

Round Two 2024/2025 - Event Funding Form Preview

1. Application category

* indicates a required field

Please review the [Event Funding Guidelines](#) for eligibility and assessment criteria before completing this application form.

Eligible Expenditure

Ineligible events and criteria

- 1.The event/activity within Lake Macquarie.
- 2.Demonstrate social, economic and environmental benefits to the City
- 3.Demonstrate that the event/activity is financially viable with or without Lake Macquarie City funding
- 4.Obtain all regulatory approvals for the event/activity such as an event license.
- 5.Hold current and relevant Public Liability Insurance to the value of \$20 million.

- 1.Capital expenditure
- 2.Events that fundraise for other groups/causes
- 3.ongoing operational or administrative costs
- 4.Individuals
- 5.Government agencies
- 6.Payment of debt or insurance premiums committees of Lake Macquarie City Council religious ceremonies
- 7.The core business of educational, religious and medical organisations
- 8.Organisational programs
- 9.Activities that duplicate existing services political parties
- 10 Academic research, coursework or fees

I am applying for *

- Local event or celebration (Up to \$2000)
- Community event (Up to \$10 000)
- Sponsorship (Up to \$20 000)

2. Contact details

* indicates a required field

Contact name *

Title

First Name

Last Name

Position held *

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**Contact number
(business hours): ***

Email *

3. Organisation details

* indicates a required field

Organisation name *

Organisation's ABN

Postal address *

Address

Suburb State Postcode

Primary website

Certificate of currency

Attach a file:

Please note Certificate of Currency refers to your Public Liability Insurance. LMCC requires you to have a minimum of \$20 million Public Liability Insurance.

Does this organisation hold not-for-profit status?

Yes

No

Certificate of incorporation

Attach a file:

Proof of not-for-profit status

Who is acting as an auspicer for this event?

Auspicer refers to the parent organisation that may oversee a small group or sub-branch within the organisation.

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Letter of support from your auspicer

Attach a file:

Has your organisation previously received funding from Lake Macquarie City Council? *

What was the name of the most recent event or activity? *

What was the total amount funded (GST inclusive)? *

4. Event/Activity details

* indicates a required field

Select a category that best suits your event *

Music/live performance
March or ceremony
Sporting event
Major Festival (Arts, Culture or markets)
Art Exhibition
Other

Event/Activity name *

For Example: The Lake Macquarie Boating Classic and Fair

Event/Activity start date: *

Event/Activity end date: *

Event/Activity time(s) *

For example 10am - 4pm

Event/Activity location *

For example, Warners Bay Theatre, Warners Bay

Anticipated number of attendees. *

Please include attendees and organisers

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Funding amount requested (GST inclusive) *

5. Event/Activity description

* indicates a required field

Tell us about your event/activity *

Word count:

Must be between 50 and 300 words.
Include event details, included activities, target market, activities, key stakeholders, other sponsors

What are you hoping to achieve with your event/activity? *

Word count:

Must be between 50 and 300 words.
For example community awareness and involvement, financial gain, inclusivity, cultural diversity, increase tourism to Lake Macquarie

Please outline the benefits of your event/activity to Lake Macquarie City Council *

Word count:

Must be between 50 and 300 words.
For example media coverage, logo recognition on event marketing materials, signage, naming rights, speaking/presentation opportunities for the Mayor

How will your event/activity be promoted and where? *

Word count:

Must be between 50 and 1000 words.
For example social media, newspaper ads/editorial, TV campaign, radio

Tell us about the attendees of your event/activity *

Word count:

Must be between 50 and 300 words.

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For example you could include the breakdown of attendees from the Hunter region, state, national, international and their estimated length of stay in Lake Macquarie City.

6. Event/activity evaluation and sustainability

* indicates a required field

How will you monitor and evaluate the objectives and success of your event/activity? *

Word count:

Must be between 50 and 300 words.

For example you could outline if you will be carrying out any surveys, tracking ticket sales, monitoring social media engagement etc.

What measures will you put in place to ensure your event/activity is accessible? *

Word count:

Must be between 50 and 300 words.

For example connections to transport, accessible bathrooms and parking, low-cost or free event.

Outline the sustainable and environmentally friendly practices you will be implementing for this event? *

Word count:

Must be between 50 and 300 words.

For example onsite recycling services, plastic free, green waste bins, water refill stations, use of local businesses.

