



Liverpool Plains Shire Council
 P.O. Box 152, QUIRINDI NSW
 2343
 Email: lpsc@lpsc.nsw.gov.au
 Ph: (02) 6746 1755
 Fax: (02) 6746 3255

Community Funding Program

Application No:

Date:

Round 1: 1 June
 Round 2: 1 December

Application made under the LPSC Community Funding Program

TYPE OF APPLICATION

EVENT HISTORY

- Seed Program
- Growth Program
- Infrastructure Program

Name of Event:

Has the event been held previously?

- No
- Yes (Year Last Held:)

APPLICANT DETAILS

Mr / Mrs / Ms / Miss / Dr / Co / Other

Name:

Organisation Name:

Postal Address:

Phone no (daytime):..... (mobile):.....

Email:..... Fax:

Signature:

EVENT DETAILS

Event Start Date: Event end date:

Number of staff/volunteers: Number of patrons.....

Overview of the event:

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AMOUNT OF FUNDING SOUGHT IN THIS APPLICATION

Cash:	\$ <input style="width: 80%;" type="text"/>	(please complete the attached request for cash funding)
Council services:	\$ <input style="width: 80%;" type="text"/>	(please seek a quotation for Council services & attach a copy to this form)

EVENT OBJECTIVES

What are the objectives of this event? i.e. community benefit, financial objectives.

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What is the community benefit of this event?

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EVENT EVALUATION

How will you measure, evaluate and report the success of the event? (e.g. through audience surveys, attendee numbers, verbal feedback etc)

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How will the event be promoted? (e.g. via local radio, television, newspapers, industry magazines)

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Liverpool Plains Shire Council's support of the event must be acknowledged. Please outline how this will occur (e.g. recognition of LPSC in event program, display of signage, naming rights, media coverage)

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GROWTH FUNDING APPLICATIONS ONLY

1. Please outline how the funding will enable your event to grow (e.g. increased participation, diversity of activities, expansion into new markets)

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2. Up to three (3) years of annual funding may be available for event organisers who can demonstrate through strategic planning how sustained funding is required for the continuous improvement of their event. How many years of funding are you requesting?

- 1 year
- 2 years
- 3 years

Note: Event plans will be required if applying for growth funding for multiple years

SUPPORTING DOCUMENTS

The following documents must be attached with your application:

- Copy of Certificate of Currency (certifying the public liability coverage for this event)
- Proof of not-for-profit status
- Completed event budget (refer to pg. 3) & copies of your organisation's audited financial statements
- Event Plan (if applying for growth funding for multiple years)
- Three (3) supplier quotations (only required if applying under the Infrastructure Program)

AUTHORISATION

I certify the information given in this document is true and accurate

Name:

Organisation:.....

Position: Date:

EVENT BUDGET	Amount
INCOME	
Liverpool Plains Shire Council funding (cash)	\$
Liverpool Plains Shire Council funding (council services – separate quotation required)	\$
Government funding (please describe):	\$
Commercial sponsorship funding (please describe):	\$
Admission fees/ticket sales/entry fees	\$
Stallholder fees	\$
Merchandise/canteen sales	\$
Other (please describe):	\$
Other (please describe):	\$
Other (please describe):	\$
TOTAL INCOME:	\$
EXPENSES	
Liverpool Plains Shire Council Services (separate quotation required)	\$
Equipment (e.g. timekeeping, PA system)	\$
Infrastructure (e.g. skip bins, stage, marquee)	\$
Staff (e.g. umpire, referees, event staff)	\$
Promotion (e.g. radio advertising, newspaper advertising, online promotion)	\$
Artists	\$
Administration (e.g. printing, stationery, postage)	\$
Other (please describe):	\$
Other (please describe):	\$
Other (please describe):	\$
TOTAL EXPENSES:	\$
SURPLUS (DEFICIT):	\$

LODGEMENT OPTIONS

Applications can be lodged using one of the following methods:

Email: lpsc@lpsc.nsw.gov.au

Mail: PO Box 152 QUIRINDI NSW 2343

In person: Customer Service Centre, 60 Station Street, Quirindi (8.30am – 5.00pm)