

Application Form - Sports Tourism Event Grant

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 grant guidelines](#) prior to submitting an application.

Organisations/groups can apply for a Toowoomba Regional Council (TRC) Community Support Grant if:

- They are deemed eligible or are under the auspices of an eligible community organisation as defined in Council's [Sports Tourism Event Grant Guidelines](#).
- 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*

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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

This support grant application form is for a sports tourism event

It's important your application is assessed under the correct program, or you may not be successful.

Council's grants program has separate application forms for each of its funding support programs, with individual guidelines for each program. This may mean applicants are required to provide additional detail or supporting information depending on which application form aligns with their event/activity. To see which application form best aligns to your event, and to understand what's required to successfully receive and acquit a support grant, [click here](#). If you are 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. Once you commence your application, it's also a good idea to talk to other members of your organisation/group and seek their help. They may have skills and abilities you can draw on as you work your way through the application.

Yes, I am seeking funding from *

☐ Sports Tourism Event Grant Program

Top tips, previous Council grants and insurance cover

*** indicates a required field**

Questions which ask for supporting documentation will require the applicant to 'attach a file'. (This is also referred to as uploading a file or document.) **For the full list of file types that can or can't be attached with an application, please [click here](#)**

To ensure your supporting documentation is reviewed by the assessment panel, 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.

Here are those top tips we promised:

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. Depending on your organisation/group's legal status, and the scope of your event, you may be required to attach up to 12 supporting documents.

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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) Review and re-check. NO further editing is possible after you submit this form. Make sure to 'save' your work as you progress through each of the pages as this will alert you to any mistakes, which can then be corrected. The application must be free of errors and omissions before you attempt to 'submit'.

Previous success with Council's grants

The following question asks you to indicate if you've had previous success with Council's grants program. If your organisation/group has not successfully completed the acquittal process belonging to a previously completed activity/project/event, then *you can't continue this application*. Organisations/groups who are not sure if they have completed any prior grant acquittals will need to contact Council on 131 872 and speak with the Sports Tourism officer to confirm their organisation's acquittal status.

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

For any previously received TRC support grant/s, have you successfully completed the acquittal process? *

- ☐ This is the first time or group has applied for TRC funding
- ☐ No
- ☐ Yes
- ☐ Not sure - Please speak with a Council officer before continuing
- ☐ The acquittal belonging to our active project/event is not due for submission

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

Previous TRC support grant

By answering 'Yes' to the question above, you are confirming your organisation/group has had previous TRC grant funding. Please provide the following details:

Name of grant program which provided previous grant funding *

- | | | |
|--|---|---|
| <input type="checkbox"/> Community Support Grant Program | <input type="checkbox"/> Regional Event Support Grant Program | <input type="checkbox"/> Community Economic Development Grant Program |
| <input type="checkbox"/> Cultural and Arts Support Grant Program | <input type="checkbox"/> Floral Parade Grant | <input type="checkbox"/> Shade Trees/Shrubs In-Kind |
| <input type="checkbox"/> Environment Grant Program | <input type="checkbox"/> Sports Tourism Event Grant Program | <input type="checkbox"/> Sport and Recreation Grant Program |
| <input type="checkbox"/> Event Support (Community) Grant Program | <input type="checkbox"/> Youth Support Grant Program | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Major Event Support Grant Program | | |

More than one option can be selected if needed.

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

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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' when asked if you have successfully completed the acquittal process, you are confirming your organisation has an outstanding TRC grant acquittal, therefore, **you are not eligible to apply for any current support grants.** For help regarding any outstanding acquittal information, enquiries should be directed to Council's Sports Tourism Officer. Please contact Council on 131 872.

Insurance cover

Intending applicants will need to provide evidence of up-to-date insurance cover to a minimum of \$10 Million.

Does your organisation/group have public liability insurance? *

- ☐ Yes
☐ No

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

Notification

By selecting 'Yes' to Question 1 in Section 4 above, you are confirming your organisation/group has current public liability insurance.

Attach a copy of your organisation's public liability insurance *

Attach a file:

Event details, location 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

Event name *

Event location *

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Event must occur within the Toowoomba Regional Council area.

Brief description of event *

Word count:

Must be no more than 50 words.

Provide a short description of your event - what are you out to do?

Date event will start *

Must be a date.

Date event will finish *

Must be a date.

How does the event meet the Sports Tourism Event Support Program objectives and outcomes? *

Word count:

Must be at least 50 words.

