



ANABRANCH
BURONGA
COOMEALLA
CURLWAA
DARETON
ELLERSLIE
GOL GOL
MONAK
PALINYEWAH
POMONA
POONCARIE
RUFUS RIVER
TRENTHAM CLIFFS
WENTWORTH



Event Funding Policy

INTERPRETER SERVICES



MAHALAGA | FILIPINO

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IMPORTANT | FRANÇAIS

Si vous avez besoin d'aide pour lire et comprendre ce document, le personnel du service client du Wentworth Shire Council se fera un plaisir de vous aider à organiser un service d'interprétation gratuit. Pour organiser un interprète, veuillez contacter le Conseil au 03 5027 5027 ou visitez un bureau du Conseil indiqué ci-dessous.



ΣΗΜΑΝΤΙΚΟ | ΕΛΛΗΝΙΚΟ

Εάν χρειάζεστε βοήθεια για την ανάγνωση και την κατανόηση αυτού του εγγράφου, το προσωπικό εξυπηρέτησης πελατών του Wentworth Shire Council είναι πρόθυμο να σας βοηθήσει στη διευθέτηση μιας δωρεάν υπηρεσίας διερμηνείας. Για να κανονίσετε έναν διερμηνέα, επικοινωνήστε με το Δήμο στο 03 5027 5027 ή επισκεφθείτε ένα Γραφείο του Συμβουλίου που αναφέρεται παρακάτω.



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Se hai bisogno di assistenza per leggere e comprendere questo documento, il personale del servizio clienti del Wentworth Shire Council sarà lieto di assisterti nell'organizzazione di un servizio interpretativo gratuito. Per organizzare un interprete, contattare il Comune allo 03 5027 5027 o visitare uno degli uffici del Comune elencati di seguito.



PENTING | MELAYU

Jika anda memerlukan bantuan membaca dan memahami dokumen ini, kakitangan perkhidmatan pelanggan Wentworth Shire Council berbesar hati untuk membantu dalam pengatur perkhidmatan tafsiran percuma. Untuk mengatur jurubahasa, sila hubungi Majlis di 03 5027 5027, atau lawati Pejabat Majlis yang disenaraikan di bawah.



重要 | 普通话 (简体中文)

如果您在阅读和理解本文件时需要帮助, 温特沃思郡议会的客户服务人员很乐意协助安排免费口译服务。如需安排口译员, 请致电 03 5027 5027 联系议会, 或前往下列议会办公室。



મહત્વપૂર્ણ | અંગ્રેજી

જેવર તુહાનું દિસ દસઝાવેજી તું પઝગન અઝે સમઝતે વૈંચિ સઘાઈઝા દી લેઝ રી, તં વૈનટવરથ સઘાઈર કાઉસિલિ દે ગાઠક મેટા સટાઢ દિંક મુઢઝ વૈઆધિઆ મેટા દે પુરંચપ વૈંચિ સઘાઈઝા કરન લઈ ખુસ ઠન। દુઝામીદે દા દિંઝામી કરન લઈ, કચિપા કરવે 03 5027 5027 'ઝે કાઉસિલિ નાલ મંપરક કરે, જાં ઠેઠાં સુચીચંપ કમિ કાઉસિલિ દઢઝર 'ઝે જાઈ।



สำคัญ | แบบไทย

หากคุณต้องการความช่วยเหลือในการอ่านและทำความเข้าใจเอกสารนี้ เจ้าหน้าที่บริการลูกค้าของ Wentworth Shire Council ยินดีให้ความช่วยเหลือในการจัดการบริการล่ามฟรี หากต้องการจัดเตรียมล่าม โปรดติดต่อสภาที่ 03 5027 5027 หรือไปที่สำนักงานสภาตามรายการด้านล่าง



ÖNEMLİ | TÜRKÇE

Bu belgeyi okuma ve anlama konusunda yardıma ihtiyacınız varsa, Wentworth Shire Belediyesi'nin müşteri hizmetleri personeli, ücretsiz tercümanlık hizmetinin ayarlanmasında yardımcı olmaktan mutluluk duyacaktır. Bir tercüman ayarlamak için lütfen 03 5027 5027 numaralı telefondan Belediye ile iletişime geçin veya aşağıda listelenen bir Belediye Ofisini ziyaret edin.



