

Destination Events Funding Application Form

This form is to be used to apply to Destination Kiama and Kiama Municipal Council for funding support to conduct your Destination Event.

Applications are to be submitted to events@kiama.nsw.gov.au at least six (6) months prior to your event start date. This deadline is to allow adequate time to qualify for a funding submission period, be assessed by the Tourism Advisory Committee and finally presented at a Council Meeting for resolution.

Closing dates for each submission period are:

1. Close of Business, Friday 22nd November 2019
2. Close of Business, Friday 24th January 2020
3. Close of Business, Friday 20th March 2020
4. Close of Business, Friday 15th May 2020

If you have any questions or require assistance with this application please contact the Events Coordinators on (02) 4232 0444 or events@kiama.nsw.gov.au.

Completed form and supporting material

Please return your completed application form and supporting material, addressed to:

Chair Tourism Advisory Committee

E | events@kiama.nsw.gov.au (preferable),

A | Manager Tourism and Events,

Kiama Municipal Council

PO Box 75

Kiama NSW 2533

Part 1: Applicant details

Full name			
Role / Title for event			
Email			
Mobile number			
Postal address	Street		
	Suburb		Postcode
Are you a resident of the Kiama LGA?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a Destination Kiama partner?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, under what business / event name			
Have you previously received funding from Kiama Municipal Council or Destination Kiama?			
If yes, for which project?			

Part 1: a) Additional details for organisations only

Organisation name	
Phone	
Email	
ABN	

Links to the organisation's website and social media accounts (if applicable)	Website	
	Facebook	
	Instagram	
	YouTube	
	ATDW	
Head of organisation (i.e. Chairperson)		
Brief statement to describe your organisation		

Part 2: Event details		
Event name		
Event location / venue		
If this is a Council venue, have you completed the booking application form?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event date and time		
	Bump-in	
	Bump-out	
Links to the event website and social media accounts (if applicable)	Website	
	Facebook	
	Instagram	

	YouTube	
	ATDW	
Anticipated number of attendees		
Event purpose / goal?		
Brief event overview Maximum 2 paragraphs		
Specifically identify what you are seeking from Destination Kiama / Kiama Municipal Council (including financial and in-kind) Please refer to Council Fees & Charges	Item	Estimated Value (\$)
	<i>Eg. Waste Management Support</i>	<i>\$2,000</i>
Sponsorship and / or partnerships secured. If yes, please list.	Sponsor / Partner	Estimated Value (\$)

Part 3: Economic impact

Expected number of visitors to attend event from <u>outside</u> the Kiama LGA?		How long are the visitors expected to stay?	Hours
			Days
			Weeks
Top three (3) target market demographics (age, gender & location – e.g. mid-20s females from Sydney)		What is the expected expenditure of visitors?	
How will your event partner with other local businesses such as attractions, accommodation, etc to extend visitor length of stay?			

Part 4: Community benefit

How does your event engage with the local community?	
How is your event accessible and inclusive?	

<p>What Waste Wise practices will be in place at your event?</p>	
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Part 5: Destination profiling – marketing and promotion

<p>How will your event assist with the promotion of the destination, as well as encouraging pre and post-event visitation to the area?</p>	
<p>How will your event acknowledge Destination Kiama and Kiama Council funding support?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Website <input type="checkbox"/> Social media <input type="checkbox"/> Event collateral such as posters, programs, etc. <input type="checkbox"/> Other, please describe:
<p>How does your event align to the Tourism & Events Strategic Plan</p>	
<p>Marketing Plan attached?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Part 6: Event budget

	Item	Proposed / quoted cost	Actuals
Budget overview Please list if also attached	INCOME		
	EXPENDITURE		

Part 7: Other

Any other items to support your application? (List and attach)		
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How did you hear about Destination Kiama Event Funding?	<input type="checkbox"/> Social media	<input type="checkbox"/> Advertisement
	<input type="checkbox"/> News story	<input type="checkbox"/> Destination Kiama or Kiama Municipal Council website
	<input type="checkbox"/> Email	<input type="checkbox"/> Blog
	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Other: _____

Part 8: Declaration by applicant

I certify that, to the best of my knowledge, all the information in this application is correct and that I have delegated authority to sign this application.

I acknowledge that the Kiama Municipal Council and Destination Kiama has the right to withdraw the offer of funding or demand the return of any funds already paid if:

- It is discovered that any of the information provided is false
- The event does not go ahead within the project period
- The funds are not fully expended at the end of the project period
- Any funds cannot be accounted for

I agree to this application being publically displayed on Kiama Council's website as an educational and informative tool for future funding applicants.

If you're successful in receiving Destination Event Funding, you agree to:

- Sign and return the written funding agreement (Destination Kiama, Event Coordinator will draft this agreement)
- Submit your post event report within 1 month of completion of your event
- Meet with the Destination Kiama team to discuss payment milestones and reporting
- Recognise Destination Kiama and Kiama Municipal Council's contribution on all promotion of this event
- Keep Destination Kiama informed of the progress of the event
- Fully disclose any other sponsorship from Council or other at the time of this application
- Be open and transparent about any relationships or political interests with any members of the deciding committees (TAC and Council).
- Failure to submit all documentation requested on time may result in your application being rejected.

Applicant signature	Date
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If you have any questions or require any assistance with this application please contact the Events Coordinators on (02) 4232 0444 or events@kiama.nsw.gov.au.

What now

Once all documents are received, your application will be processed through the Tourism and Events Department. Your event will be added to our Events MASTER Calendar, with details also being forwarded to any relevant departments in Council for reserve & hall hire.

If your application meets the requirements, it will be assessed in the relevant submission period, when entries close, by the Tourism Advisory Committee (TAC).

Recommended applications to receive funding will then be presented at the next Council Meeting for approval.

We will contact you via the contact number or email address used to apply with feedback post the final Committee Meeting with the outcomes. Should you be successful, a letter of approval and contract of agreement will be issued.

A meeting will then be organised with the Destination Kiama team to discuss payment milestones and reporting.

It is recommended that you keep a copy of your application and any relevant material for your records.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to fulfill its functions for Council Cemeteries, and to keep accurate Cemetery Burial, Ash Placement and Memorial Plaque Records. Intended recipients: The intended recipient of the information is Kiama Municipal Council. Supply: While the supply of this information is compulsory, the personal information you provide will enable Council to keep records of interments, places of interment, cremations, memorial plaques and rights of interment and make such information available for inspection for historical or research purposes. Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. Personal information may be disclosed to third parties for inspection, research or historical purposes, whilst ensuring that the privacy of persons still living are protected. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street Kiama, NSW 2533. Your contact details may be used to update Council's Name and Address Register that we may use to contact you regarding any other Council matter. Kiama Council's Privacy Policy can be viewed at www.kiama.nsw.gov.au/your-council/policies

Office use only

Application received

Application request added to TAC agenda on

Date _____

Date _____

Name _____

Name _____