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## EVENT GRANT APPLICATION



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**This grant application is for events which will occur between 1 July – 31 December 2024.  
Please submit this application prior to 5:00pm Wednesday 15 May 2024.**

- Please read Grant Guidelines at [https://www.derwentvalley.tas.gov.au/\\_data/assets/pdf\\_file/0025/1483180/Event-Grants-Guidelines.pdf](https://www.derwentvalley.tas.gov.au/_data/assets/pdf_file/0025/1483180/Event-Grants-Guidelines.pdf)
- Discuss your application prior to submission. Contact Bec Tudor, Community Development Officer, on 6261 8560 or email [rtudor@dvc.tas.gov.au](mailto:rtudor@dvc.tas.gov.au)
- A Council Event Notification Form must be attached to this application. Download here: [https://www.derwentvalley.tas.gov.au/\\_data/assets/pdf\\_file/0031/376483/DVC\\_Event-Notification-Form.pdf](https://www.derwentvalley.tas.gov.au/_data/assets/pdf_file/0031/376483/DVC_Event-Notification-Form.pdf)

### Part 1 Applicant information

Name of group or organisation:

Title of event:

Contact person and their role:

Postal address:

Phone:

Email:

Briefly describe your organisation and activities:

Has your organisation received a Derwent Valley Council Grant previously? Please provide details.

### Part 2 Eligibility criteria

Please review the questions below and tick to ensure your proposal is eligible.

My event will occur in the Derwent Valley municipality, with direct benefits to Derwent Valley residents.

My event will start and finish between 1 July and 31 December 2024.

My event is open to the public, i.e., it is not a private, club, or invite-only event.

My event supports participation of people living with disabilities and those experiencing disadvantage.

My event is not commercial or does not have the potential to make significant profit or be self-sustaining through other funding mechanisms such as ticket sales or commercial sponsorship.

My event is not part of a larger festival or event which has already received funds from Council.

My event is a one-off, or infrequent (e.g., annual) activity and is not an ongoing regular event.

I am seeking funding for a single (not multi-year) event.

The grant will not be used to pay for ongoing administration or operational costs of my organisation.

This grant is not for an existing debt, or for expenses which will occur before the grant is awarded.

My organisation has not received funding from Council for the same event this financial year.

My event is not primarily a sporting or recreation activity.

### Part 3 – Your event

**I have completed and attached a Council Event Notification Form.**

**Please briefly describe your event.**

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**Please tell us how you will deliver a well-organised and well-run event.**

Please attach supporting information such as an event plan, site map, details of previous events etc.

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**Has your event occurred previously?** If yes, please provide details.

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**How many people are you expecting for your event?**

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**Will you be requesting any form of Council in-kind support or fee waivers?**

**Yes No**

If yes, please provide details of what you are requesting:

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**Why do you require this assistance from Council?**

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**Please describe the event organising team** e.g. how many people will be involved in organising the event, roles, anyone with previous or similar experience in your organising group.

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#### **Part 4. Grant criteria**

**1. Event Grants aim to support community organisations and groups to deliver events which:**

- ✓ enhance the sense of identity and belonging in the local community.
- ✓ are accessible and encourage a diversity of community members to attend
- ✓ which enhance the cultural life of the Derwent Valley
- ✓ which acknowledge and celebrate cultural diversity
- ✓ which deliver economic benefits through promotion and increased visitation to the Derwent Valley

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Please provide information about how your event achieves these aims:

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**2. Describe how your event aligns with one or more of the outcomes in Council's Strategic Plan.**

This can be found at: <https://www.derwentvalley.tas.gov.au/council/vision-and-goals/strategic-plan>

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**3. Accessibility.** Describe how your event will support participation by the whole community, including those living with disabilities and those experience social disadvantages.

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**4. Sustainability.** Council aims to support community initiatives which commit to environmental sustainability through reducing their environmental impact and improving their waste management. Please let us know how your event will demonstrate good sustainability practices.

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**5. How document and evaluate your event e.g. photographs, capturing attendance numbers etc.?** Evaluation and documentation will form part of your grant acquittal if you are successful.

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**6. How will you acknowledge Council's support of this project?** Acknowledging Council's support for will form part of your funding agreement if you are successful.

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**7. How will you market and promote your event?**

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**8. I have attached one or more letters demonstrating community support (optional).**

Please note that letters from DVC Councillors or staff cannot be used as support.

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**Part 5. Event financial information**

**Important note:** Council requires any Event Grant to be matched by the applicant. That value can be made up through in-kind support, fundraising activity, another (non-Council) grant etc.