QUAN TRỌNG | TIẾNG VIỆT

Nếu bạn cần trợ giúp để đọc và hiểu tài liệu này, nhân viên dịch vụ khách hàng của Hội đồng Wentworth Shire sẵn lòng hỗ trợ sắp xếp dịch vụ thông dịch miễn phí. Để sắp xếp một thông dịch viên, vui lòng liên hệ với Hội đồng theo số 03 5027 5027 hoặc đến Văn phòng Hội đồng được liệt kê bên dưới.

IMPORTANT | ENGLISH

If you require assistance reading and understanding this document, customer service staff of Wentworth Shire Council are happy to assist in the arrangement of a free interpretive service.

To arrange an interpreter, please contact Council on 03 5027 5027, or visit a Council Office listed below.

COUNCIL
OFFICES



Midway Community Centre
3 Midway Drive, Buronga NSW 2739



Wentworth Visitor Centre (Main Administration Office)
61 Darling Street, Wentworth NSW 2648

POLICY NUMBER & TITLE:	CC011	EVENT FUNDING POLICY
DOCUMENT ID:	DOC/24/13819	
VERSION:	1.0	
ADOPTED MEETING DATE:	16 April 2025	
REVIEW DUE:	Four yearly or following change of legislation or incident	
VERSION AMENDMENTS:	Nil	

RESPONSIBLE DEPARTMENT:	General Manager
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EVENT FUNDING POLICY

POLICY OBJECTIVE

This policy establishes the guidelines and framework for event funding within the Wentworth Shire region to achieve the tourism, event and community goals as identified in the Wentworth Region Tourism & Events Strategy 2024-2029, Council's Community Strategic Plan 2022-2032 and annual Operational Plan.

1. POLICY STATEMENT

Wentworth Shire Council recognises and is committed to funding and supporting community events within the region that align with Council's Tourism and Events Strategy and recognises the positive impact events have on both the economy and the community.

This policy operates in the context of and should be read in conjunction with the Wentworth Region Tourism & Events Strategy 2024-2029 and Event Planning Guide.

The intent of this policy is to ensure that Wentworth Shire Council establishes a structure which provides a fair and equitable approval to community groups, organisations and individuals who wish to access and utilise funding to support local events.

Council will ensure that funding processes reflect the strategic objectives outlined in the Operational Plan and are delivered in a fair and transparent manner to foster civic engagement, strengthen a sense of community and promote Wentworth Shire Council within and external to our region.

The following vision, mission and goals, as identified in the Wentworth Region Tourism & Events Strategy, provide direction for major and minor events as well as providing financial support for local community groups, organisations and individuals.

Vision

To be the meeting point where people and place come together. We envision a destination that celebrates its rich history, diverse culture and stunning landscapes, inviting visitors to immerse themselves in authentic encounters and create lasting memories.

Mission

To drive economic gains for the region by expanding the visitor economy. Through our tourism and events activities, we engage with every visitor who considers the Wentworth region, with the intent to create a valued long-term relationship to generate high customer advocacy and drive growth.

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Goals

- **Increase visitation** – provide more reasons for day-tripper and overnight visitors to choose the Wentworth region.
- **Increase visitor spend within the region** – enable a greater level of spend through increased engagement by aligning customer needs with region offerings.
- **Enhance industry collaboration** – improve partnership opportunities and ability to leverage resources through a shared vision, strategy and common working model.
- **Improve customer advocacy** – ensure more visitors leave with positive sentiment towards the Wentworth region, telling others of their experience to drive greater volume of visitation.

2. POLICY COVERAGE

This policy applies to all community groups, organisations and individuals seeking funding towards organising an event within the Wentworth Shire region.

