Expression of Interest – Temora Community Events Program

# Supporting Information for Applicants

**About the Program**

The NSW Government is focused on supporting communities to recover from recent challenging times through the $200 million Regional Recovery Package, which will create new jobs and support community events, shows and festivals to boost tourism.

To support the economic and social recovery of our regions, Temora Shire Council has been allocated $239,651 through the Reconnecting Regional NSW – Community Events Program to assist with the delivery of community events.

**The Process**

Temora Shire Council is calling for Expressions of Interest (EOI) from within our community for event concepts that meet the funding criteria. **EOI’s will be open from Tuesday 3rd May until Friday 27th May 2022.**

The received EOI’s will be assessed by Councilors the week commencing Monday 6th June 2022.

Successful applicants who will be receiving funding will be notified on Wednesday 8th June 2022.

The Council will be facilitating the delivery of the events program, funding through to the various successful organisations and provide event support.

**Important Information:**

* Funding will be available from August 2022 and be paid on production of event invoices in up to 2 installments.
* EOI applications will close on Tuesday 7th June 2022.
* Notification of successful applicants will commence from Wednesday 9th June 2022.
* All required documentation needs to be submitted before payment/s will be released.
* Completion reports will be required within 30 days of the event being completed.
* Costs are only eligible from the date of the funding agreement with Council.
* Retrospective costs to cover any event or component that is already complete before the opening date of the program will not be eligible.
* Each event must be planned and delivered using the COVID-19 NSW Public Health Orders current at the time and if required, have a COVID-19 Safety Plan in place.
* Funding outlined in the funding agreement is exclusive of GST (for council applications).
* Public Liability Insurance – you will need to ensure you have, or plan on taking out, Public Liability Insurance for $20 Million prior to your event/s.
* Events held on Council property require the completion of an [Event Application Form](https://au.openforms.com/Form/dbdc4fc2-d5dc-4c51-bf37-a152f0cfeb96).

**Eligible projects**

Eligible projects are those that will deliver eligible community events or festivals providing immediate positive economic and social benefits to Temora Shire. Events must:

* be open to all members of the public
* free to attend or a very small fee to cover any extra costs
* have a primary purpose of reconnecting communities and improving social cohesion of the local community
* be planned and delivered using the COVID-19 NSW Public Health Orders current at that time and have a COVID-19 Safety Plan in place for all events (the development of these plans is an eligible expense)
* be held before 31 March 2023.

All events are encouraged to be accessible and inclusive, aligning to the applicant’s Disability Inclusion Action Plan and Community Strategic Plan.

**Examples of Eligible Events**

Each applicant can apply for multiple events. Each event will require a separate application forum unless it is a series of connected events (e.g. monthly town markets). Activities eligible for funding include existing or new:

* community markets and bazaars
* festivals and fairs
* sporting events
* food and leisure events
* recovery events
* community classes and workshops
* agricultural field days run by community organisations
* regional racing carnivals (e.g. horse or greyhound racing) run by community organisations
* touring events and theatre programs
* community public holiday celebrations (e.g. Australia Day or Anzac Day).

For existing events: applicants are encouraged to use this funding to make the events larger or more accessible.

 **Ineligible events under the Program include:**

* events with the primary focus on fundraising and charity events
* running grant programs
* business events and conferences
* events where membership is required to attend (for example, club gatherings including RSLs, Rotary, pony and golf clubs)
* country and agriculture shows
* grassroots sporting games (for example, home/away games, local tournaments)
* events with religious or cultural ceremony or celebration as the principal focus (for example, Diwali, Easter, Eid or Christmas celebrations)
* events/festivals already funded by the NSW Government
* Australian or State/Territory government owned and/or operated events.

**Ineligible Projects - Events must not:**

* have a primary purpose of fundraising
* have a primary purpose of financial gain for an applicant or a sole stakeholder (events may have commercial activities as a part of the program for example, stalls at a market, food trucks at a festival)
* promote or be for political purposes.

**Evaluation**

* As part of your funding deed, you will be required to participate in evaluation activities. This includes the completion of surveys, collecting and reporting on outcomes data in your completion report and participating in evaluation research

**Completion Report**

* At the final acquittal of the grant, you will be required to submit a Completion Report that provides evidence of delivery and outcomes for your event/s.
* All completion reports are due to Council within 30 days from the date of the event/final event being completed.

# Application Form

**1. Organisation Details**

Organisation Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in the organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT OR ACTIVITY INFORMATION:**

**2.Project/Event Title.**

This is the overall title of the event or group of events or activities you are proposing to be funded. For example: 2 Events to reconnect the community in ABC Local Government Area.

**3. Brief Activity Description.**

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Word count: Must be no more than 200 words. High level description and details of event/s to be delivered.

