

EVENT SPONSORSHIP SCHEME 2009-10 ROUND TWO FUNDING APPLICATION FORM

Applications Open on 21 October 2009 and close on 20 November 2009

The assessment of your application will be aided by your response to the following questions.

PART ONE – DETAILS OF GROUP / ORGANISATION MAKING APPLICATION

1.1 Group / Organisation Details

Name of Group / Organisation:

Address of Group / Organisation:

1.2 Contact Details

Name:

Title:

Postal Address:

Telephone No: (Business hrs)

(After hrs)

Facsimile No:

Email address (if applicable)

1.3 Proof of Incorporation

Does your group / organisation have legal status of organisation (Incorporated, Cooperative Association)?

Please tick appropriate box and provide registration number and date of establishment

YES _____
NO

1.4 What is your Groups / Organisations GST Status? (Please tick one box below)

- No ABN and not registered for GST.
- ABN but not registered for GST (please attach a copy of the ABN Certificate).
- ABN and registered for GST (please attach a copy of the ABN Certificate).
- Currently applying for ABN/GST registration (when received Council will require this information before funding can be made).
- Moira Shire Council Section 86 Committee.

1.5. Provide a brief description of nature and objectives of Group / Organisation

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PART TWO – PROJECT OVERVIEW

2.1 Event Title

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2.2 Event Description (Briefly describe the event you are going to hold in one or two sentences)

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2.3 Location of Event (Address)

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2.4 Event Start Date / / Completion Date / /

2.5 Has the event been held in previous years?

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2.6 How many people do you expect to attend this event?

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PART THREE – PROJECT FUNDING ASSESSMENT CRITERIA

(It is important that all sections are completed to assist the assessment panel and that your responses target the assessment criteria contained in the Funding Guidelines.) Attach additional pages if required.

3.1 WHY do you want to do this project? (15%) What is the main objective of holding this event?

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3.2 WHO will be involved in the project? (10%) Who will manage the project and list any other organisations you will work with on this project. Ability and capacity of group / organisation to run the project, are there any examples of previous projects

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3.3 HOW will you carry out the project? (15%) Indicate if there is a clearly identified project scope, has a plan been agreed, what are the project stages and key dates.

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3.4 WHAT will it achieve? (60%)

Economic Benefit (30%) Estimated numbers of outside visitors to attend, number of visitors staying overnight and how many nights, local shopping opportunities, media exposure etc.

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Social Benefit (15%) Level of community support, estimated numbers to attend within Moira Shire, participation and attendance is affordable, allowance for disability access

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Cultural Benefit (15%) Promotes cultural diversity and awareness, encourages celebration of a sense of place, celebration of culture in our life, raises awareness of heritage of the region.

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PART FOUR - FINANCIAL DETAILS OF PROJECT

A copy of the groups / organisations latest annual report (if applicable) and financial statement (including balance sheet) must be attached to this application.

Please provide details of the income and expenditure for your project (excluding GST) noting that total income should equal total expenditure.

4.1 Program Budget

Income	\$	Expenditure	\$
Amount requested from Council		In-kind labour	
Funds from your organisation		Travel & Accommodation	
In-kind from your organisation*		Administration Overheads	
Business / Philanthropic Contribution		Advertising	
Fees / Admission		Venue / Meeting Room Hire	
Other Government Contribution		Catering	
Other (please specify)		Other (please specify)	
Total Income		Total Expenditure	

* See guide at back of application

4.2 Previous Funding - please specify any other assistance (financial or in-kind) that has been provided to your group / organisation by Council over the past three years

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4.3 Stages of Project

If your project is made up of different stages, please list the time frame and/or priority. (From first or most important to last or least important)

Proposed Start Date	Stages	Funding Source (grant / volunteer / other)	\$	Priority

PART FIVE – COUNCIL RECOGNITION

If council were to sponsor your event, how will you recognise your contribution?

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How will you spend council's contribution to grow this event?

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PART SIX – ADDITIONAL INFORMATION

Please provide:

- Additional information that you consider supports your claim;
- Business Plan
- Budget breakdown.

PART SEVEN – REFEREES (For projects \$2,000 and over)

Please provide the name of two referees who can comment on the merit of your proposal and the role of your group / organisation (**Referees must sight and sign this form**):

Name:.....	Name:.....
Organisation:.....	Organisation:.....
Address:.....	Address:.....
.....
Phone:.....	Phone:.....
Signature:.....	Signature:.....

PART EIGHT – AUTHORISATION AND COMPLIANCE
(To be signed by two Executives of the Group / Organisation)

I declare that the information supplied in this form is to the best of my knowledge accurate and complete.

Name:.....	Name:.....
Position:	Position:
Address:.....	Address:.....
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Phone: (ah)	Phone: (ah).....
(bh)	(bh).....
Signature:.....	Signature:.....
Date:.....	Date:.....

Any projects approved will be subject to terms of the Sponsorship Agreement concerning the payment of funds, adherence to financial accountability and reporting requirements.

In-kind Contribution Form (Voluntary Labour)

For the purpose of this application the following figures must be used in valuing your in-kind contributions:

\$15.00 p/hour unskilled labour (maximum allowance)

\$35.00 p/hour qualified tradesperson (maximum allowance)

\$65.00 p/hour machine hire including driver (maximum allowance).

Group / Organisation name: _____

Project: _____

Details of voluntary labour:

Task to be completed	Name of person undertaking works	Qualification	Number of hours	Rate p/hour	Total cost
Example:					
Pouring Concrete	Joe Blow	Qualified Concreter	8	\$35.00	\$280.00
Assisting in the concrete pouring	Shirley Green	Nil	6	\$15.00	\$90.00
TOTAL					

*****Please attach additional pages if needed.***

PART TEN - CHECKLIST

	Check(✓)	Office Use Only
Required:		
All questions have been answered		
Copy of Financial Statement (including balance sheet) for previous two financial years		
Copy of Budget for project		
Evidence of non-cash (in kind, donations) contributions using form provided		
Evidence of public liability or other insurance to cover loss of injury occurring to any person at the premises / venue		
If applicable:		
Proof of Incorporation		
Proof of ABN		
Details of registration for GST		
Copy of latest Annual Report		
Additional Supporting Information		
Letter/s of endorsement from contributing organisations		
Letter/s from community groups / members supporting project		

Please note that applications for funding should be sent to the address below to be received by 20 November 2009

Applications received after this date will not be considered under any circumstances in this funding round.

Kylie Dunn
Economic Development Administration Support Officer
Moirashire Council
PO Box 578
COBRAM VIC 3643

FAX: 03 58 721 567

EMAIL: webmaster@moira.vic.gov.au

The personal information collected on this form will be used only for the administration of the Moirashire Council Event Sponsorship Scheme. Your personal information may be used or disclosed to organisations directly involved in the delivering of the service, as required by law or with your consent.