Applicant's should refer to the relevant guidelines <https://www.tr.qld.gov.au/component/edocman/2-45-sports-tourism-event-grant-program-guidelines/download>

Which of the following options best describes the type of this event *

☐ International

☐ State

☐ National

☐ Other:

More than one option can be selected if needed.

Is the event sanctioned or recognised by a governing 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.

Is this a new or existing event in the region? *

☐ New

☐ Existing

Is this a one off or annual event? Please also indicate if it has the potential to become an annual event? *

☐ One off

☐ Annual or bi-annual

☐ Potential annual event

More than one option can be selected if needed.

Which one of the following best describes the status of the event *

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- ☐ Secured
- ☐ Bid process
- ☐ Pending confirmation

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

Notification - bid or pending

As you have indicated the event is part of a bid process or pending confirmation, when is a decision expected? *

Must be a date.

Sanctioned or recognised events

By answering 'Yes' to Question 8 of Section 1 above, you are 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 and management of the event

* indicates a required field

On this page, the applicant is expected to detail the scale of the event. i.e. number of participants, visitors, spectators and the amount of media exposure.

Anticipated participant numbers (including event officials and event support staff) *

- ☐ 0 - 50
- ☐ 51 - 150
- ☐ 151 - 300
- ☐ 300+

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

Anticipated spectator numbers *

Must be a number.

Scale of event

This question requires the applicant to estimate (to their best of their knowledge) the proportion of local, regional, statewide, national and international participants (including officials and support staff) and spectators which are attracted to the event. e.g. Toowoomba Regional Council area 15%, South East Queensland 15% etc.

In the corresponding blank cell to the right of each descriptor, place an estimation of the number of participants (including officials and support staff) and spectators from that

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location. There is no need to calculate the totals as the system will do it for you. This detail will be displayed in the total in Section 3 on this page. All numbers entered must total 100.

Descriptors used to identify where participants (including officials and support staff) and spectators are coming from.

Complete this column by placing one whole number per line. Do not include the '%' sign. Proportion of participants/spectators expressed as a percentage.

	All entered numbers must total 100
Toowoomba Regional Council area (local)	
South East Queensland	
State (all other regions)	
National (interstate)	
International	

Total proportion of participants/spectators

Total (%)

This number/amount is calculated.

Looking to the future

Is there potential for the event to grow/expand? *

- ☐ Yes
☐ No

If you answered 'Yes' above, please provide details

Word count:

Must be no more than 300 words.

Media

What is the anticipated media exposure the event will receive? *

- ☐ Local ☐ National (sport specific) ☐ International (general coverage)
☐ Regional ☐ National (general coverage) ☐ Broadcast
☐ State ☐ International (sport specific)

More than one option can be selected if needed.

Event experience

Does your organisation/group have experience in delivering events? *

- ☐ Yes
☐ No

Notification - previous event experience

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By answering 'Yes' to Question 1, Section 6 above, you are confirming your organisation/group has previous experience in hosting an event/s.

Please outline most recent event/s your organisation has delivered. (Include previous years of the event for which financial support is being requested) *

Word count:

Must be no more than 300 words.

Management committee, business plan and risk management plan

Does the event have its own management structure/sub committee? *

- ☐ Yes
☐ No

Does an up to date business plan/management plan exist for the event? *

- ☐ Yes
☐ No

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

Does a current risk management plan exist for the event? *

- ☐ Yes
☐ No

Notification - management roles/responsibilities

By answering 'Yes' to Question 1, Section 8 above, you are confirming the event has a management structure/sub committee.

Attach details of the committee including names, roles and responsibilities. *

Attach a file:

Notification - business plan

By answering 'Yes' to Question 2 of Section 8 above, you are confirming you have an up to date business plan for the event.

Attach your event business plan/management plan. *

Attach a file:

Notification - risk management plan

By answering 'Yes' to Question 3, Section 8 above, you are confirming you have a current risk management plan for the event.

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Attach your risk management plan *

Attach a file:

Funding sought and use of Council's funds

* indicates a required field

What is the amount of funding you are seeking (excl GST) from Council? *

\$

Must be a dollar amount.

If successful, how does your organisation/group intend to use the requested funds? *

Word count:

Must be no more than 600 words.

The preference is for Council funding to be allocated towards activities that enhance the event experience and/or ensure the event is sustainable.

Has your organisation/group received any other sponsorship (monetary and/or in-kind, or both) for the event? *

- ☐ Yes
☐ No

If you answered 'Yes' above, please list current sponsors and their monetary and/or in-kind value committed.