**4. Total funds allocated under the Program**.

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Must be a dollar amount. Equal to the total amount as per your allocation letter (ex GST for council application.

**5. Event Details**:

5.1 Name of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.2Name of the event organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.3Type of event, please select:

* Community Markets & Bazaars
* Festivals & Fairs
* Recovery Events
* Community Classes and Workshops
* Community Public Holiday celebrations (eg Australia Day or Anzac Day)
* Regional Racing Carnivals (eg. Horse or greyhound racing) run by community organisations
* Sporting events
* Food & Leisure Events
* Agricultural field days run by community organisations
* Tourism events and Theatre Programs

5.4 Which all groups will benefit from the event?

* Community
* Environment
* Recreation
* Indigenous identified
* Industry
* Sport
* Youth
* Industry
* Accessibility and Inclusion

5.5Event Location/address (please add all event locations if there are multiple sites):

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5.5a I declare that all events will be held within the Temora Shire\*

* Yes
* No

\*Events outside of the specified locations will not be approved.

5.6 Event Date/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.7 Estimated Number of Total Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.7a How many of these attendees do you estimate will be from Temora Shire?

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5.8 Has this event been run previously?

* Yes
* No

5.9b If yes, what were the previous number of attendees? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Please list the itemised deliverables for the event**

|  |  |
| --- | --- |
| **Cost Type or Deliverable**List only the deliverables to be funded (e.g. equipment hire) | **$ Cost ex GST**Must be dollar amount |
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* I acknowledge that none of the proposed costs listed in any of the activities are ineligible project costs as per the program guidelines.

**7. Event – Total amount requested:**

**8. I confirm the event is:**

* Open to all members of the public
* Does not promote of be for political purposes
* Does not have a primary purpose of fundraising or financial gain for the applicant or sole stakeholder

**9. Will there be an admittance fee for the event?**

* Yes
* No
* Unsure

**9.1 If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.**

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**Development Consent**

**10. Does this event require Development Approval?**

* Yes
* No

**10.1 If yes, has the Development Approval been approved?**

* Yes
* No

**Landowner Consent**

**11. Is the land where this event occurs owned by the applicant?**

* Yes
* No

**11.1 If no, who is the landowner of the land?**

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Please note, you will need to provide the following supporting documentation for your event and any other approvals for the event if you are successful in securing funding:

* Development Approval
* Landowner consent – if land is not owned by your organization
* Other (Examples could be an event license, liquor license)

**Assessment Criteria 1**

**Positive social outcomes in local community**

Applications must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.

12.1 Please demonstrate how the proposed events in this application will rebuild local community cohesion and deliver positive social outcomes within Temora Shire

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**Assessment Criteria 2**

**Local business support**

Applications must demonstrate how the proposed activities will support local businesses. Eligible applicants are encouraged to engage event coordinators and local businesses to run the events.

13. Please demonstrate below how the proposed activities will support local businesses.

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13.1 Estimated total number of local businesses that will be used/contracted to deliver events eg: catering, security, venue hire? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event costs confirmation**

**Total costs of event/s and activities**

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**Total of grant funding requested.**

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14. I confirm, any additional costs to deliver activities that exceed funding allocated will be covered by the Applicant.

* Yes
* No

**Submission Declaration**

15. By submitting this application form I hereby declare that:

 ☐   I have read and understood each of the acknowledgements, agreements, representations and warranties provided above

☐   all information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge

☐   any information contained in this EOI may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application

☐   I understand that any false declaration may render this EOI ineligible/invalid, and that making a false or misleading statement with the intention of obtaining a financial advantage is an offence under the Crimes Act 1900 (NSW)

☐   the applicant holds all relevant insurances or willing to obtain prior to the event/s, such as public liability insurance or other insurance depending on the project

☐   I have considered a COVID-19 Safety Plan for events or activities for these projects to ensure delivery.

All choices must be selected to proceed.

**Funding Checklist**

16. I/we confirm that by accepting this offer and signing the agreement, I/we:

☐   I acknowledge that I cannot claim any ineligible project costs

☐   declare that all information provided as part of this EOI including attachments are true and correct

☐   agree to provide a Completion Report form with evidence of completion and outcomes within 30 days of the final event being completed

☐   agree to acknowledge the NSW Government & Temora Shire Council

 ☐   agree to collect attendees satisfaction feedback

☐   collect data and supporting evidence to demonstrate the scale and impact of the project

17. Please confirm that you will have data collection mechanisms in place for the following:

☐   number of local businesses sub-contracted to deliver the event, and the value of the grant provided to those businesses

☐   number of local businesses that participated in the event

☐   number of local community members who participated in the event/s

☐   participant satisfaction and outcomes

All four choices must be selected.