- Council's funding programs are offered on a competitive basis, and the amount of funding applied for and approved (via the eligibility review, assessment and decision-making process) can't be guaranteed.

*
○   Yes

Can your event go ahead if your organisation/group is approved for less funding than expected? *
○   Yes
○   No

You must select at least one option. Grants are offered on a competitive basis and not all funding requests can be met.

Is your organisation/group able to make a financial contribution towards your event? *
○   Yes
○   No

You must choose at least one (1) of the options above

If you answered 'Yes' above, what amount of funds belonging to your organisation/group are you able to commit towards your event? If your organisation/group is unable to commit funding, please display 0.00 in the text box. *

$

Must be a dollar amount.

Use of TRC funding (if successful)

Should your application be successful, Council's funding can only be used to promote and enhance your event with the aim of attracting additional visitors from within, and external to, the Toowoomba Regional Council area. **Council's event support funding can't be**

used for (or allocated towards) capital improvements, equipment upgrades or labour costs.

How will the TRC funding be used to promote and enhance the event? *

Word count:
Must be no more than 600 words.

If the amount of TRC funding sought has increased substantially from previous applications, please outline the basis for the increase. *

Word count:
Must be no more than 600 words.
Applicants should demonstrate if the funding increase is due to significant growth, or through the addition of new components to the event that are likely to result in further significant growth.

Event budget and quotes

The assessment panel needs to know specific financial details about your event's expected income, expenditure and viability. Our grants team require you to complete this budget table. Remember to save your completed table onto your computer's hard drive/storage device and attach it below.

(*Lack of financial planning, errors or insufficient details within your budget table may influence the outcome of your application. If you're unsure about the level of detail required, contact Council on 131 872 during business hours and ask to speak with an Events Officer from the Tourism and Events team.*)

Event budget table *
Attach a file:

Please provide a suppliers quote for each expenditure item you are requesting Council funding for *
Attach a file:

Identifying risks and how those risks will be managed

What are the major risks associated with holding the event? *

Word count:
Must be at least 30 words.

Provide evidence of a risk management plan *

Attach a file:

How will the organising committee mitigate against these identified risks? *

Word count:
Must be at least 30 words.

Visitor demographics and the economic benefits

* indicates a required field

Economic benefits to the Toowoomba Regional Council (TRC) area

Successful events generate an economic benefit for the Toowoomba Region, and the degree of success is important for future funding considerations. Event organisers must endeavour to capture as much data as possible by surveying participants, support personnel and spectators at the event. For participants, this information may be captured either at registration, during the event or by way of a mail survey after the event. For spectators, this information is best sourced during the event. This section requires you to supply the following information and provide details on how the information and figures were calculated. Please provide statistical evidence from past events supporting these economic assessments.

Attendee/Participant/Visitor Demographics

This section asks you to consider the type of visitor (identified by the labels in the left-hand column below) and estimate (to the best of your knowledge):

- the number of regional, state, national and international participants in the event, and

- the estimated nights of accommodation a participant from outside of the Toowoomba Regional Council area may book. e.g. southeast Queensland visitors attracted to a 2-day event may book 2 nights of accommodation.

You're only required to complete the middle and right-hand column. There's no need to calculate the totals as the system will do it for you. This detail will be displayed in the total on this page.

Type of visitor e.g. regional, state, national and international.	Number of regional, state, national and international participants in the event.	Estimated nights of accommodation an event participant living outside of the region may book. The number '0' is intentionally placed in the first cell. Do not alter this figure.
	Must be a whole number (no decimal place).	Must be a whole number (no decimal place) and at least 0.

From within TRC area		
South East Queensland		
Interstate		
International		

Attendee/Participant/Visitor Demographic Totals

Total number of participants in the event.

This number/amount is calculated.

Average nights of accommodation for participants living outside the region.

This number/amount is calculated.

Please provide details that support the calculated figures above. e.g. ticket sales and or attendee survey or economic benefit statement from tourism group etc. *

Word count:
Must be no more than 300 words.

