

Signature Events Round 2 - FY2627

Form Preview

Eligibility

* indicates a required field

APPLICANTS: PLEASE READ CAREFULLY

- You **DO NOT** need to specify whether you are applying for a grant or a sponsorship. The assessment panel will determine what funding stream is most appropriate for your event.
- You **DO** need to submit your application form with enough time for the assessment to take place. Refer to the guidelines for timing of Council approvals.

Council is here to help you determine whether this program is right for your event, and answer any questions you have. We recommend you contact the Events team on 02 8495 6566 or write to events@northernbeaches.nsw.gov.au to discuss your event prior to beginning the application.

Before completing the application form, read and thoroughly review the [Program Guidelines and the Frequently Asked Questions \(FAQ\)](#). Be prepared to answer questions relating to your organisation's ABN (if you have one) and incorporation status. This application allows (and may require) you to upload supporting documents, including evidence of reserve booking approval. Please have all documents ready to upload.

ELIGIBILITY CRITERIA

All applications must meet the eligibility criteria, as listed below.

Organisations must

- be one of the following:
 - incorporated
 - an individual or other type of entity operating a business (with an ABN)
 - individuals, community groups and unincorporated associations that are sponsored/auspiced by an entity that is eligible to apply for a grant under these guidelines
- not owe any outstanding rates or debts to Council
- be up to date or have completed and adequately acquitted any previous grant/sponsorship funding from Northern Beaches Council

Events must:

- demonstrate significant benefits to the local community and/or businesses
- be open to the public to attend and/or participate
- be held within the Northern Beaches Local Government Area (LGA)
- not be overtly religious or political, nor fundraising for political or religious third parties

I confirm the applicant meets the above eligibility criteria: *

If you do not meet the above criteria, you are not eligible for funding through this program. Please contact the Events team on 8495 6566 or events@northernbeaches.nsw.gov.au before proceeding.

Contact details

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* indicates a required field

Applicant details

Name of organisation *

Organisation Name

Primary contact person *

Position in organisation *

Applicant primary email *

Must be an email address.

Applicant primary phone number *

Please include area code for landline (e.g 02) or country code for mobile (e.g. +61)

Applicant mobile phone number

Must be an Australian phone number.

Applicant primary address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant postal address

Address

PO Box accepted.

Secondary contact person

Secondary email

Must be an email address.

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Secondary phone number

If this number is a land line, please include area code.

Applicant primary website

Must be a URL.

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Organisation type *

- ☐ Incorporated - registered with NSW Fair Trading
- ☐ Charity listed on ACNC
- ☐ Not-for-profit organisation
- ☐ For profit organisation or individual with ABN
- ☐ Other

What is your organisation's incorporation type?

Incorporation registration number or registration details

Do you have partners involved in this event? *

- ☐ Yes ☐ No

This refers to individuals, unincorporated groups or other organisations involved with your project (not sponsors).

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Partners for your event

If partners are involved in your project, please provide their details here.

If you have more than four project partners, please upload the additional information as an attachment when provided an opportunity to do so.

Project partner 1

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

How is this partner involved with the event?

Project partner 2

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

How is this partner involved with the event?

Project partner 3

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

How is this partner involved with the event?

Project partner 4

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

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How is this partner involved with the event?

Event details

* indicates a required field

Event name *

Event description and schedule of planned activities *

Provide a short description of your project. What are you planning to deliver? Include the the schedule of activities, i.e. what will happen and when? (Approx. 250 words recommended)

Start date *

Response required, must be a date, between 1/9/2026 and 31/8/2027

End date

Response optional, but if entered must be a date, between 1/9/2026 and 31/8/2027

Where will the event take place? If multiple locations, please provide details for all *

Provide the street address, the name of the community facility or public reserve.

What is the estimated attendance at your event? *

Must be a number.