7. Event or activity budget

Include as much detail as you can in your budget. For example;

Income

- Organisational contribution
- Amount of Lake Macquarie City Council funding sought in this application
- Other funding that has been applied for, and whether this is confirmed or unconfirmed
- Admission/stallholder fees
- Merchandise sales
- Ticket sales

Expenditure

- [All Lake Macquarie City Council fees and charges](#) (e.g. venue hire, traffic management, amenities hire, equipment hire, waste services)

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- Equipment/infrastructure (e.g. chairs, tables, fencing, structures, stages, waste services)
- Contractors/staff (e.g. event manager, stage manager, cleaner, traffic crew, first aid provider)
- Artists/performers (e.g. musicians, singer, face painters, fire twirler)
- Marketing/promotion (e.g. online/newspaper advert, magazine feature, flyer, radio advert)
- Medals/certificates/trophies
- Administration (e.g. printing, stationery, signage)
- Travel and accommodation
- Contingency / miscellaneous costs

Complete Event budget

Note: all figures must be **GST inclusive**

Please don't add commas to figures, e.g. write \$1000

Income description	Income Amount in \$	Expenditure description	Expenditure Amount in \$
LMCC Funding			
	All figures are GST inclusive Must be a dollar amount.		All figures are GST inclusive

Lake Macquarie City Council fees and charges that may apply to your application can be found [here](#).

Alternatively, to obtain a specific quote contact the ACT administration team on actadmin@lakemac.nsw.gov.au

Fees and charges may include:

[Lake Mac Print services](#)

[Warners Bay Theatre, baramayiba](#)

[Rathmines Theatre, nawayiba](#)

[Community Facility Hire Fees Charges](#)

[Multi Arts Pavilion \(MAP\)](#)

General equipment hire (barrier boards, witches hats, star pickets)

[Electricity usage](#)

[Traffic management](#)

[Amenities cleaning](#)

[Waste services \(general and recycling waste\)](#)

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[Amusement device inspection](#)

What will Council's funding pay for?

List the expenditure items that you require the funding for eg; catering, security, and marketing

The listed items should add up to your funding request. HINT: Requests for unaccepted expenditures may make your application invalid. Please review [Expenditure Guidelines](#).

Expenditure

How will you use the LMCC funding towards your event/activity?

Expenditure	How will you use the LMCC funding towards your event/activity?

Funding expenditure total

Total expenditure amount

\$

This number/amount is calculated.

Additional budget documentation

Attach a file:

8. Supplementary documentation

* indicates a required field

Event risk assessment

Lake Macquarie City Council has provided a [generic event risk assessment](#) to streamline this funding process. It is your obligation to read and understand this document for the purpose of obtaining funding.

I have read and understood the generic risk assessment. I understand the risks involved with my event and will include risk mitigating actions in event management planning and delivery of my event *

Yes

I have identified risk elements within my event and will discuss this with the organising team *

Yes

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I will contact the Lake Macquarie City Council Funding Administration Team if I have any questions regarding my obligations and details outlined within this document *

Yes

Event Planning Toolkit

Lake Macquarie City Council has an [Event Planning Toolkit](#) to assist and inform those conducting events in this city.

I have read and understood the Event Planning Toolkit *

Yes

Event management plan

Attach a file:

Including marketing activity that demonstrates sponsor benefits to Lake Macquarie City Council

If applicable, please attach any support material- e.g. promotional materials, quotes

Attach files:

Attach a file:

Attach files

Attach a file:

Please note: If your funding submission is incomplete, that is, if any of the required documents are missing without explanation, your application will be withdrawn from consideration and you will be notified accordingly.

9. Declaration and feedback

* indicates a required field

Declaration and privacy statement

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the [Event Funding Guidelines](#) for applicants.

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I agree that I will contact Lake Macquarie City Council immediately if any information provided in this application changes or is incorrect.

Lake Macquarie City Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the Trustees'/Directors' powers, functions and purposes. It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact Council's ACT administration Team on **actadmin@lakemac.nsw.gov.au** or call **4921 0333**.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

Yes

I understand that funded events that are deemed to require event licence will be subject to event licence conditions, which may include, traffic management, aquatic licence and liquor licences and these costs will be the responsibility of the event organisers. *

Yes

Authorised Person's Name *

Title

First Name

Last Name

Position held *

Date of declaration *

Feedback

You are now nearing the end of this form. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found this application process *

How many minutes in total did it take you to complete this form? *

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Estimate in minutes (i.e. 1 hour = 60)

Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider: