

Support to Event Grant Application Form

Form Preview

Support to Events Grant Application

* indicates a required field

What you need before you start

This application form is for applicants who wish to apply for a Event Support. To you use this form, start filling out the required details and then select which type of support you are applying for.

Who should apply:

- This grant guideline is for use by community groups and individuals wishing to hold an event, who require in-kind support only.
- If financial support is required, applicant must apply for funding under the Sponsorships and Contributions Grant guideline, that provides for both financial and in-kind support from Council.

Criteria

- **Applicable to all events NOT requiring financial support (In-kind support only)**
- **Open all year round to all community groups wanting to hold an event for the community but do not want financial support.**

If you would like assistance completing this form, please call 13 99 72 or email grants@westwimmera.vic.gov.au.

You can start this form, and save and return to it later.

Have you read and understood the Support to Events Grant Guidelines? *

☐ Yes

You can view the guidelines here: <https://www.westwimmera.vic.gov.au/Council/Grants-and-Funding>

The following documents/items may be required as part of this application

- ☐ Current copy of your Public Liability insurance
- ☐ Permission from the asset owner to undertake the project (if applicable)

Please upload these documents in the upload section of this application form

Application Details

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Applicant Postal Address *

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Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Phone Number *

Must be an Australian phone number.

Applicant Email *

Must be an email address.

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Are you a not-for-profit community groups operating in the West Wimmera Shire Council?

- ☐ Yes
☐ No

Are you a State Government affiliated organisation? If so how?

- ☐ Yes
☐ No

If so, please describe:

Event Location

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Where is this event to be held? *

Location address *

Please provide a letter of support from the land owner/manager

Attach a file:

Please provide a site plan of how the site will be used and location of activities *

Attach a file:

Event Details

Event Name *

How often will this event be held? *

- ☐ Single Event
- ☐ Monthly
- ☐ Quarterly
- ☐ Annually

Event Setup Date *

Must be a date.

Event Start Date *

Must be a date.

Event End Date *

Must be a date.

Event Pack Up Date *

Must be a date.

Expected audience numbers *

Cost of entry to the event? *

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- ☐ Free
- ☐ Ticketed

Ticket costs

Brief description of the event. Include details such as proposed camping, fires or entertainment. *

Further Information about holding an Event.

Please refer to our Event Planning Guide for information on what other documents, plans or strategies you may need when holding an event. Risk and Emergency Management are essential considerations in any public or private event.

Read more here: <https://www.westwimmera.vic.gov.au/Events/Planning-an-Event>

Event Checklist

This checklist will assist to determine which permissions, permits and licences are required for this event.

Will your event require road closures? *

- ☐ Yes
- ☐ No

If yes, you must submit an Application for Temporary Road Closure to council no later than 6 weeks prior to the event.

Will the event require traffic management? *

- ☐ Yes
- ☐ No

Will your event have food stalls? *

- ☐ Yes
- ☐ No

If yes, all food vendors must be registered with FoodTrader. Visit <https://foodtrader.vic.gov.au/> to register (This was formally Streatrader).

Will you be allowing alcohol at your event? *

- ☐ Yes
- ☐ No

If yes, obtain a liquor licence from the Victorian Commission for Gambling and Liquor Regulation at www.vcglr.vic.gov.au

How many people including volunteers and entertainers etc. are you expecting at your event? *

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If you require assistance to recruit volunteers, please contact the event and volunteer support officer at Council on 13 99 72 or by emailing volunteersupport@westwimmera.vic.gov.au.

Is the building or venue enclosed or mostly enclosed, or do you intend to install temporary fencing or other barriers? *

- ☐ Yes
- ☐ No

Will the event use public toilets? *

- ☐ Yes
- ☐ No

Will the event require waste management, including rubbish or sewerage. *

- ☐ Yes
- ☐ No

Do you intend to install a tent, marquee, booths or prefabricated buildings? *

- ☐ Yes
- ☐ No

If yes, what size will they be?

Will the event have a stage or platform? *

- ☐ Yes
- ☐ No

If yes, what size?

Will the event have a seating stand? *

- ☐ Yes
- ☐ No

If yes, how many people will it seat?