For example, if you request \$4000 from Council you might match this with \$1,000 worth of volunteer hours + \$2,500 from a state government grant + \$500 cash from your organisation. For more information on matching grant funding, please refer to the Grant Guidelines

[https://www.derwentvalley.tas.gov.au/\\_data/assets/pdf\\_file/0025/1483180/Event-Grants-Guidelines.pdf](https://www.derwentvalley.tas.gov.au/_data/assets/pdf_file/0025/1483180/Event-Grants-Guidelines.pdf)

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**1. What specifically are you seeking funding for?**

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**2. Will your grant be auspiced (i.e. where another organisation manages the funds on your behalf)?  
If yes, please provide the following information:**

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Auspicing organisation name

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Contact person:

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Contact phone and email:

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**3. Have you, or will you, attempt to obtain funding from other sources for this event?  
E.g. other grants, sponsorship, fundraising. Please provide details below.**

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**4. Will you be charging participants to this event?**

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No – entire event is free

Yes – mix of free & paid activities

Yes – entire event has fees to attend

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If there will be fees, please provide details here:

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## 5. Budget

Event costs (expenses)				
Source	Confirmed Y/N	Cash amount (\$)	Quote attached	Notes
<i>E.g. Sound equipment</i>	Y	\$990	Yes	<i>PA system from Smiths Hire.</i>
<b>Total</b>	-	\$	-	-

Event contributions (income)				
Funding source	Confirmed Y/N	Cash amount (\$)	In-kind* value (\$)	Notes
<i>E.g. Council event grant</i>	N	\$1,200		
<i>E.g. Event organiser</i>	Y	\$1,200		
<i>E.g. Ticket sales</i>	N	\$500		<i>Estimate. 50 tickets at \$10ea.</i>
<i>E.g. Volunteer hours</i>	Y		\$1,000	<i>Volunteer committee. 6pp, 5 x 1hr meetings.</i>
<i>E.g. Traffic Management Plan</i>			\$400	<i>Sponsored by XYZ Roadworx Co.</i>
<b>Subtotals</b>	-	\$	\$	-
<b>Total value</b>	-		\$	-

\*The in-kind contribution is only what is contributed from your group, or another party. Do not include any in-kind from Council you have requested.



## 6. Financial summary

Total event income (including in-kind)	Total event expense	Total profit/loss
\$	\$	\$

If your event will make a profit, please explain what this will be used for:

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## 7. Please confirm how much funding you are requesting from this grant? \$

Would you be open to accepting partial funding if it were offered?	Yes	No
What would the minimum amount be, and what would you need to change to run your event with this lower amount? <i>For example – if your maximum request was \$4,000 you might calculate the minimum amount required is \$3,500 with the \$500 saving coming from having a live musician for 4 hours instead of 6.</i>		
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## Part 6 Privacy and commercial in-confidence

Successful applicants, project details, such as name of organisation, funding amount, and event description may be made public on Council's webpage, social media, and annual report. Please discuss any privacy and/or commercial in confidence concerns with us prior to submitting your application.

## Part 7 Applicant feedback

Please indicate how you found the Event Grant application process:

Very Easy      Easy      Neutral      Difficult      Very Difficult

Please provide us with any suggestions for improvements that you think we need to consider

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## Part 8 Declaration

By submitting this application form I confirm that:

- I am authorised to submit this application.
- I have completed all sections of the application form (with N/A if necessary)
- The information provided in this application is complete and correct, to the best of my knowledge.
- The offer of a Grant is at the discretion of the Derwent Valley Council
- I consent to the public release of the name of the applicant organisation and the details provided in the Project Outline.
- If successful, this organisation will be required to enter into a formal funding agreement with Council, which will contain requirements including:
  - Expending the grant monies only in the manner outlined in this application, unless otherwise formally negotiated.
  - Keeping complete financial records of all relevant expenditures
  - Informing Council of any significant issues or change in the project as soon as possible.
  - Publicly acknowledging the grant received from the Derwent Valley Council in any programs, correspondence or promotion associated with the event.
  - Inviting the Mayor and Councillors to attend the event.
  - Completing a funding report and financial acquittal within 6 weeks of the event completion.
  - Providing any additional reporting requested by Council as part of the funding agreement.

**Name of person completing  
this application:** \_\_\_\_\_

**Role in organisation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please return completed form and any attachments to Council; attention Bec Tudor, Community Development Officer

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### IN PERSON

Council Chambers  
Circle Street  
New Norfolk

### MAIL

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Derwent Valley Council  
PO Box 595  
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