



If you require assistance reading and understanding this document, please contact the Translating and Interpreting Service on 131 450 and ask them to call Wentworth Shire Council on 03 5027 5027.

HOW TO LODGE THIS APPLICATION



Email to Council Events Team:
events@wentworth.nsw.gov.au



Post this form or lodge it at
Wentworth Shire Council offices

PART A Event Details

Name of Event:

Event Details:

How many people do you expect to attend your upcoming event?

Of the expected attendance, how many attendees do you expect will...

visit from local areas?

visit from outside the region?

If you are expecting visitors to attend your event from outside the region, how many nights do you expect them to stay?

PART B Event Budget

You are required to summarise your income and expenditure and attach your own budget to this application form to provide financial detail about your event.

To validate the expenditure in your budget, you will need to attach quotations for the expenses you are seeking funding for, including Council in-kind support (i.e. extra bins, road closures etc).

The information provided will form part of your funding agreement and if successful, will be checked against the post event acquittal.

PART C Event Exposure

Summarise key marketing & promotion activities that are planned to attract visitors from outside the Shire.

PART D Collaboration and Engagement

How does your event contribute to positive collaboration and engagement within the local community?

i.e. how will the local community benefit, how will the local community actively be involved, opportunities for volunteers.

How does your event positively contribute to the Wentworth Shire calendar of events?

i.e. identified gap in the events calendar, develop a certain area or venue, timing of the event

PART E Meaningful Experiences

How will attendees benefit from attending your event?

i.e. what experiences will they have? What impact does this have on the local community?

How will the event be accessibility friendly?

i.e. what measures will be put in place to ensure the event is inclusive?

PART F Capacity and Capability

Please outline your experience as an event organiser and the size of the event committee.

Include details of previous event experience including the size of the events and any success stories.

PART G Application Check List

Completed Licence Application Form
Copy of Event Budget
Copy of Expense Quotations

Other Supporting Documentation
(event management plan, site plans/
drawings, letters of support or other
forms of supporting documentation.

PART H Applicant Details

Title	Mr	Mrs	Miss	Ms	Other
Applicants Name					
Postal Address					
Suburb/Locality				State	Postcode
Phone				Mobile	
Email					
Do you wish to receive all correspondences via email?				Yes	No

PART I Acknowledgements

I, the undersigned, certify that I am authorised to submit this application on behalf of my organisation.

I have read, understood and agree to the terms and conditions of this application for event funding.

I have completed all sections of the application and to the best of my knowledge all the information I have given is true and correct.

I agree that Wentworth Shire Council, for the purpose of assessing this application, may check any of my statements.

I understand that this is an application and may not necessarily result in event funding approval.

Name	Signature	Date
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If more signatures are required, please attach a separate document.

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