Event Support Personnel Demographics

This section asks you to provide the number of support personnel likely to be involved in the event (e.g. coaches, trainers, mechanics, stagehands, family etc.) and consider (to the best of your knowledge) if:

- the support personnel ordinarily reside within or outside of the Toowoomba Regional Council area, and

- the estimated nights of accommodation an event support person from outside of the Toowoomba Regional Council area may book. e.g. support personnel involved in a 2-day event may book 4 nights of accommodation.

You're only required to complete the middle and right-hand column. There's no need to calculate the totals as the system will do it for you. This detail will be displayed in the total on this page.

Usual place of residence for support personnel involved in the event.	Number of regional, state, national and international support personnel assisting in the event.	Estimated nights of accommodation an event support person living outside of the region may book. The number '0' is intentionally placed in the first cell. Do not alter this figure.
	Must be a whole number (no decimal place).	Must be a whole number (no decimal place) and at least 0.
From within TRC area		
South East Queensland		
Interstate		

International		

Event Support Personnel Demographic Totals

Total number of support personnel assisting in the event.

This number/amount is calculated.

Average nights of accommodation for event support personnel living outside the region.

This number/amount is calculated.

Please provide details that support the calculated figures above. e.g. ticket sales and or attendee survey or economic benefit statement from tourism group etc. *

Word count:
Must be no more than 300 words.

Attendees

What's the estimated total number of attendees the event will attract? If an event runs for more than 1 day, the estimate should be based on attendance figures over the total number of days the event is held.

*

Must be a whole number (no decimal place).

If applicable, please provide number of attendees by day/event/session

Attendees	If applicable, complete the numbers below.
	Must be a whole number (no decimal place).
By day	
Event	
Session	

Please provide details that support the numbers listed for attendees by day, event and or session. e.g. ticket sales and or attendee survey or economic benefit statement from tourism group etc. *

Word count:
Must be no more than 300 words.

For the duration of the event, does your organisation/group have a commitment to supporting local businesses? If so, how will this be achieved? *

Word count:
Must be no more than 600 words.

Provide a summary of goods and services (including value) that are likely to be sourced by the event organiser from local businesses within the Toowoomba Regional Council area. *

Word count:
Must be no more than 600 words.

Is the timing of the event flexible to allow it to be scheduled in a low tourism season time slot, or to coincide with other planned events? *

Word count:
Must be no more than 600 words.

Provide an assessment of what continued growth potential the event has and how that might be achieved? *

Word count:
Must be no more than 600 words.

Marketing, promotions and other benefits

* indicates a required field

Have you considered all available options?

This section requires you to outline what forms of advertising, promotions and media coverage are planned leading up to and during the event. An event marketing plan/strategy will also need to be attached.

To promote the event outside of the Toowoomba Regional Council area, list any paid advertising (or contra advertising) that is planned. *

Word count:
Must be no more than 600 words.
e.g. newsletters/print/website/radio/television/social media.

To promote the event within the Toowoomba Regional Council area, list any paid advertising (or contra advertising) that is planned. *

Word count:
Must be no more than 600 words.
e.g. newsletters/print/website/radio/television/social media.

Attach evidence of the event's marketing plan/strategy. *
Attach a file:

How will the event be promoted outside the Toowoomba Regional Council area. *

☐ Media launch   ☐ Displays in public areas   ☐ Websites
☐ Social media   ☐ Sponsor event   ☐ Other:

☐ Newspaper photo-shoots   ☐ Displays in shopping centres

Choose as many of the options that apply to promoting the event outside of TRC.

If you've chosen the 'displays in public areas', 'displays in shopping centres' and 'websites' options above, please provide locations and URL address/s.

Word count:
Must be no more than 200 words.

How will the event be promoted within the Toowoomba Regional Council area. *

☐ Media launch   ☐ Displays in public areas   ☐ Websites
☐ Social media   ☐ Sponsor event   ☐ Other:

☐ Newspaper photo-shoots   ☐ Displays in shopping centres

Choose as many of the options that apply to promoting the event within TRC.

If you've chosen the 'displays in public areas', 'displays in shopping centres' and 'websites' options above, please provide locations and URL address/s.

