



APPLICATION FOR REGIONAL EVENT GRANT

\$0 - \$10,000

FORM 220D

Date stamp

Regional Event Grants are available for events held within the Shire of Dardanup that;

- Results in an economic impact to the Shire by way of increasing visitor numbers and expenditure;
- Attracts media coverage that raises the profile of the region as a tourist destination;
- Involves and inspires the local community;
- Improves the vibrancy and vitality of the Shire of Dardanup;
- Supports job creation; and
- Highlights and profiles the unique features of the place and/or Shire.

APPLICATION ASSESSMENT PROCEDURE

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Regional Event Grants will be assessed by the Manage Place & Community Engagement and referred to Council for determination. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

HOW TO APPLY

1. The applicant must submit the below application form. To avoid delays to the application ensure all questions are completed and the information provided is correct. The application form must be submitted at least 8 weeks prior to the event date.
2. The applicant must obtain a formal written quote from the third party/parties supplying the goods/services and submit this with the application form. The formal written quote from the third party supplier must be itemised and include the business name, address, contact details and ABN (if applicable).
NOTE: It is the responsibility of the event organiser to ensure the third party supplier they engage has the required licences, qualifications and insurances for the job they are contracted to undertake.
3. The application form and any supporting documents can be submitted:
 - in person to the Shire office located at: 1 Council Drive, Eaton 6232;
 - or via email: grants@dardanup.wa.gov.au
 - or via post to: The Shire of Dardanup, PO Box 7061, EATON WA 6232.

1. APPLICANT DETAILS			
Full name			
Role/Title for event			
Email			
Mobile Number			
Postal address	Street / PO Box		
	Suburb		Postcode
Are you a resident within the Shire of Dardanup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you previously received event support funding from the Shire of Dardanup?	Yes – for which event and amount received:		
	No		
1A. ADDITIONAL DETAILS FOR ORGANISATIONS ONLY			
Organisation name			
Phone			
Email			
ABN			
Links to the organisation's website and social media accounts (if applicable)	Website		
	Facebook		
	Instagram		
	YouTube		
	Other		
Head of Organisation (i.e. Chairperson)			
Brief statement to describe your organisation			
2. EVENT DETAILS			
Event Name			
Event location / venue			
If this is a Council venue or reserve/park, have you completed the booking application form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Event date and time			
	Bump-in		
	Bump-out		
Links to the event website and social media accounts (if applicable)	Website		
	Facebook		
	Instagram		
	YouTube		
	Other		
Anticipated number of attendees			
Event / purpose goal			
Brief event over view (max 2 paragraphs)			

Specifically identify what you are seeking from Shire of Dardanup (including financial and in-kind support)		Item	Estimated Value (\$)
		<i>E.g. Waste Management Support</i>	
Sponsorship and / or partnerships secured. If applicable, please list.		Sponsor / Partner	Estimated Value (\$)
3. ECONOMIC IMPACT			
Expected number of visitors to attend event from <u>outside</u> the Shire of Dardanup LGA?		How long are the visitors expected to stay?	Hours
			Days
			Weeks
Top three (3) target market demographics (age, gender & location – e.g. families from greater SW)		What is the expected expenditure of visitors?	
How will your event partner with other local businesses such as attractions, accommodation etc, to extend visitor length of stay?			
4. COMMUNITY BENEFIT			
How does your event engage with the local community?			

How is your event accessible and inclusive?		
What waste wise practices will be in place at your event?		
5. DESTINATION PROFILING – Marketing & Promotion		
How will your event assist with the promotion of the destination, as well as encouraging pre and post-event visitation to the area?		
How will your event acknowledge the Shire of Dardanup for funding support and a destination of the south west?	<input type="checkbox"/> On your website	
	<input type="checkbox"/> Social media channels	
	<input type="checkbox"/> Event collateral (eg. Posters, program etc)	
	<input type="checkbox"/> Other: please describe below:	
How does your event align to the Shire of Dardanup Strategic Community Plan (2018-2028)? www.dardanup.wa.gov.au		
Marketing Plan attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6. EVENT BUDGET

Item/s Description	Total item cost (ex GST)	\$ requested from SoD (ex GST)	\$ requested from others (ex GST)	\$ provided by applicant (ex GST)
INCOME				
TOTAL				
EXPENDITURE				
TOTAL				

7. OTHER**Any other items to support your application?**

(List and attach)

8. ACKNOWLEDGEMENTS**As the event organiser, applying for a Regional Event Grant acknowledge that the information in my application is true and correct.**I have attached a true & accurate quote/s from the supplier/s providing the goods or services: Yes I have submitted an Events Application Form to the Shire for the event in which the grant funding is for: Yes The grant funding will be used for the purpose for which it was given. Yes I understand the Shire of Dardanup must be acknowledged in relevant publications or media coverage of the event for its support. Yes I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy. Yes Name: Signature : Date:

Shire of Dardanup

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Email: grants@dardanup.wa.gov.au