If unknown, provide your best guess

Explain how the local community and/or businesses will benefit from your event, and list what outcomes you are expecting: *

What do you want the project to achieve in terms of benefits for participants and/or the community (approx. 200 words recommended)

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Alignment with our Community Strategic Plan

Council aims to support events that help us achieve our goals. Please select **at least one** strategy from the list below, and describe how your event incorporates this strategy. The panel does not expect your event to meet all goals listed below, choose the goal/s that most closely align with your event.

GOAL SIX: Our Council leads by example in environmental sustainability and resilience

☐ Strategy a) Develop a culture of commitment to environmental sustainability and lead by example

How does your event support environmental sustainability?

GOAL SEVEN: Our community has access to a diverse range of cultural activities and events

- ☐ Strategy a) Support innovative ideas and build the capacity of local cultural and creative communities
- ☐ Strategy b) Expand cultural events and creative opportunities, to enable social interaction and cohesion, and stimulate wellbeing
- ☐ Strategy c) Encourage a broad range of activities that enable social interaction, stimulate wellbeing, and support people at each stage of their lives

How does your event support the community to participate in their chosen cultural life?

GOAL NINE: Our community is inclusive and connected

- ☐ Strategy a) Build capacity of the social sector, community groups, recreational groups and facilitate volunteer opportunities
- ☐ Strategy b) Build an inclusive and resilient community and break down institutional and social barriers to enable all people, irrespective of age, gender and identity, to participate in community life
- ☐ Strategy c) Recognise and honour Aboriginal culture and heritage
- ☐ Strategy d) Celebrate diversity in all forms as essential to an inclusive and engaged community

How does your event support inclusivity and connection?

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GOAL FIFTEEN: Our centres are sustainable, encompassing a diverse range of businesses that attract visitation and provide work, education, leisure and social opportunities

- ☐ Strategy a) Enhance and extend opportunities for sustainable visitor economy throughout the area
- ☐ Strategy d) Facilitate active, safe and welcoming centres for residents and visitors during the day and into the evening

How does your event attract visitation and/or contribute to welcoming centres?

Event planning

Detail the key staff/volunteers on the project team, and describe relevant skills and experience within the project team and your organisation: *

Ensure you provide enough detail to demonstrate your event's likelihood of success. If you've got a successful track record, prove it! (Approx. 200 words recommended)

Identify the possible risks associated with your event, and describe how you can minimise their impact, should they occur: *

The assessment panel is not looking to hear your event is low-risk, or risk-free (no event is). You should demonstrate that you have considered what could go wrong and how you would handle it. If you upload a risk assessment document in the 'Approvals and Supporting Material' section please note it here. (Approx. 400-500 words recommended)

All events have the potential to generate waste. How will you manage your event waste, and minimise your event's environmental impact? *

To help you prepare an answer to this question, you may find it useful to review Council's [Event Waste Management Guidelines](#). If you upload a waste management plan document in the 'Approvals and Supporting Material' section please note it here. (Approx. 400-500 words recommended)

Detail your communication and marketing plan, including key messages. Highlight how you will promote the event to the Northern Beaches community and, if applicable, those outside the area. *

Your event should serve and benefit the Northern Beaches community. You must include a schedule of marketing and communication activity. (Approx. 400 - 500 words recommended). If you have a detailed marketing plan please upload this in the 'Approvals and Supporting Material' section.

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How will you measure event attendance and visitor experience? What other indicators of success will you measure? *

This could relate to recording visitor feedback, the quantity of tickets sold or income generated etc. (Approx. 100 - 200 words recommended)

How will your event generate economic benefits for the Northern Beaches? How will this be measured?

You will need to demonstrate how specific businesses and/or industries will benefit from your event, and what you will do to keep track of this. (Approx. 100 - 200 words recommended)

How will attendees travel to and from the event? How do you intend to promote the use of public transport?