Word count:
Must be no more than 300 words.

Please list the media outlets outside of the Toowoomba Regional Council area who will receive information promoting the event. *

Word count:
Must be no more than 300 words.
e.g. print/website/radio/television

Please list the media outlets within the Toowoomba Regional Council area who will receive information promoting the event. *

Word count:
Must be no more than 300 words.
e.g. print/website/radio/television

Will the event be seen on television, either as a live broadcast or shown at a later date? Excluding television news content, please outline the extent of the coverage. *

Word count:
Must be no more than 300 words.

Social benefits

The following section deals with local community group involvement and health and well being.

Will the event encourage local community groups to provide services in return for contributions to those clubs or organisations? If yes, please outline the services that may be required and the local community groups to be approached. *

Word count:
Must be no more than 600 words.

Will the event contribute to community health and wellbeing? If yes, briefly describe how. *

Word count:
Must be no more than 600 words.
You should detail as many things as possible you believe the event will achieve in terms of benefits for participants and/or others.

Are profits from the event to be gifted to charity? *
○   Yes - you're required to retain an amount, at least equal to the value of the allocated funding, if profits allow, for allocation towards next year's event
○   No. PLEASE NOTE if no future event is to be held, then you must return the funding allocated
○   No profit expected - cost recovery event
You must choose at least one (1) of the options above. .

If you answered 'Yes' when asked if profits are to be gifted to charity, please provide name/s of charity organisation/s and the anticipated $ value. Otherwise place N/A in this cell *

Environmental considerations, vulnerable groups and in-kind support

* indicates a required field

This section requires you to outline how you intend to manage the environmental impact of the event. e.g. waste management, noise levels, pollution, traffic movement, impact on community infrastructure etc.

Is the venue for your event regarded as environmentally sustainable? *

Word count:
Must be no more than 600 words.

Does the event include environmentally friendly practices during the setup stage? If yes, please outline. *

Word count:
Must be no more than 600 words.

Are you using single use plastic products? e.g. water bottles, cups and other products etc. If yes, please outline. *

Word count:
Must be no more than 600 words.

Identify any environmental benefits arising from the event for the Toowoomba Regional Council area. *

Word count:
Must be no more than 600 words.

Does the event include a program for disadvantaged/vulnerable groups? If yes, please outline this program. *

Word count:
Must be no more than 600 words.

In-kind support

Materials, services or assistance which are provided to your event free of charge are examples of in-kind support. Time that volunteers spend working on the event should also be costed as in-kind support. Volunteer labour should be calculated at a maximum $42.13 per hour (ex GST). Applicants will have to estimate the value of any in-kind support expected for their event. ***Any individual in-kind support amounts that have an estimated value above $5,000 (ex GST) must provide support documentation. e.g. sponsor or supplier letter.*** *(Please use the 'attach a file' below called support documentation (sponsor or supplier letter) for this purpose)*

Provide a list of 'in-kind' supporters of the event, together with the financial value of their support. If you don't have any in-kind supporters you'll need to place 'Nil' in the left hand column and a '0' (zero) in the right hand column. Don't use the '$' sign in your amounts. There's no need to calculate the totals as the system will do it for you. These details will be displayed in Section 4 on this page. ***If you don't need to use all the rows, simply leave them blank. If you need to add more rows, click on the "Add More" button.***

In-kind supporter	What is the $ value of their support
	$
	$
	$
	$
	$

Total value of in-kind support

$

This number/amount is calculated.

In-kind support documentation (when value offered exceeds $5,000.00)

Sponsor or supplier letter indicating value of in-kind support
Attach a file:

TRC services

* indicates a required field

Services requested from TRC will need to be arranged prior to the event and paid for by the event organiser/s. This may require additional forms to be submitted, and time lines for approvals can vary.

Outdoor banner site across Margaret St Toowoomba (opposite Queens Park). Banner booking attracts an additional cost *

○ Yes
○ No

You must choose at least one (1) of the options above

Venue fees *

○ Yes
○ No

You must choose at least one (1) of the options above

Other fees and/or services requested from Council. Please type N/A if not applicable. *

Word count:
Must be no more than 200 words.