3. STRATEGIC PLAN LINK

Objective: 1. Wentworth Shire is a vibrant, growing and thriving region

Strategy: 1.2 Promote the Wentworth region as a desirable visitor and tourism destination

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Assessment Criteria	The specified principles or standards against which applications are judged and used to assess the merits of proposals
Assessment Process	The steps that must be followed by individuals and organisations to be considered for funding. It includes the forms, written documentation and the eligibility criteria to be satisfied.
Acquittal	A statement and confirmation that the funding has been spent on the activity in accordance with the Funding Agreement, schedule and conditions
Community Groups/Organisation/Individual	Not for profit organisations, groups and individuals eligible to apply for event funding under this policy
Economic Impact	New expenditure to the Wentworth Shire region calculated as a product of the following: <ul style="list-style-type: none"> • number of visitors who will travel to the region specifically for the event • average length of stay • average daily expenditure for the visitors
Event	A planned public gathering of people in an open space, building or temporary structure where people gather for an activity, celebration or other occasion. Sporting, cultural or other gatherings of people that occur on a regular basis are not considered events under this policy.
Funding	A sum of money or form of subsidy that Council provides to an individual or organisation under a formalised agreement

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Funding Agreement	A formal, legally binding contract between the funding recipient and Council, used to monitor the implementation of the funded activity through to completion.
Funding – In-kind	An offering of cash or in-kind contribution given without any anticipated commercial return
Minor Event	Maximum \$5000/minimum \$2000 (including in kind support)– 500 to 1000+ people – participation from within/external to the region, create sense of community, encourage participation by the community
Major Event	Maximum \$30,000/minimum \$5000 (including in kind support) – overnight visitation, positive economic impact, encourage community participation
Validated Evidence	Valid, verifiable and authentic information that substantiates the event organisers assertion in relation to the event and includes examples such as: <ul style="list-style-type: none"> • Surveys • Registration lists • Ticket sales reports • Head counts • Gate sales • Attendance records • Information from accommodation providers

5. POLICY CONTENT

5.1 Funding Streams

Council is committed to supporting events through two funding streams; minor and major events, which provide economic benefit to the region and create a positive impact on the community. Applications for event funding for both major and minor events can be applied for and accessed all year round.

All funding is subject to eligibility, assessment of criteria and Council approval. (Table 1).

Fund	Description	Funding Amount	Application Opening Dates	Assessment Criteria
Major Events	Event must drive overnight visitation, provide positive economic impact, showcase the region, encourage community pride and follow sustainability guidelines.	To a maximum of \$30,000 and to a minimum of \$5,000. Including in-kind Council support.	Open all year round.	<ul style="list-style-type: none"> • Potential economic and tourism impact to the region • Community impact and benefits • Overall event offerings • Sustainability • Event preparation including capability

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Minor Events	Event must attract around 500-1000+ people from either within or outside the region, create a sense of community by bringing people together and encourage participation from local community members.	To a maximum of \$5,000 and to a minimum of \$2,000. Including in-kind Council support.	Open all year round.	All minor event applications should refer to the Financial Assistance Program (Donations Contributions Grants) application process.
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5.2 Event Funding Eligibility Criteria

The following requirements must be met to be eligible for funding:

- The event must be based within the Wentworth Shire
- The event can be an existing event or a new or one-off event
- A certificate of currency for public liability of up to \$20 million relevant to and for the duration of the event must be held and submitted with the application
- Provide documentation and evidence required to meet the funding evaluation criteria
- Be a public event that is inclusive and accessible to everyone
- Organisations can only apply for a maximum of two events per each financial year

Documentation as outlined in the *Event Funding Program Guidelines* must be provided with the application for determination of eligibility.

The following are not eligible to apply for the funding:

- Organisations with outstanding debts to Council, or who have not provided acquittal documentation from previous event
- Events which rely on Council funding to break even or events that are projected to run at a loss without Council funding
- Political events or events with a political purpose
- Religious events
- Events that exclude or may offend parts of the community
- Organisations who have not previously complied with Council conditions or have the required permits
- Private events that are not accessible to the wider community
- Fundraising activities where the funds raised are not intended to stay within the local community
- Education events including events organised by schools or universities
- Capital works projects, maintenance, or the purchase of capital equipment
- Insurance and fees associated with risk and governance such as public liability insurance, event insurance or fees payable to a governing body
- Expos, fetes, and circuses
- Events which are attended by a niche or small cohort of the intended community

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- Events which happen on a regular basis including sporting events, arts & cultural events, special interest events or other gatherings.

5.3 Event Funding Allocation

Council will decide on an appropriate allocation of funding towards major and minor events at the approval of the yearly budget.

