

# Events and Festivals Funding Application Form

Before you start registering your interest for Council funding, please read the Funding Framework Information sheet, and decide which level your event best fits. If it looks like it could cover two levels, just state this in your application.



## Your Organisation

Name of your organisation:

Postal Address:

Street Address:

Phone:

Fax:

Email:

Is this the first time you have applied for Festival and Events funding?

Yes     No

Date of last application:    /    /

## Main Contact

Name of main contact:

Position:

Phone (*day*):

Fax:

Email:

Are you registered for GST?     Yes     No

GST no:

Please record your Bank Account No:

*(Please attach a Bank Generated Deposit Slip to the back page)*

Your organisation's legal status (*i.e is it a trust/company/incorporated society*)?

Legal Registration No. (if you have one)

How is your event managed and governed:

Please list key people/companies who manage the event operations:

If your organisation has a governance structure, please list members of your trust/board/committee:

## **About Your Organisation**

How long has your organisation been operating?

If you have previously run events, list up to three events that your organisation has organised to date:

- 1.
- 2.
- 3.

Do you have any supporting references on proven event management? (*Please attach*)

## Your Event

With reference to the Funding Criteria what level of funding does your event fit (*you may choose two if unsure*): Icon, Major, Metropolitan Community, Small Community, Sports

First choice  Icon  
 Major  
 Metropolitan Community  
 Small Community  
 Sports

Second choice if needed  Icon  
 Major  
 Metropolitan Community  
 Small Community  
 Sports

Name of event:

Proposed date of event:  
/ /

Proposed venue/venues:

Proposed ticket price:  
\$

Do you have other sponsors confirmed?

How much funding are you looking for in:

Year 1: \$

Year 2: \$

Year 3: \$

Describe your event concept in no more than 200 words:

## **Attachments**

Please make sure that with this application form you include a sponsorship proposal including:

- Evidence covering key questions and measures depending on the level of event funding you are proposing from the Funding Framework
- Business Plan - up to 3 years if you are looking for 3 year funding
- Marketing and Promotion Plan (*local and national if required*)
- Budgets
- References on your organisation's track record