Notification

You'll need to complete a banner booking form. You can access the form here.

Council controlled areas

This section requires you to provide the address of where the event will occur. For events to be staged on publicly accessible land (i.e. Council controlled parks or open spaces etc.), a park booking - community event application form is to be completed and submitted to Council at least three (3) weeks prior to the event. If the application requires specific responses such as traffic management plans, the assessment process may take longer than 3 weeks and will need to be completed and submitted to Council **at least 3 MONTHS PRIOR** to the event.

Venue and address where the event will occur. Answer as per example provided and don't include suburb/locality/township or city. *

e.g. Queens Park, Margaret St

What is the location for the event? e.g. Oakey, Millmerran, Yarraman etc. For events in Toowoomba, preference should be given to using the suburb name. e.g. Centenary Heights, Glenvale, Wilsonton etc. *

Activity/project/event must occur within the Toowoomba Regional Council area.

Describe the area to be used, or attach a site map of location. e.g. event will occupy at least 25% of the grassed area of Smith Park. A 10m x 6m stage will be positioned on the eastern side of the park. *

Word count:
Must be no more than 300 words.

Site map
Attach a file:

Is the event to be staged on Council controlled land? *
○ Yes
○ No
You must choose at least one (1) of the options above

If the event is staged in a public place, do you plan or intend charging an entry fee or gold coin donation? *
○ Yes
○ No
You must choose at least one (1) of the options above

If there is to be an entry fee or gold coin donation, please provide details.

Word count:
Must be no more than 200 words.

Notification

You're confirming your event is to be staged on Council controlled land. You'll need to complete a Park booking - community event application form and submit this to Council at least three (3) weeks prior to the event. Should your park booking form require specific detail such as traffic management plans, please allow more time to prepare the amount of required information.

Applicant organisation details

* indicates a required field

Do you need an auspice partner to be eligible for Council funding?

If you belong to a locally based organisation/group which has no formal structure (i.e. registered status/legal entity), chances are, your group is unincorporated. For an unincorporated group to be eligible for Council funding, our grants team need to be sure your group is Not-For-Profit. As the name implies, *Not-For-Profit* means your group - including yourself, other members and those indirectly involved with your group and its purpose - DON'T carry out activities for financial gain.

If you have no formal structure (i.e. legal entity evidenced by documentation), then, to be considered as eligible for Council funding, you will need to request the services of an auspice partner before submitting this application. If your application is successful, awarded

funds will be deposited into the auspice partner's bank account. Details required from your auspice partner include:

- ABN

- Certificate of Incorporation

- Letter of Support (agreeing to be an auspice partner)

- Contact person and their details

If you have a question regarding your organisation/group's eligibility, please contact Council's Grants and Sponsorship Officer on 07) 4688 6444 during business hours.

ABN and ABR details

This section asks for the applicant organisation's ABN, and if your authorised contacts are up to date. Depending on your answer, additional sections will appear. **If your organisation/ group doesn't have an ABN**, **you will need to complete a Statement by a Supplier Form.** Applicants with an ABN are reminded to review their authorised contacts at least annually. e.g. at the AGM. That way your details remain current.

Does your organisation/group have an ABN? *
○ Yes
○ No
You must choose at least one (1) of the options above

Are your authorised contacts up to date on the Australian Business Register? *
○ Yes
○ No
○ N/A - Our organisation/group doesn't have an ABN
If you need to update your details, click on the following link https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/update-your-abn-details

Applicant organisation/group 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

By answering 'No' to the question above, you're confirming your organisation/group doesn't have an ABN. Eligible organisations/groups **who don't have an ABN** are required to complete a Statement by a Supplier Form. You can access the form by clicking here. Once you've completed the details required, remember to save the form to your computer's hard drive/storage device. You will need to attach your completed form below. Council requires the statement by a supplier form to be completed and lodged with this application before it can make any payments to successful applicants.