Cancellation plan - under what circumstances the event will be cancelled? Who will be contacted? Provide details: *

Please upload any other applicable documents here:

Attach a file:

Event Promotion

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Website link (if applicable)

Facebook link (if applicable)

Youtube (if applicable)

Upload event poster or image (if applicable)

Attach a file:

Please provide any other promotion information here:

In Kind Support/Sponsorship Request

What is a grant? A grant is a service provided by Council. This could be support by way of funding, services or in kind support such as traffic management, risk management assistance, maintenance, waste and refuge support or other support as available and approved.

Note: Any damage or shortfall in return numbers will be invoiced to the event organiser.

Do you require a meeting to determine what support you require/would like to request? *

- ☐ Yes
☐ No

Would you like to request to use a Waste Trailer (Conditions of use apply)

- ☐ Yes
☐ No

If available, do you require the use of a source of power/electricity?

- ☐ Yes
☐ No

Example: You require the use of the power supply located at Henley Park for a large event. Please note this is not power at all Council sites.

In Kind Requirement

Note: Any damage or shortfall in return numbers will be invoiced to the event organiser.

Qty Required	In-Kind Item	Maximum available from Council
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Must be a number.	Item that you wish Council to provide	
	Mipro PA system	2
	Star Pickets	50
	Orange Mesh Bunting (per Metre approximate)	100
	Orange Flag Bunting (per metre approximate)	50
	Traffic Cones	10
	Traffic Bollards and Bases	2
	Traffic Management Plan	1
	Traffic Management Signs (As agreed to by Council Officer)	20
	Dial Before You Dig Access	1
	Facility Cleaning per hour (Council owned facilities only)	2
	Poster	20 x A3
	Flyers (Max 50 x A4 sheets)	50 x A4
	Waste Bins (wheely bins)	12
	Recycle Bins (special wheely bins)	8

Waste Trailer Request

Please note that the waste trailers are provided free of charge, however the organisation/group/individual submitting this application will be invoiced for the cost of the disposal of waste based on the Council's current schedule of fees. See more information below in the conditions of use.

Conditions of Use

- Trailers are supplied free of charge and will be delivered and picked up from your event.
- On pick up the trailer will be taken directly to the waste disposal facility where the total waste will be calculated and an invoice for the disposal of the waste will be sent to you for payment based upon Councils current schedule of fees.
- Waste costs are calculated per total number of full bins received or volume in the skip bin.
- **Your request for the use of one of our trailers indicates your acceptance of the fee payable for waste disposal.**
- Non-payment of waste disposal fees will result in the availability of in-kind assets from Council being made unavailable until full payment is made.

Have you read and understood these conditions?

- ☐ Yes
☐ No

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Document Uploads for In-Kind Support

These documents may be required for Events and/or In-kind support requests. Staff will be in contact with any additional documents required. If you are unsure, leave this area blank.

Permission from the asset owner to undertake the project (if applicable)

Attach a file:

Current copy of your Public Liability insurance

Attach a file:

Declaration

For Events: I declare that all the information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation. Applicants will be liable for ensuring dial before you dig permits(unless specifically agreed to by council), and will be liable for any public infrastructure including underground services such as power, phone, water or sewerage lines, during the course of the event.

I agree to this declaration *

☐ Yes

The West Wimmera Shire Council is a fair access Council. Before any grant can be approved applicants must read the Fair Access policy and indicate below your organisations support to this policy.

[WWSC Fair Access Policy](#)

We the Grant applicant:

- ☐ Agree to support the West Wimmera Shire Council Fair access policy
- ☐ Do Not Agree to support the West Wimmera Shire Council Fair access policy

Name *

First Name

Last Name

Date *

Must be a date.

West Wimmera Shire Council is committed to ensuring events hosted within the municipality are of the highest possible standard in relation to safety, delivery and experience.

Organising an event can be a complex task. Council has a number of departments that are responsible for authorising approval for different elements of events.

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West Wimmera Shire Council has developed an Event Management Guide to assist event organisers by providing information, tools on event planning and outlining the legal requirements of running an event.

Copies are available from the council offices or can be downloaded at westwimmera.vic.gov.au. For assistance contact Amanda Munn | 13 99 72 | events@westwimmera.vic.gov.au.