If the amount of money requested within the eligible applications exceeds the money allocated in the budget, each event will receive funding based on the events being allocated an appropriate amount deemed suitable by the application review panel. This amount may be equal to or less than the requested funding amount. Alternatively, if an application is received and the budget is exhausted within that financial year, it may be suggested to reapply for the funding in the following financial year.

Event funding can be accessed at any time throughout the year however applications will begin to be assessed for the following financial year, from the 1st of July each year.

5.4 Advertisement of Funding Opportunity

Funding opportunities will be advertised through a transparent process which includes but is not limited to; the Council website, print media, What's On publication and social media.

Council reserves the right to run an Expression of Interest (EOI) process to attract specific events, opportunities, or event organisers to fulfil the objective of running immersive events outlined in the Wentworth Region Tourism & Events Strategy 2024-2029.

5.5 Application Process

Event funding for major events can be applied for via the application form available on the Council website. Applicants are required to complete the application form along with providing the listed supporting documentation as listed on the application form.

Event funding for minor events can be applied for following the Financial Assistance Program application process, also available on the Council website.

Organisations or individuals who have previously utilised Council funding for their events, must provide an acquittal report from their last event funded, with their application documentation. The acquittal report will be taken into consideration for future funding requests and an assessment will be made based on validation of outcomes and attendance data from the previous event.

5.6 Assessment Process

An assessment panel consisting of at least three Council staff will assess applications against the eligibility and evaluation criteria. The panel may seek additional information and evidence, conduct interviews with applicants and undertake research on the organisation or individual applying for funding, to gain additional information on the likely impact of the event.

The assessment panel reserves the right to allocate all or part of the funding requested.

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Council reserves the right to defer or delay funding based on specific circumstances that may impact the delivery of the funding.

5.7 Canvassing

The applicant must not approach or request any other person to approach, any Councillor, member of Council’s staff or consultant engaged by Council to solicit support for it’s proposal or otherwise seek to influence the outcome of the evaluation process.

5.8 Approval and Notification Process

For applications requesting over \$5,000 including Council in-kind support, the following will apply:

- Application assessment will take place by the review panel consisting of three Council staff members. All recommendations will be presented to Council for approval at the next available Council meeting.
- Please allow at least 2 months for the application to be processed and presented to Council.
- Following Council approval, applicants will be notified of the outcome in writing. Applicants may receive feedback from Council staff.

For applications requesting under \$5,000 including in-kind Council support, the approval process for the Financial Assistance Program will be followed.

5.9 Funding Agreement Process

Successful applicants will be required to sign a Funding Agreement outlining the conditions of the funding including responsibilities, obligations and identified outcomes required. Council reserves the right to request a progress report in the lead up to the event.

5.10 Acquittal and Evaluation Process

Successful applicants must submit an acquittal report upon the completion of their event with the due date specified in the funding agreement. The acquittal report must include an evaluation of the event, any evidence to support the outcomes to the extent it is possible, a detailed budget including copies of receipts showing expenditure in accordance with the approved purpose of the funding.

Major funded events will be required to provide validated evidence in the evaluation and acquittal report on how the event contributed to increased visitation to the region as described at Table 1, 5.1.

The acquittal report will be taken into consideration for future event funding applications.

Should the acquittal report not be received by the specified due date or by the date advised in a written request for submission, lack additional information, or remain unsatisfactory, future applications may be impacted.

5.11 Variation Process

Any variation to the agreement and original event proposal, may be requested in writing, if required. If the variation is accepted, this will be confirmed in writing by Council. This variation will form part of the funding agreement.

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6. RELATED DOCUMENTS AND LEGISLATION

- Wentworth Region Tourism & Events Strategy 2024-2029
- Wentworth Shire Council Event Planning Guide
- Wentworth Shire Event Funding Program Guidelines
- Wentworth Shire Council Event Funding Application
- Wentworth Shire Council Community Strategic Plan 2022-2032
- Wentworth Shire Council Operational Plan 2024/2025

7. ATTACHMENTS

Nil

8. DOCUMENT APPROVAL

This Council Policy is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on 16/04/2025. All previous versions of this policy are null and void. This policy may be amended or revoked by Council at any time.

Signed:



General Manager Wentworth Shire Council

27/05/2025

Date

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Contact

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61 Darling Street, Wentworth

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Have Your Say:
wentworth.nsw.gov.au/have-your-say