

CITY OF MANDURAH EVENT SUPPORT PROGRAM



What are the expected start and finish dates?

2.3

2.4 Who will the event be targeting?

Is the event local, metro, regional, state, national or international?

2.5 Please list the estimated number of participants and spectators?

2.6 What is the total event cost?

2.7 What are you looking for the funding to cover – List details here:

- \$
- \$
- \$
- \$

2.8 Is the event one-off? If no, what strategies are in place to continue the event at the end of the funding period? **PART THREE – EVENT ASSESSMENT**

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Please complete the
Event Assessment Criteria attached.

Please insert your final score:

Financial Information:

Please list all anticipated costs of your program/event in as much detail as possible. Please attach a separate budget if more space is required.

ITEM	AMOUNT (\$)
Income	
Income derived from event (i.e. Sales, tickets, fees)	
Funding sourced from other organisations (i.e. Grants, donations)	
Other income (please specify)	
Total Income	
Expenditure	
Administration costs	
Capital costs	

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Operation costs	
Other costs	
Total Expenditure	

Sponsorship Acknowledgment:

Please outline how the City's contribution will be acknowledged should funding be successful:

- Joint media promotions
- Display of City of Mandurah's banner at the event
- Public address announcements
- Promotion of the City's logo on materials related to the project such as posters, Pamphlets and other promotional material
- Other _____

Applicant's Certification:

I certify that the information supplied is to the best of my knowledge true and correct.

Name

Position Held

Signature

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Date

If you have any enquiries about your eligibility or the details required when applying for this fund, please contact the City's Festivals and Events team on (08) 9550 3840.

Please return completed forms to:

Mail: Recreation Services
Events & Administration Officer
City of Mandurah
PO Box 210
MANDURAH WA 6210

In person: Recreation Services
3 Peel Street
MANDURAH WA 6210

Please note: This form supports an application for funding. Even though your event may be approved for funding, there may be other council approvals you need to obtain. These are outlined in the City's *Event Application* available by contacting Recreation Services.

EVENT ASSESSMENT CRITERIA

NAME OF EVENT _____

CRITERIA	OUTCOME	POINTS
COMMUNITY OUTCOMES (Community Plan & Strategic Plan)		
Facilitates participation of community members	Attract and encourage participation of community members (general community and/or affiliated sporting groups) e.g. volunteer officials, scorers, kiosk attendants	5
Provides healthy active recreation, entertainment and lifestyle opportunities	Increase active participation of community members (general community and/or affiliated sporting groups) e.g. local residents playing in a sporting competition	5

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Creates and promotes a positive image of the City	Enhance the image of the sport and/or activity to the community and visitors to the region	5
COMMUNITY GROUP		
Is a community and/or sporting group run by volunteers only	Build community capacity of volunteers	30
Is a community and/or sporting group who has 1 or more fulltime paid staff	Build community capacity of community groups	10
PROGRAM / EVENT ACTIVITIES		
The event has not been held before	New initiative	25
The event will attract interstate or overseas competitors	Increase in promotion and visitors to the City of Mandurah	25
Target audience is 500 or more participants	100 - 250 enrolments/registrations for the event	10
	250 - 500 enrolments/registrations for the event	15
	> 500 enrolments/registrations for the event	20
The event will attract 500 or more spectators (in addition to participants)	100 - 250 spectators for the event	10
	250 - 500 spectators for the event	15
	> 500 spectators for the event	20

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Funding is required by 3 or more agencies	Initiates and promotes partnerships between agencies	10
Healthy Policies have been adopted, i.e. <ul style="list-style-type: none"> • Smoke Free • Sun Smart • Alcohol Free 	Promotion of healthy messages. Healthy policies adopted by participants.	10
EVENT MANAGEMENT		
A City of Mandurah facility will be utilised (ie. hall / pavilion or reserve hire)	Increase use of public spaces	5
50 or more volunteers will assist with logistics of the event on the day (ie. road closures, registrations, officials, first aid)	Community volunteers utilised	5

SCORE _____

OFFICE USE ONLY

Assessed/Recommended:

Events Officer

Assessed/Recommended:

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Coordinator Recreation Services

Funds Allocated \$

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COMMUNITY EVENT SUPPORT FUND

Acquittal Report

Part One – Event Details

Event Name _____

Date(s) of Event _____

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City of Mandurah Fund Amount _____

Part One – Event Outcomes

Number of participants	
Number of spectators	
Number of volunteers	
Percent of local, metro, regional, state, national or international participants	

Part Three – Promotion

Types of Promotion	Number	Copy Attached (✓)
Promotion		
- Rego Form		
- Brochure/Flyer		
- Verbal Announcement		
- Letters		
- Merchandise		
Signage		
- A Frame		
- Banner		
- Other?		

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Media - Media Release - Newspaper Article - Radio - Television - Advertisements - Newsletter - Photo's - Other (please list)		
Advertising - Local paper - Website		

Part Four – General Comments

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Part Five – Financial Report

INCOME	PROPOSED	ACTUAL

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Date
