

Upper Lachlan

the shire of villages

UPPER LACHLAN TOURIST ASSOCIATION

NEW EVENT FUNDING APPLICATION FORM - 2017/18

It is an objective of the Upper Lachlan Tourist Association (ULTA) to support new community events in the shire. To receive funding strict criteria must be met. The aim of the funding is not only to support community groups but also to help create a sustainable and viable event. This program provides \$1500 per year for two consecutive years to one successful applicant.

If you need help to fill out this form, please contact us, we are here to help.

Name: _____

Address: _____

_____ Postcode: _____

Phone: _____ Mobile: _____

Email: _____

1. Please give a general overview of the event - title, date, time, location, theme etc

2. What are the objectives of the event?

3. Who will be your target market?

4. How are you going to market/advertise the event?

5. How and why will the event attract people from outside the Shire?

6. What is your budget - estimated income and expenditure; include itemised components eg advertising, venue hire, printing, stall fees, food and beverage etc

7. How will you gauge the success of your event?

8. How do you plan to make your event viable and sustainable?

9. How are you going to address insurance issues? _____

10. What areas will you cover in your Risk Assessment?

11. Does your event have wider community support? Please provide letters of support from relevant community bodies, businesses, etc

12. How will you comply with all relevant federal, state and local regulations?

13. What economic benefit (if any) do you believe your event will provide to the Upper Lachlan Shire?

Please include any other information that you believe would assist the Committee in assessing your application in light of the assessment criteria detailed below.

If you are successful in attracting **new** event funding you will be required to enter an Agreement with the Upper Lachlan Tourist Association which is a Sec 355 Committee of the Upper Lachlan Shire Council. This Agreement includes the reporting obligations, the requirement to acknowledge the contribution of the Association and the indemnity of the ULTA & Upper Lachlan Shire Council from any claims, actions, damages, losses, expenses and liabilities.

Signed: _____

Print Name: _____

Date: _____

Assessment of Applications

Applications will be assessed on a greatest cost-benefit analysis basis. The level of contribution from the applicant for the event in cash and/or in-kind (voluntary labour and/or materials etc) will be highly favoured, as will efforts to seek funding from other sources. The Upper Lachlan Tourist Association will only fund events that they consider viable and/or suitable and are consistent with the Upper Lachlan Tourism Strategic Plan.

Decisions regarding funding allocations will be made by the Upper Lachlan Tourist Association at its first meeting after the close of the funding application period. All applicants will be advised in writing of the outcome of their application and are welcome to seek feedback from the Association.

Assessment criteria include -

- Is the event aligned with the Upper Lachlan Tourism Strategic Plan?
- Does the event primarily target tourists and how?
- What level of short and long-term visitation is the event likely to encourage?
- What is the likely economic impact of the event upon the Upper Lachlan?
- Is the event sustainable or does it have the potential to be self sustaining?
- Does the event have wider community support?
- Are there measures in place to gauge the success of the event?
- Does or will the event, comply with all relevant federal, state and local legislative requirements?
- Has the applicant conducted a thorough risk assessment and have risk management plans in place?

The funding round is a competitive process and the applicants are advised to include all detail that will assist the Committee is assessing the merits of the application.

Terms and Conditions

- Applications may be received from
 - o incorporated not-for-profit organisations
 - o school P&C committees
 - o churches and other charitable organisations
 - o groups and unincorporated associations with a nominated auspicing body. An auspicing body is a legally constituted organisation that will take legal and financial responsibility for a grant if awarded.
 - o Commercial enterprises
- Individuals, groups located outside the Upper Lachlan Shire and State and Federal departments are not eligible to apply.
- All applications must be received in writing using the application form provided and addressing the assessment criteria to be eligible for funding.

- All applications are to be forwarded to the attention of the Tourism Manager - Upper Lachlan Shire Council - 36 Goulburn St, Crookwell NSW 2583
- All approved funding will be reported to Council as part of the minutes from the Section 355 Upper Lachlan Tourist Association Committee.
- Event funding must be spent before the end of the financial year in which it is granted.
- The event for which an applicant seeks funding must be based in the Upper Lachlan Shire local government area.
- All grants awarded by the Association are made on the assumption of honest and full disclosure of information. Evidence of any breach of this trust will make the grant null and void; in which case any funds paid under this policy must be returned to the Association.
- Any successful event or organisation will be required to sign an Agreement document which specifies the conditions of the funding. This will include:
 - o Post event evaluation report
 - o Funds to be spent in accordance with the purpose identified in the application, and
 - o Acknowledgements of the Associations contribution.
- Applicants must provide indemnity for the Upper Lachlan Tourist Association and Upper Lachlan Shire Council from all claims, actions, damages, losses, expenses and liability. This is provided for in the Agreement.
- Minutes from all event management meetings may be required to be forwarded to the Upper Lachlan Tourist Association including financial statements.
- A thorough Risk Assessment of the event must be provided to the Upper Lachlan Tourist Association before funds are paid.