

Major Event Sponsorship Application 2024/2025

Form Preview

Major Event Sponsorship Fund

Introduction

Events help a community to come alive. They provide the opportunity for a destination to showcase its tourism experience, increase economic growth and create a dynamic and vibrant place and build a loyal following and return visitors.

Events are well recognised as drivers of visitation and visitor spend and provide tourism, trade and investment opportunities for Port Stephens. Events can also be a driver of infrastructure development through increasing demand and provide an opportunity for Council to reinforce its brand, stimulate the economy and smooth seasonal fluctuations.

Program Description

The Major Event Sponsorship fund will both attract and support events that align with the vision and values of Port Stephens Council, our residents and businesses and create economic benefit.

The Major Events Sponsorship Fund will support well managed events that attract participants from outside the Port Stephens LGA, increase overnight visitor spend and smooth seasonal tourism fluctuations.

For more information on eligibility and assessment for this fund and for further information for all our grant and sponsorship funds please refer to our [Community Funding Guidelines](#)

Key Dates

Applications are open year round from 30 July 2024 to 30 June 2025.

Who Can Apply

- Incorporated, not-for-profit organisations or charities
- Registered Businesses with ABN
- Sole Traders

Application Contact Details

* indicates a required field

Applicant Details

Applicant *

Title First Name Last Name

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Applicant Position (if applying on behalf of organisation) *

Applicant Primary Address *

Address

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Organisation Details

Organisation Name *

Organisation Name

ABN (if applicable)

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 Primary Address *

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Address

Organisation Primary Phone Number *

Must be an Australian phone number.

Organisation Primary Email *

Must be an email address.

Organisation Primary Website

Must be a URL.

Describe your organisations previous experience in organising and managing events *

Event Description

* indicates a required field

Event Description

Name of event *

Short event description *

Provide a short description (100 words recommended) of your event - what are you out to do?

Event start date *

Must be a date.

Event end date *

Must be a date.

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Event Location

Where do you plan to hold your event? *

What is this space currently used for? *

Is the location on public land or privately owned land? *

- Public
 Private

Do you have landowners consent? *

- Yes
 No

Either private landowner consent or Council consent is required. Please note additional approvals may be required eg. event application

If landowners consent has not yet been obtained, this will have to be provided prior to the project starting.

Event Financial Details

Sponsorship funding amount applying for *

\$

Must be a dollar amount.

Has your organisation or group received Port Stephens Council sponsorship funding, grant and/or donation within the last 3 years? *

- Yes
 No
 Unsure

Please note all previous grants must be acquitted prior to allocating further funding

Has your organisation made an application for financial assistance from other bodies for this event? *

- Yes
 No

Please provide details of the funding body, application date and amounts sought and granted

Event Alignment

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* indicates a required field

Event Alignment to Funding Criteria

Briefly describe how your event aligns with the purpose of the funding *

How will the event show an incremental increase in visitation and visitor spend in subsequent events? *

What branding and marketing opportunities will the event create for Port Stephens in relevant target markets? *

How will you measure your achievements? *

How does the event align to the actions within the Port Stephens Community and Strategic Plan *

Click [here](#) to view the Community and Strategic Plan

Is there anyone else you plan to involve in the project? *

Are there any additional approvals that you may need to obtain for this project? *

- Yes
- No
- Unsure

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Please list any additional approvals required

Event Details

* indicates a required field

Briefly outline what marketing you will undertake to create awareness of this event *

What is your target audience for your event? *

Total number of anticipated event participants *

Include attendees, officials, organisers and volunteers

From the above number, what is the expected % of participants to be outside the Port Stephens local government area? *

Must be a number.

Of those visiting from outside our region for your event, how many accompanying visitors (non-participating) will each event participant on average bring with them? *

Must be a number.

Of those visiting our region for your event, how many nights on average will each visitor stay? *

Must be a number.

How did you arrive at the estimates above? *

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How will you capture and record the above data for your proposed event? *

Supporting Documentation

* indicates a required field

Insurance

Do you have Public Liability Insurance to cover your event? *

- Yes
- No

Please upload the applicable Public Liability Insurance

Attach a file:

Budget

If you have a completed budget, please upload below

Attach a file:

Include and itemised list all expenditure for event including funds that may not be covered by grant

If you have not attached a budget above, please complete your budget below

Expenditure	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Budget Totals

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Total Expenditure Amount

\$

This number/amount is calculated.

Event Quotes

Please upload any written quotes that have been obtained to complete your project. This can include any venue hire, equipment hire, catering etc.

Attach a file:

Attach a file:

Attach a file:

Attach a file:

Further supporting documentation

Please upload any further documentation to support your application.

Attach a file:

Attach a file:

Attach a file:

Attach a file:

Organisation Financial Details

* indicates a required field

Account Details

Organisation Account Contact Name *

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Organisation Account Contact Phone Number *

Must be an Australian phone number.

Organisation Account Contact Email *

Must be an email address.

Please note remittance advice and purchase orders will be sent to this address

Is this organisation registered for GST *

- Yes
 No

Declaration and Feedback

* indicates a required field

Please tell us how you heard about our program? *

- Word of mouth - through friends, family or colleagues
 Social Media - Facebook
 Council Website
 Direct Email from Council
 Newspaper
 Radio
 Other:

How would you rate your experience completing this application form? *

- 1 2 3 4 5

Please provide any feedback on the application process

Declaration

- I certify that to the best of my knowledge the statements made in this application are true.
- I certify that I am authorised by my group/organisation to complete this application.
- I understand that if Port Stephens Council approves this application, I will be required to accept the conditions of the funding agreement.

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- I consent to the information contained within this application being disclosed to or by Port Stephens Council for the purpose of assessing, administering and monitoring my current and any future grant applications.
- I understand that if Port Stephens Council approves a grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with Port Stephens Council.

I agree to the above *

- Yes
- No

Authorised person's name *

Authorised Position *

Reason of disagreement to declaration