

Event and Festivals Funding Application Form

Before you start registering your interest for Council funding, please read the Funding Framework information sheet, and decide which level your event best fits.

If it looks like it could cover two levels, just state this in your application.



Key Event Information

Event Name

Event Venue

Event Start Date

Event End Date

Sponsorship Amount Requested

Organisation

Name of your organisation:

Website

Type – Company/ Charity

Postal Address:

Street Address:

Phone:

Fax:

Email:

Main Contact

Name of main contact:

Position:

Phone: Mobile

Ph:

Fax:

Email:

Your Organisation

How long has your organisation been operating?

If you have previously run events, list up to three events that your organisation has organised to date:

- 1.
- 2.
- 3.

Do you have any supporting references on proven event management? (Please attach)

Are you registered for GST? Yes No

GST no:

Please record your Bank Account No:

(Please attach a Bank Generated Deposit Slip to the back page)

Your organisation's legal status (i.e. is it a trust/company/incorporated society)?

Legal Registration No: (if you have one).

How is your event managed and governed:

Please list key people/companies who manage the event operations:

If your organisation has a governance structure, please list members of your trust/board/committee:

Event Description

Is your event:

Annual

Biennial

One off Event

Briefly describe the event. Include key features of the proposed programme such as timing, location.

Outline reason for the selected timing and location

Describe your event concept in no more than 200 words:

Has the event been held previously?

Yes

No

Event Development

Do you have a growth plan detailing event development for medium and long term?

Yes

No

If yes, please attach this plan to you application

Will the event be held if there is no investment from CCC?

Yes

No

Has your event been supported by CCC in the past?

Yes

No

Do you have other sponsors confirmed?

Attachments

Please make sure that with this application form you include a sponsorship proposal including:

- Evidence covering key questions and measures depending on the level of event funding you are proposing from the Funding Framework
- Business Plan
- Marketing and Promotion Plan (local and national if required)
- Budgets
- References on your organisation's track record