Attach your completed statement by a supplier form here *
Attach a file:

Understanding your organisation

Applicant organisation name. This should be as per the 'Entity name' displayed in the ABN lookup above (if you have an ABN). *
Organisation Name

Applicant organisation postal address *
Address

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

For organisation's/groups with an ABN, please refer to the 'auto-fill' detail within the ABN Lookup window above when completing the following question. Organisation's/groups without an ABN will also need to complete this question. Select 'Unincorporated Not-For-Profit' if your group can't provide or doesn't have its own legal status. (An additional page will need to be completed within this application)

Which one of the following best describes your organisation's legal status. i.e. select one of the options which matches the 'entity type' in the ABN details above (if you have an ABN). *

○ Incorporated entity ○ Australian Public Company limited by guarantee ○ Public Benevolent Institution (PBI)

○ Unincorporated Not-For-Profit ○ Charitable Institution ○ Health Promotion Charity (HPC)

○ Other unincorporated entity○ Other incorporated entity with an ABN

You must choose at least one (1) of the options above.

Notification

Attach a copy of your organisation's legal status. e.g. Certificate of Incorporation, Letters Patent. etc. *

Attach a file:

Contact details

Main contact person for this application *

Title   First Name   Last Name

Contact person's role within the applicant organisation. e.g. grant writer, member etc. *

Contact person's daytime phone number. *

Must be an Australian phone number.
If you are providing a landline number, include the area code. e.g. 07

Contact person's email address *

Must be an email address.

Does the organisation/group you belong to have a website? if so, please list it here

Must be a URL.

Secondary contact details

Who else knows of your intention to submit this application? We recommend you inform (at the local level) the most senior person within your organisation that you are supplying their details.

At a local level, who is the head of your organisation? *

Title   First Name   Last Name

What is their role within the applicant organisation? e.g. President, Chairperson etc. *

Head of organisation best contact number *

Must be an Australian phone number.
If you are providing a landline number, include the area code. e.g. 07

Head of organisation email address *

Must be an email address.

How will you inform the head of your organisation that you are applying for TRC funding? *

☐ Via meeting attendance   ☐ Social media
☐ Verbal conversation (phone/in person etc.) ☐ Other:

☐ Written notification (letter/email)
More than one option can be selected if needed.

Your organisation's members and public profile

* indicates a required field

Authorised contacts within your organisation/group

Does your organisation have a Vice President? If so, a separate section will appear where you can supply their details. *
○ Yes
○ N/A
○ Yes, however, role is currently vacant
You must choose at least one (1) of the options above

Does your organisation have a Treasurer? If so, a separate section will appear where you can supply their details. *
○ Yes
○ N/A
○ Yes, however, role is currently vacant
You must choose at least one (1) of the options above

Does your organisation have a Secretary? If so, a separate section will appear where you can supply their details. *
○ Yes
○ N/A
○ Yes, however, role is currently vacant
You must choose at least one (1) of the options above

Vice President *

Title   First Name   Last Name

Vice President's best contact number *

Must be an Australian phone number.
If you are providing a landline number, include the area code. e.g. 07

Vice President's email address *

Must be an email address.

Treasurer *

Title   First Name   Last Name

Treasurer's best contact number *

Must be an Australian phone number.
If you are providing a landline number, include the area code. e.g. 07

Treasurer's email address *

Must be an email address.

Secretary *

Title   First Name   Last Name

Secretary's best contact number *

Must be an Australian phone number.
If you are providing a landline number, include the area code. e.g. 07

Secretary's email address *

Must be an email address.

Your organisation/group's public profile

To the best of your knowledge, or any other member belonging to your group, when was your organisation/group established? e.g. March 2010 *

Please display the information as month and year. If you have recently joined this organisation, you may wish to speak with another member and seek their help, or consider looking through documents such as your organisation's constitution or aims.

How many members does your organisation/group have? ***

Must be a number.

Approximately how many people access your organisation's facilities or services during a calendar year? ***

Must be a number.

Is your organisation listed on the Toowoomba Regional Community Directory (MCD)? My Community Directory is for community organisations that provide services and activities with a community benefit. ***

○   Yes
○   No

If you're not listed on the My Community Directory (MCD), please click here to list your organisation/group for FREE.

