

1. Business / Organisation details			
Business name			
Contact Name			
Postal address			
Suburb		State	Postcode
Preferred contact person		Position	
Business phone		Alternate phone	Mobile
Email address			Fax
Website address			
ABN	If you do not have an ABN, you must complete, sign and attach the Statement of Supplier form available online at: http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf		
Privacy	Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the <i>Local Government Act 2009</i> and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.		
2. Event details			
Event name			
Event location			
Event date/s			
Brief description of event (30 words or less)			
Is this a new or existing event in the Gladstone Region?		<input type="checkbox"/> New	<input type="checkbox"/> Existing
Is this a "one off" or "annual event"?		<input type="checkbox"/> One off	<input type="checkbox"/> Annual
Year of the first event		Number of events staged	
3. Grant details			
Grant amount sought?	\$	(a)	Excluding GST \$
What is the total cash expenditure budget? \$		(c) from Section 7	
What percentage of the total cash expenditure budget does the funding amount sought represent? (a) divided by (c) times 100 = percentage			
What will the grant funds be used for? Please provide a <u>specific breakdown</u> of how the grant will be spent, including allocated amounts that correspond to specific uses.			

4. Event information

Provide a description of event including background.

Which of the MEAP Funding Outcomes (listed below) will this event meet (please tick)

- Sustainability - Reduce reliance on local government funding over time
- Innovation - Embrace an attitude of enterprise, creativity and sustainability
- Destination Profile – Raise an awareness of the Gladstone Region, contributing to destination appeal
- Economic Contribution – Attract overnight stays and or support local businesses
- Community – Foster community pride

How will this event will meet the Funding Outcomes.

Is the event sanctioned or recognised by any official body? Yes If yes, provide details below No

What evidence do you have of community need / interest in the event?

5. Participants

Estimate the number of participants to the event. Use numbers and percentages.

Demographics	Numbers	% of total
Gladstone Region		
Intrastate (from outside the Gladstone region, but within QLD)		
Interstate		
International		
Total		100%

6. Grant use

Please detail previous funding provided by Gladstone Regional Council in the past 3 years, inclusive of the amount and year/s of funding.

Has your previous funding by GRC been successfully acquitted? Yes / No

Please detail previous funding received from Tourism and Events Queensland's Regional Development Program or any other sources, inclusive of the amount and year/s of funding.

7. Budget			
Income	\$ or in kind	Expenditure	\$
Amount requested from MEAP		Salaries, Wages, Labour Hire	
Government Grants: give detail		Administration Costs (eg. Office, phone, fax)	
Other Sponsorships: give detail		Advertising and Promotion	
Income (ie ticket sales etc)		Equipment, Venue Hire & other logistics	
Total Income	(b)	Total Expenditure	
Net (Surplus / Deficit) (b) - (c) = (d)	(d)		
If the budget indicates a profit, how will these funds be utilised? (e.g. employ staff for future events, increased marketing etc.)			
If the budget indicates a loss, how will this be covered and how is the event working toward future sustainability?			
8. Economic benefits			
Please estimate the following:	2017 (Actual)	2018 (Projected)	2019 (Projected)
Attendance - locals (Gladstone Regional Council area)			
Attendance – outside region			
Overnight Stays * only to be completed if requesting > \$15,000			
TOTAL:			
*If your application is for \$15,000 or more in funding, please estimate the total number of nights stayed by all Attendees <u>from outside</u> the Gladstone Region. (e.g. 100 participants x average 1 night stay = 100 overnight stays).			
Does your organisation have a commitment to supporting local businesses through the event and if so, how?			
Is the timing of the event flexible to allow it to be scheduled in a low tourism season time slot?			
9. Partner Benefits			
Funding is conditional upon Gladstone Regional Council receiving recognition and promotion on their community investment. Please detail the Partnership benefits.			

10. Social benefits

Will the event source local community groups to provide services in return for contributions to those clubs and organisations? If yes, please indicate the local community groups, the services they will provide and the contribution to be made to these groups for their services if confirmed.

11. Event Innovation

Describe what measures are in place that will improve and develop the event or enhance the participant and visitor experience. (E.g. what new elements have been added to the event or new processes that have been implemented?)

12. Event growth potential

Provide an assessment of what continued growth potential the event has and how that might be achieved.

13. Attachments

Below is a list of all attachments to this application form. Please review carefully and attach the documents relevant to your application.

Attachment	Mandatory	✓
Certificate of Incorporation		
Certificate of Currency (Public Liability)	Yes	
Event Plan / Plan of Activities	Yes	
Business Plan		
Marketing Strategy		
Risk Assessment Strategy		
Most recent event specific Statement of Income & Expenditure	Yes	
Statement of Supplier Form (if no ABN) see section 1		

14 Lodging this application

This application and attachments can be lodged via email to info@gladstonerc.qld.gov.au or via post to Gladstone Regional Council, Major Events Advisory Panel, PO Box 29, Gladstone Qld 4680 or at any Council Administration centre.

15. Declaration of applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Gladstone Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Gladstone Regional Council in writing prior to any such change being implemented.

Signature	Position	Date