Word count:

Must be no more than 300 words.

Is your organisation/group seeking other sponsorship opportunities? *

- ☐ Yes
☐ No

Notification - sponsorship opportunities

As you have selected 'Yes' to Question 5, Section 1 above, please provide your sponsorship plan and provide any sponsorship proposals.

Attach your sponsorship plan and or sponsorship proposal/s. *

Attach a file:

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What is your event budget and is your group able to financially contribute towards event costs?

The assessment panel needs to know specific financial details about your event's expected income, expenditure and viability.

(Lack of financial planning, errors or insufficient details within your budget table may influence the outcome of your application. If you are 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:

Is your organisation/group able to make a financial contribution towards the event? *

- ☐ Yes
☐ No

If you answered 'Yes' above, what amount of funds belonging to your organisation/group are you able to commit towards the event? If you answered 'No', please display 0.00 in the text box. *

\$

Must be a dollar amount.

Community benefit

* indicates a required field

If your event provides opportunities for community participation, please select the option/s that best describes the type of participation *

- | | |
|--|--|
| <input type="checkbox"/> Come and try sessions | <input type="checkbox"/> Meet the players/autograph sessions |
| <input type="checkbox"/> School clinics/visits | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Hospital visits | <input type="checkbox"/> Other: <input type="text"/> |

More than one option can be selected if needed.

If the event has been held previously, what community participation activities have been delivered in previous years? *

- | | |
|--|--|
| <input type="checkbox"/> Come and try sessions | <input type="checkbox"/> Meet the players/autograph sessions |
| <input type="checkbox"/> School clinics/visits | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Hospital visits | <input type="checkbox"/> Other: <input type="text"/> |

Does the event include a program for disadvantaged/vulnerable groups? *

- ☐ Yes
☐ No

Notification - program for disadvantaged

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By answering 'Yes' to Question 3, Section 1 above, you are confirming you have a program that caters for, or includes disadvantaged/vulnerable groups. Please provide details below.

What is the program that caters for or includes disadvantaged/vulnerable groups?

*

Word count:

Must be no more than 300 words.

Applicant organisation details

* 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 tables on Page 5.

Is your organisation (or auspicer if being auspiced) registered for GST? *

- ☐ Yes
- ☐ No

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

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/creating-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

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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 Question 1 of Section 1 above, you are confirming that your organisation/group does not have an ABN. Eligible organisations/groups **who do not have an ABN** are required to complete a statement by a supplier form. You can access the form by [clicking here](#). Once you have 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 grant payments to successful applicants.

Attach your completed statement by a supplier form here *

Attach a file:

Understanding your organisation

Applicant organisation name (Organisation name needs to be the same as displayed on your ABN lookup) *

Organisation Name

Organisation name needs to be the same as the name on your ABN lookup.

Applicant organisation postal address *

Address

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

Which one of the following best describes your organisation's legal status. Unincorporated organisations will need to be auspiced and complete an additional section within this application. *

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- ☐ 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 with an ABN ☐ Other incorporated entity

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

Notification

Your response to the question above confirms your organisation has a legal status, therefore a copy of this certificate is required.

Attach a copy of your organisation's legal status *

Attach a file:

Contact details

Main contact person for this application *

Title First Name Last Name

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

Main 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

Main 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? *

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Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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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
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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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
-------	------------	-----------

<input type="text"/>	<input type="text"/>	<input type="text"/>
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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? *

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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 are not listed on the My Community Directory (MCD), please [click here](#) to list your organisation/group for FREE.

Auspicings (only applicable for organisations who are not incorporated)

* indicates a required field

Your response to Question 3 (within Section 2) of Page 2 has indicated your organisation is not incorporated. To be eligible, applicant organisations who are **NOT INCORPORATED** must be auspicings by an incorporated organisation. The incorporated organisation is considered to be 'auspicings' 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 auspicings 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

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ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Attach your auspice partner's Certificate of Incorporation *

Attach a file:

Attach your auspice partner's letter of support *

Attach a file:

Auspice partner postal address *

Address

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

Main contact person of your auspice partner *

Title	First Name	Last Name
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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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 acknowledgement

* indicates a required field

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APPLICATIONS WILL ONLY BE ELIGIBLE IF THEY HAVE BEEN SUBMITTED ONLINE USING THIS APPLICATION FORM.