Auspicing (only applicable for organisations who are not incorporated)

* indicates a required field

You've selected an option on page 11 which confirms your organisation is an unincorporated Not-For-Profit. Organisations who are **NOT INCORPORATED** must be auspiced by an incorporated organisation. The incorporated organisation is considered to be 'auspicing' the project. Should your application be successful, the auspice partner accepts legal and financial responsibility, and the amount of approved Council funds will be deposited into the auspice partner's bank account. ***The auspice partner's Certificate of Incorporation is required along with a letter of support agreeing to auspice the application.***

Auspice partner 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 partner postal address *
Address

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

Attach your auspice partner's Certificate of Incorporation *
Attach a file:

Attach your auspice partner's letter of support *
Attach a file:

Main contact person of your auspice partner *
Title   First Name   Last Name

What is their role? e.g. President, Chair, Treasurer, Secretary etc. *

Auspice contact person's phone number *

Must be an Australian phone number.
If you are providing a landline number, include the area code. e.g. 07

Auspice contact person's email address *

Must be an email address.

Auspice Partner Website

Must be a URL.

Declaration and feedback

* indicates a required field

APPLICATIONS WILL ONLY BE ELIGIBLE IF THEY HAVE BEEN SUBMITTED USING THIS APPLICATION FORM. APPLICATIONS MUST BE SUBMITTED BY THE DUE DATE AND TIME. For more details on submission dates, <u>click here.</u>

I am authorised by my organisation/group to complete this form and I agree that:

- the statements made in this application are true
- all necessary permits/approvals will be obtained prior to the beginning of the event
- the event will be covered by appropriate insurance
- all relevant health and safety standards will be met
- Council does not accept any liability or responsibility for the event
- my organisation has met all acquittal conditions and has no debt to Council.

If the application I submit is successful, I will:

- ensure the submitted acquittal form contains evidence of event occurrence and evidence of community benefit
- ensure that acquittal requirements are met within **six (6) weeks** of the event completion date
- ensure that funds are claimed within three months of notification, except where there is a co-funding requirement
- accept the terms of the grant in accordance with Council requirements
- provide proof of successful co-funding (other grant sources) within six months of notification
- complete and acquit the project within 12 months of receiving Council notification of successful funding.

If the application I submit is successful, and unforeseen circumstances arise that cause delays, prevention or withholding of a proposed event/activity, including timeframes and budget, then I understand - as THE APPLICANT - that I am required to contact the relevant grants officer from Tourism and Events as soon as possible. Once agreed, any requested changes will form part of a Variation Request. (Applicants should consider the effect of any potential change/s in their ability to deliver the event/activity)

I agree to the above *
○   Yes

I have attached all of the required supporting documentation as outlined on page 3. *
○   Yes

Applicants who agree to the above declaration are required to confirm the following:

Name of authorised officer (can also be the main contact person for this application) *

Title	First Name	Last Name

Position within organisation *

e.g. grant writer, member, President, Vice President, Chair etc.

Authorised officer's best contact number *

Must be an Australian phone number.
If you are providing a landline number, include the area code. e.g. 07

You're just one step away from completing your application!

Before you submit this form, can you please spare 30 seconds to complete the following questions?

Did you find this application form easy to complete? (optional)
○ Yes
○ No

Do you have any suggestions on how we could improve our online application form? (optional)

Word count:
Must be no more than 75 words.

Feedback

As you answered 'No' to the question in Section 4 above, it would be helpful to know which page, section/question proved the most challenging?

Word count:
Must be no more than 75 words.
The information you provide will assist our grants team in continuous improvement

For the page, section or question you found challenging, did you need to contact a grants officer to help resolve your query?
○ Yes
○ No

You're now ready to submit

Please ensure all questions with an * have been answered.

Read and acknowledge the message below, then click on "Next page" to review, then submit. *
○ You'll receive a confirmation email when your application has been submitted. If you don't receive this email then your application has NOT been submitted.