

Not-for-profit events held in the Dubbo Regional Council Local Government Area (LGA) are eligible to apply for funding (financial assistance only) under the Event Development Fund. There are two levels of funding assistance available:

<b>STREAM 1</b>	<b>STREAM 2</b>
<b>\$1,000 or less</b>	<b>\$1,001 or more</b>
<i>for events held July 2016 to June 2017 - Applications are open from July 2016.</i>	<i>for events held Jan 2017 to Dec 2017 – Applications open Sept 2016.</i>

### Key criteria – Stream 1 and Stream 2

- Only not-for-profit\* events held in the Dubbo Regional Council Local Government Area are eligible to apply
- Events can not apply for funding via the Event Development Fund if funding has already been provided under another funding stream of Dubbo Regional Council for the same event in the same year.
- Assessment of applications will be based on the ability of the event to bring economic and/or social benefits to the LGA.
- Events that heighten the promotion of the LGA will also be given favourable consideration.
- Events that receive funding for 3 consecutive years prior will be deemed ineligible (funding under the program is seed funding to assist events to grow and become sustainable).
- Events must have \$20M public liability insurance and appropriate approvals

### Assessment criteria – Stream 2

Via the application process, events will need to demonstrate:

- Clearly stated aims, objectives and desired outcomes
- That the event promotes a positive image of the LGA
- The ability of the applicant to secure additional funding from sponsors or other levels of government support and participation of volunteers
- The ability of the applicant to successfully market and promote the event
- Demonstrated capacity of the applicant to successfully undertake the proposal within agreed time frames and budget
- That staging of the event addresses gaps in the types of events or timing of events held in the Dubbo Regional Council Local Government Area Dubbo
- That the event organiser is aware of insurance and regularly obligations

### Each application will be assessed based on:

Estimated number of residents or visitors expected to attend the event

- Length of the event (overnight visitation)
- Ability of the event to continue and develop in future years
- Value of the event to the social fabric of the LGA and its contribution to the community's wellbeing and cohesiveness.

### Ineligible activities/applications – Stream 1 and 2

- Events not staged in the Local Government Area
- Events run for commercial profit
- Payment of debt
- Payment of insurance premiums
- Political activities
- Items included in another funding application or to top-up funding for a previous funding or any other funding
- Organisations with gaming machines and/or trade regularly with a liquor licence most days of the week
- Funding for prize money, prizes or trophies
- Events which occur as a matter of course (eg. school fetes)
- Day to day operational funding for the organisation
- Capital expenses, purchases, equipment, wages
- The proposal has safety and/or environmental hazards
- No funding will be provided retrospectively

\*For the purpose of the Event Development Fund, a not-for-profit entity is an organisation that does not operate for profit or direct/indirect gains of its individual members, but with the primary purpose of providing services to the community.

All events receiving funding under the Event Development Fund will be asked to complete a survey, post event.

### Events receiving \$5,000 or more

For events receiving \$5,000 or more an acquittal and evaluation is required to be provided to Council within 60 days of either the conclusion of the project or activity, or the end of the financial year, whichever falls first. Information to be provided will include:

<b>Financial Report</b>	<ul style="list-style-type: none"> <li>• A statement of actual and budgeted expenditure in relation to the funding. For funding of \$10,000 and over, this statement must be audited.</li> <li>• Copies of supporting documentation such as of receipts, invoices, accounts and financial statements.</li> </ul>
<b>Funding Evaluation</b>	<p>Recipients of the funding will be asked to assess their performance according to the following indicators:</p> <ul style="list-style-type: none"> <li>• Demonstrated achievement of outcomes identified in the application.</li> <li>• The level of public awareness of their activity or project.</li> <li>• Public presentations (number held/attendance levels).</li> <li>• Attraction of visitors to the LGA</li> <li>• Amount/type of media coverage generated.</li> <li>• Involvement of volunteers.</li> <li>• Acknowledgment of the contribution of Dubbo Regional Council.</li> </ul>

Tangible evidence to support performance indicators may be submitted such as photos, press clippings, copies of fliers, newsletters, documents produced etc. Failure to satisfactorily complete performance evaluation and acquittals may disqualify recipients from further funding available.

**How we will we assess your application – stream 2 (\$1,001 or more)**

The assessment process has been developed to ensure that the LGA invests in events that have the potential to return economic, social or cultural benefits. The criteria outline below not only reduces Council’s appetite for risk, but it also provides a matrix for industry to understand the importance of various elements of event delivery.

Section	Key Criteria	Points	Score
<b>Mandatory criteria – must score 50/50 to qualify for further assessment</b>			
1	Evidence that applicant is a not-for-profit entity	25	/50
	Evidence of \$20M Public Liability Insurance (Certificate of Currency must cover date of the 2016 event)	25	
<b>Event details</b>			
2/3	Applicant clearly states what is planned for 2016 and the desired outcomes	30	/30
<b>Potential economic benefits</b>			
4	Economic value to the LGA - more than <b>\$500,000 *</b>	20	/50
	Economic value to the LGA - <b>\$200,000 - \$500,000</b>	15	
	Economic value to the LGA - <b>\$100,000 - \$200,000</b>	10	
	Economic value less than \$100,000	5	
<b>Potential social and cultural benefits</b>			
5	The event positively promotes the LGA and has the potential to contribute the social and cultural wellbeing of the LGA	30	/30
<b>Capability and industry knowledge</b>			
6	The organising committee has a good structure and is drawing from strengths of individual members	20	/20
	The following were previous plans or drafts for the 2016 event were provided		
	Budget/Outline of income and expenses	10	/20
	Event Management Plan	10	/20
	Risk Management Plan	10	/20
	Accessibility Plan	10	/20
	Sustainability Plan	10	/20
	Marketing Plan	10	/20
<b>TOTAL</b>			<b>/300</b>

\*Based on information provided in the application - number of expected visitors x number of nights x \$152pp/pp