

Form | 250.2022.000.1

Event Sponsorship Request

Economic Development

Snowy Monaro Regional Council's event sponsorship support funding recognises the valuable social, economic and community benefits of events in our region. There are two categories of sponsorship available including community/local significance (up to \$2000) and regional economic significance (up to \$5,000).

Applications for event sponsorship should be submitted a minimum of three (3) months from the event to allow time for a report to a Council meeting for determination.

Applications will not be considered unless all supporting documentation is attached. Applications can be returned to any of the four Council offices, mailed to PO Box 714 COOMA NSW 2630 or emailed to council@snowymonaro.nsw.gov.au

Eligibility

To be eligible to receive sponsorship from Council, the applicant must (tick boxes below if criteria is met):

- Be an Australian legal entity or an individual with an Australian Business Number (ABN)
- Have submitted a Snowy Monaro Notice of Intention to Organise an Event form to the events team and applied for all required legislative approvals in accordance with the event
- Apply for an event in line with the eligibility criteria 2 (a) of Council's Event Support Policy:
 - Open for general public attendance
 - Event location within the Snowy Monaro Regional Council local government area
 - Event will be held within the current financial year
 - Will not actively promote or support excessive consumption of alcohol, gambling or tobacco products
 - Not for the primary purpose of making a political or religious statement or for vilifying sections of the community
 - Undertaken in a child safe manner and in accordance with relevant NSW Health guidelines. Online resource https://ocg.nsw.gov.au/sites/default/files/2022-01/B_CSS_ChildSafeStandardsFlyer.pdf

Part A - Applicant

Name

Organisation

Phone (AH)

Position

Phone (BH)

Postal Address

Town

State

Postcode

Mobile

Email

Organisation Type: Not for profit Commercial Other _____

ABN (if applicable)	Eligible for GST (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Signature	Date
Applicant Signature	Date

Part B – Event Details

Name _____

Location/s _____

Date/s	Time/s
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Confirmation of venue availability:

- Private Property – Please provide confirmation of land owner’s consent
- Council Facility – Booking reference number: _____
- Other (please specify)_____

Event Type

Community Commercial Sporting Arts & Cultural
 Markets Music Festival Other (please specify) _____

Frequency of Event Annual One off Other (please specify)_____

Event Funding

Recurring events: Does the event generate profit? Yes No

Please outline how profit from the event will be used.

Have you applied for other funding sources? Yes No

Please provide details

Event purpose and target market

Have you considered ways to ensure the event is inclusive and accessible to the community?
Please describe.

Online resource for accessible and inclusive events: <https://www.dpc.nsw.gov.au/assets/dpc-nsw-gov-au/Events/9bf6c6ac1e/Toolkit-for-Accessible-and-Inclusive-Events-2018.pdf>

Event description

Event significance to the community

Part C – Event Sponsorship

Level of funding:

Community/Local event Regional Economic Significant event

Sponsorship amount requested \$ _____

Total cost of the event (please include a copy of the event budget) \$ _____

Why are you seeking funding from Council for the event?

Is the event financially sustainable without Council sponsorship?

Please list any other particular circumstances of the event to take into consideration

Funding amount required to cover Council's normal Fees and Charges for the event.

Include quoted costs of facility hire, waste, event services etc.

Facility Hire _____ Waste & Recycling Services Application _____

Human Resources (staff time) _____ Parks & Gardens _____

Application fees _____ Other _____

How does your event align with Council's relevant tourism and events and/or economic development strategies?

Will the event attract visitors from outside the Snowy Monaro LGA and generate potential for overnight stay? If yes, detail how.

Estimated number of attendees (participants, volunteers, spectators etc)	Estimated daily spend (including entry fees, food purchases, accommodation etc)
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Marketing strategies for the event (include a marketing schedule if available)

Please detail marketing to be undertaken and list event website and social media URLs.

How will Council support be acknowledged?

Do you acknowledge the use of Council's logo and agree for all logo use to be approved by Council's communications team prior to the event via communications@snowymonaro.nsw.gov.au

Yes No

Supporting documents attached:

- Event budget
- Marketing Plan (if available)
- Event Plan
- Owners Consent
- Other _____

Successful applicants are required to obtain all relevant event regulatory approvals.

Agree Disagree

If successful, how would you like to receive your funding support?

50% before event, 50% on acquittal after event, OR 100% on acquittal after event

Part D - Declaration

I/we the undersigned hereby apply for event support in Snowy Monaro Regional Council sponsorship process and agreed to the conditions:

- Confirm that the information contained in the application form and within the documents are true and correct;
 - Declare that should this application be successful the funding will be expended as outlined in the above documentation;
 - Acknowledge the event organiser requirements to obtain all regulatory event approvals
 - Acknowledge the Sponsorship acquittal requirements within 30 days of the event date, including presentation of a post event evaluation, attendance statics and local economic contribution.
 - Understand surplus funds may be required to be returned to Council, and;
 - I am aware this application will be reproduced in the Council Business Paper, and authorise for the publication of information required.
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For further information or assistance on completing this form please contact Council.

Mail: PO Box 714 COOMA NSW 2630

Phone: 1300 345 345

Email: council@snowymonaro.nsw.gov.au

Web: snowymonaro.nsw.gov.au