I am authorised by my organisation/group to complete this form and I hereby agree to the following conditions and branding and marketing entitlements, should this application be successful:

- that the funds will be used for the purpose as specified in the application, unless written permission for a variation is obtained from Council.
- to advise Council in writing if there are significant changes to the project as described in the funding application, or to the contact details of the funding recipient.
- that if the event is cancelled, the funds will be repaid to Council.
- to obtain all Council and other permits, approvals, insurance, etc., relating to the event for which the funding has been awarded. (These should be in place at least six weeks prior to the event, otherwise funding may be withdrawn. Applications for the commercial and non-commercial use of a park should be applied for at least four months prior to the event).
- to provide Council with a Risk Management Plan that identifies the major risks associated with the event and how these risks will be managed.
- to register the event details and image, where appropriate, on the Australian Tourism Data Warehouse (ATDW) in order for the event details to appear on Tourism Queensland's and affiliated websites. Event details can be submitted to the ATDW by completing the form attached to the following link: <https://oauth.atdw-online.com.au/login>
- to confirm details of the event appear on Council's online Regional Events Register (<http://user.tr.qld.gov.au/events>) NB: Listing your event on ATDW should result in the event also being listed on Council's online Regional Events Register.
- that the initial media announcement, media launch, prize giving and award presentations associated with the event are conducted within the area of the Toowoomba Regional Council and that the Mayor and or Portfolio Councillor, or their representatives, are invited.
- to acknowledge the funding by placing appropriate Council and destination logos on all event publications, advertising materials and the event website (if applicable).
- to provide Council with drafts of all event publications and advertising materials that display the logos for officer approval, prior to printing.
- to acknowledge the support and the words "Proudly supported by Toowoomba Regional Council" in all media releases and any other advertising or promotional collateral.
- to display approved signage in prominent positions to ensure maximum exposure (television and public display). Signage can be obtained by contacting Council's Tourism and Events Branch on 4688 6984. Event organisers' are responsible for the replacement of lost or damaged Council signage.
- to allow Council to use photographs, brochures, posters and any marketing material relating to the event in the promotion of the Toowoomba Regional Council area.
- to warrant, where possible, that the organisation will source goods and services for the event from within the Toowoomba Regional Council area.
- to pay Council for any Council services provided for the event. The department providing the service will invoice the organisation for services provided.
- to provide Council with a detailed Acquittal Report within 6 weeks of the conclusion of the event, outlining outcomes in terms of visitor numbers and other performance criteria which demonstrate the contribution to the economic activity and social fabric to the Toowoomba Regional Council area.
- to provide copies of all promotional materials displaying logos and acknowledgment of support with the Acquittal Report.

I agree to the listed terms and conditions *

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☐ Yes

Applicants who agree to the above terms and conditions are required to confirm the following:

The name of the authorised officer herein indemnifies Council, (its officers, employees and agents - *otherwise collectively known as the indemnified*) against any loss, damage or expense (including legal costs) arising from:

- any claim brought by any person against the indemnified as a consequence of or arising from or connected with the event.
- any claim which might be brought against or made upon the indemnified, except any brought as a result of a negligent act or omission on the part of Toowoomba Regional Council.

I agree to indemnify TRC *

☐ Yes

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

Title First Name Last Name

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Position within organisation *

--

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

Authorised officer's best contact number *

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Must be an Australian phone number.

If you are providing a landline number, include the area code. e.g. 07

Checklist

*** indicates a required field**

Does your application include all of the required supporting documentation?

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

- copy of organisation legal status
- current certificate of public liability insurance (minimum cover required is \$10 Million)
- evidence event is sanctioned or recognised
- roles and responsibilities of management committee
- current business plan

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- current risk management plan
- sponsorship plan/proposal
- completed budget table (spreadsheet)
- copy of the marketing plan. (If not included in the business plan)
- completed statement by a supplier form. ***Applicant's are only required to complete and attach this statement if their organisation does not have an ABN.***
- auspice partner details. ***For applicant organisations who are not incorporated.*** e.g. certificate of incorporation and letter of support.

Due to the large volume of applications received, we cannot 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 your organisation/group's eligibility, please contact an events officer from [Tourism and Events](#) on 131 872 during business hours 9:00am to 4:00pm or via email at info@tr.qld.gov.au

I have attached all of the required supporting documentation *

☐ Yes

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)

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?

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

You are now ready to submit

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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 will receive a confirmation email when your application has been submitted. If you do not receive this email then your application has NOT been submitted. (Click on the white circle to the left of screen to acknowledge that you understand this)