Consider whether your event location has sufficient accommodation capacity to attract overnight visitation. (Approx. 100 words recommended)

Financial information

* indicates a required field

Funding support

Funding amount requested *

\$

What is the total financial support you are requesting for this event? NOTE: If you are applying for multi year funding specify much funding you request per year. DO NOT USE COMMAS i.e. \$1,050 = 1050

Requested period of funding: *

- ☐ one year
- ☐ two years
- ☐ three years

Requests for multi-year funding will be considered, but may not be endorsed by the assessment panel.

What will the funding be used for? *

Word count:

Must be no more than 100 words.

Please describe the areas/items you would put the funding towards.

If your request for funding is successful, what sponsorship benefits can you provide to Council? *

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Please describe how you will acknowledge Council's support for example: logo on website, social media inclusion, signage on site, etc. If you have a proposal of benefits please upload this in the 'Approvals and Supporting Materials' section.

Completing your budget

You need to include as much detail and be as accurate as possible when filling in the budget details:

- Clearly identify all sources of funding income for the project. This grant application is one source of income. Other sources could include your organisation's contribution, and other grants/contributions from other organisations.
- Provide quotes. Large expense items not accompanied by quotes will result in a low score against the assessment criterion 'Value for Money'.
- The budget should be broken down into identifiable and realistic components so that the assessment panel can determine where you are planning to spend the grant money and any other financial contribution to the project.
- Include costs for venue hire. If your event is to be held on one of Council's many open spaces, you can refer to the [fees and charges document](#) for a guide on expected costs.

See the [Guidelines](#) and FAQ for more information on how to complete the Budget tables.

If you have a detailed excel budget you may like to upload this in the 'Approvals and Supporting Material' section.

Is your organisation registered for GST? *

Budget income (excluding GST)

Event income source and status	\$ Amount
Include all income sources for your event (e.g. ticket sales - estimate, sponsorship - confirmed, Council grant - unconfirmed)	Must be a dollar amount.
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

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Budget expenditure (excluding GST)

Event expenditure description	\$ Amount	Upload quote (or evidence of cost)
Include all event related expenses and specify which items are proposed to be covered by Council funding (e.g. marquee hire - Council grant)		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Income total

Total income amount

\$

This number/amount is calculated.

Expenditure total

Total expenditure amount

\$

This number/amount is calculated.

Fundraising

Fundraising events are eligible to receive a grant or sponsorship under this program. The application must identify the recipient organisation/s which must be located in and primarily benefit the Northern Beaches community.

Identified recipients of fundraising from the event must be either an incorporated and not-for-profit organisation, or a registered charity.

Does your event include fundraising? *

- ☐ Yes
- ☐ No

Authority to Fundraise

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Fundraising activity requires an Authority to Fundraise, unless you are exempt. Review the requirements and be prepared to supply your form or specify why you are exempt <https://www.nsw.gov.au/money-and-taxes/charitable-fundraising/apply-for-an-authority-to-fundraise>

Do you require an Authority to Fundraise? *

- ☐ Yes - please upload
- ☐ No - please note reason for exemption

Exemption from Authority to Fundraise

Reason for exemption

Refer to the information available here for valid exemptions <https://www.nsw.gov.au/money-and-taxes/charitable-fundraising/apply-for-an-authority-to-fundraise>

Upload Authority to Fundraise

Upload Authority to Fundraise *

Attach a file:

See <https://www.nsw.gov.au/money-and-taxes/charitable-fundraising/apply-for-an-authority-to-fundraise>

Fundraising for your own organisation

Are you fundraising for your own organisation? *

- ☐ Yes
- ☐ No

How much do you anticipate to raise and what purpose will the funds be put to?

Third party fundraising

Third party fundraising is where your organisation is holding an event or activity where the objective is to raise funds for another organisation or group of organisations.

If you receive financial support under this program for a third party fundraising event, your final report and financial acquittal will require proof that raised funds were paid to the eligible organisations identified in your application.

