



Major Event Funding Application Form

Information provided in this application will be used to determine Council funding. Applications will be assessed by the Events Committee.

Part One – Details of Group/Organisation Making Application

1.1 Group/Organisation Details

Name of Group/Organisation: Heart of Riverina Health and Wellbeing

Address of Group/Organisation: PO Box 106 Berrigan NSW 2712

1.2 Contact Details

Name: Megan Lench

Position: Vice President

Postal Address: 18 Flynn Street Berrigan NSW 2712

Telephone No. (B/H) 0408974718

(A/H) 0408974718

Fax No.: .....

Email address: heartofriverina@gmail.com

1.3 Proof of Incorporation

Does the group or organisation have legal status of organisation (Incorporated, Association)?

Please tick appropriate box and provide registration number and date of establishment:

[X] Yes Registration Number: ABN..95792288419.....

Date of Establishment: Nov 2016.....

[ ] No

1.4 What is your Group/Organisation GST status? (Please tick one box below)

[ ] No ABN and not registered for GST (please attach a Statement by Supplier).

[X] ABN but not registered for GST (please attach a copy of the ABN Certificate).

[ ] ABN and registered for GST (please attach a copy of the ABN Certificate).

[X] Currently applying for ABN/GST registration (when received Council will require this information before funding can be made).

[ ] Section 355 Committee of Berrigan Shire Council.

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## Major Event Funding Application Form

### Part Two – Event Overview

#### 2.1 Event Title

...Heart of riverina health and wellbeing festival

#### 2.2 Event Description (Briefly describe the proposed event in one or two sentences)

To support and promote health and wellbeing to uplift community spirit and togetherness by living life with the healthy body in mind within the local community and surrounding areas.

#### 2.3 Location of Event (Address)

Health and Lifestyle Retreat Cobram Road Berrigan

2.4 Event Start Date: ...18... / ...02... / 2017.....

Finish Date: 19../ ..02. / 2017.....

#### 2.5 Has the event been held in previous years? If so, how many years?

Yes, 3 years

#### 2.6 Please specify any other assistance (financial and in-kind) that has been provided to the group or organisation by Council over the past three years and for which project/event.

2016 grant application was approved for \$1700 towards advertising and promoting.

#### 2.7 Has a representative of the group met with Council staff before lodging this application?

Yes Staff information: Angela our President spoke with Merran via the phone

No

#### 2.8 How many people are expected to attend this event?

Approx. 350-500

#### 2.9 How did you estimate this number? (Please provide any evidence from previous events)

We hope to exponentially increase the attendance from previous year's events. We had over 150 people attend the past 3 years. It was a new concept and many people were not aware of the event. We also had limited resources then to promote the event. We feel the event is now something the community is looking forward to, as we have had many people enquire when the event will be.

We have formed a committee with the intentions of expanding this festival into promoting health and wellbeing through-out the Southern Riverina and surrounding areas. With continuing educating the community of the importance of living healthy active lifestyles through-out the year of 2017 with future awareness campaigns.

We have been successful in attracting practitioners from further afield in other regional country area to participate in promoting the event to draw more people to be informed about health and wellbeing.



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### Part Three – Project Funding Assessment Criteria

It is important that all sections are completed to assist the Committee in their assessment, and that your responses target the assessment criteria contained in the Funding Guidelines. Attach additional pages if required.

#### 3.1 Event Rationale

What is the main objective of holding this event?

To encourage, inspire and maintain excellence in health & wellbeing of communities in the Southern Riverina and surrounding towns. As depression, mental health concerns and abuse of illicit drugs are dramatically increasing in the regional country towns, we aim to bring services and skills to help our local country folks to know about different modalities that may help bring harmony to their lives the lives of people around them.

#### 3.4 Funding Requested from Council

Amount \$1500

Please explain what the funding will be used for?

Funding will be used for marketing and promoting the event. Media advertising such as local papers and radio advertising, social media, flyer and banner will be used to reach out to communities far and wide to draw people to the event.

#### 3.5 Marketing and Promotion

List the activities that you will undertake to market and promote the event (how, when and through which mediums), identify who you are trying to attract by the activity (age, geographic location, special interest group), and how much each will cost. Enter total cost under Expenses "Advertising" in Section 4.1 Program Budget.

Double space the table

Dates	Advertising medium (Print, TV, radio, internet, etc.)	Advertising reach (e.g. circulation, no. of flyers, no. of adverts, etc.)	Scope	Est. Cost
e.g. 21/07/11 – 21/08/11	Radio – StarFM,	60 x 15 sec ads	Wodonga, Shepparton, Wagga	\$2,500.00
Jan-Feb	Radio 2qn	40 x 30 sec	Southern Riverina	\$660
Jan- Feb	SRN	½ page editorial / advert	Southern Riverina	\$1200
<b>Total Advertising Cost</b>				<b>\$1860</b>

### Part Four – Financial Details of Project

A copy of the groups/organisations latest annual report and financial statement (including balance sheet) must be attached to this application.

Double space the table.

#### 4.1 Program Budget

INCOME	
Source	Total \$
Amount requested from Council (from Question 3.4)	1500
Funds provided from your organisation	Unknown at this stage. Due to just newly established



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	committee and we are currently seeking sponsorships
Corporate sponsorship	
Business/philanthropic contribution	
Other government contribution	
Fees/admission	
Food and drinks	
Raffles/Fundraising	
Other (please specify)	
<b>Total Income of event</b>	1500

<b>EXPENSES</b>	
<b>Source</b>	<b>Total \$</b>
Administration	Kindly donated by committee members
Advertising (from Question 3.7)	1860 <a href="#">The Heart of the Riverina</a>
Printing	200
Marketing materials	600
Hire fees	500 approx. for amenities
Entertainment	Kindly donated by Salt country music
Food and drinks	Local café support
Prizes/donations	Kindly donated by health practitioners
Permit fees	
Other (please specify)	
<b>Total expenditure of event</b>	3160

**Part Five – Authorisation and Compliance**

**This is to be signed by two executive committee members of the group/organisation**

I declare that the information supplied in this form is to the best of my knowledge accurate and complete.

Name:.....	Name:.....
Position:.....	Position:.....
Address:.....	Address:.....
.....	.....
Phone: (A/H).....	Phone: (A/H).....
(B/H).....	Phone: (B/H).....
Signature:.....	Signature:.....
Date:.....	Date:.....

**Part Six - Checklist**

	Yes (✓)	Committee Use Only
<b>Required:</b>		



## Major Event Funding Application Form

All questions have been answered		
Copy of budget for the project		
Evidence of public liability insurance with coverage of \$20m, noting Berrigan Shire Council as an interested party		
<b>If applicable:</b>		
Copy of incorporation		
Proof of ABN		
Details of registration for GST		
Copy of latest Annual Report		
Additional supporting information		
Letter/s of endorsement from contributing organisations		
Letter/s from community groups/stakeholders supporting event		

Please forward completed applications to:

Berrigan Shire Council  
 Economic Development Officer  
 P.O. Box 137  
 BERRIGAN NSW 2712