Are you fundraising for a third party organisation? *

- ☐ Yes
- ☐ No

Provide details of the recipient organisation/s:

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Recipient organisation *

Organisation Name

Primary contact ***Email ***

Must be an email address.

Phone number *

Must be an Australian phone number.

Please include area code for landline (e.g 02) or country code for mobile (e.g. +61)

Website *

Must be a URL.

What is the anticipated value of your charitable donation to this organisation? *

\$

Must be a dollar amount.

What will your charitable donation go toward, or be used for? ***Are you fundraising for more than one organisation? *****Recipient organisation 2 *****Primary contact *****Email ***

Must be an email address.

Phone number *

Must be an Australian phone number.

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Website *

Must be a URL.

What is the anticipated value of your charitable donation to this organisation? *

Must be a dollar amount.

What will your charitable donation go toward, or be used for? ***Recipient organisation 3****Primary contact****Email**

Must be an email address.

Phone number

Must be an Australian phone number.

Website

Must be a URL.

What is the anticipated value of your charitable donation to this organisation?

Must be a dollar amount.

What will your charitable donation go toward, or be used for?

Approvals and supporting material

This section requires you to upload supporting documentation for your application. A number of key documents are mandatory and others are a guide. These will help the panel to assess your application. Your funding application may not receive a strong score in the assessment process if you don't have all the relevant approvals in place. If you are

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successful in receiving a funding offer, you will not be able to accept the funding until all approvals and evidence of public liability insurance are in place.

It is highly recommended that if you intend to hold your event on one of Council's many open spaces you should [submit a request](#) to Council prior to applying for a grant or sponsorship.

Certificate of Public Liability Insurance

Attach a file:

Event Booking Application Forms and evidence of approval from Council department

Attach a file:

Risk Assessment

Attach a file:

Event Waste Management Plan

Attach a file:

All events and functions held on Council property and public open space must adhere to the Event Waste Management Guidelines <https://www.northernbeaches.nsw.gov.au/media/57314>

Evidence of community or business support

Attach a file:

Other documents such as marketing plan, project plans, images, budget

Attach a file:

If you have photographs or examples of marketing material from previous events, please submit these here.

Authority to submit

* indicates a required field

I declare that all information provided as part of this application including the attachments is true and correct, and that I am authorised to submit this application to Northern Beaches Council's Event Grants and Sponsorship Program on behalf of the applicant organisation.

I understand that the information contained within this application may be disclosed to other parties in order to undertake the assessment process or in the promotion of the Event Grants and Sponsorship Program.

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I agree *

Name of the person submitting the application *

Position of the person submitting the application *

Conflict of interest

Declaring conflicts of interest does not generally impact your eligibility to receive grant funding under the Event Grants and Sponsorship program.

The assessment panel for these grants is made up of Council staff who make a recommendation to Council for adoption or amendment. Given the confidential nature of the assessment panel, applicants will not generally be aware if they have a perceived conflict of interest with a panellist. The assessment panel and individual Councillors will be required to declare any perceived or actual conflicts of interest with grant applicants.

For transparency and probity, it is important these declarations are recorded. Examples of actual or perceived conflicts of interest may include:

- Councillor/s or staff assessors have been invited to functions by your organisation or have been to your facility before
- Your organisation (or key members) have met with a Councillor/s regarding funding for this project
- A Councillor/s or staff assessors or their families are directly involved with your organisation
- A Councillor/s or staff assessors attend your church or other organised activities
- Any other relationship/meeting that your organisation have with a Councillor/s or staff assessor.

Declaration *

You declared an actual or perceived conflict of interest. Please provide the basis for this conflict: *

Acknowledgement

Receipt of your application (including a copy of submitted details) will be acknowledged by automated email. If you have not received this after submitting, please contact events@northernbeaches.nsw.gov.au.

Applicant feedback

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Before you review your application and click submit please take a few moments to provide some feedback on the application process.

Please rate your experience of the online application process

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Please let us know any suggestions for how we can improve this application process, or any resources that would help you.