

Request for Hire Fee Waiver Application Form

This round is for requests for Hire Fee Waivers ONLY. If your sponsorship request is a combined request, please apply through the [current Event Assistance Grant round](#).

Requests for Hire Fee Waivers will be assessed in accordance of the [Community Support Program Guidelines](#).

If you have any questions in regards to the grant program, please contact **Central Highlands Regional Council** on **1300 242 686**.

Eligibility Check

* indicates a required field

This section of the application form is designed to help you, and council, understand if you are eligible to apply for the Event Assistance Grant.

To be eligible for the Event Assistance Program, groups are required to:

- ☐ have the majority of members of the organisation/group reside in the council's local government area boundaries
- ☐ operate predominately within council's local government area boundaries
- ☐ have an active ABN

Please indicate if any of the below statements apply to your group/organisation.

- ☐ A charitable organisation registered with Australian Charities and Not for Profits Commission (ACNC)
- ☐ A registered Not for Profit with either Office of Fair Trading (Queensland) or Australian Securities & Investment Commission (Australia)
- ☐ Is Incorporated
- ☐ Is a Not for Profit community organisation / group based in the Central Highlands Region
- ☐ Is an educational institution
- ☐ Has a signed Tenure Agreement if one has been offered in excess of six months from the application date (only applicable for organisations operating from council land/buildings)

Eligible Applicants

- ☐ Is a political organisation or political party
- ☐ Is a Local, State or Federal Government agency
- ☐ Is a commercial business or organisation
- ☐ Has an outstanding debt to council or any outstanding matters/concerns with council
- ☐ Has failed to adequately acquit, manage or deliver outcomes from previous council funding
- ☐ Has access to funds generated internally from permanently licensed premises or onsite gambling machines

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Form Preview

☐ Is a religious organisation
Ineligible Applicants

Have you selected any ineligible criteria in the above selection? *

☐ Yes ☐ No

INELIGIBLE TO APPLY

You have selected one (1) or more than one (1) criteria that indicates you are ineligible to apply for a Hire Fee Waiver.

For more information regarding *Eligibility Criteria* please refer to the [guidelines](#).

Applicant Details

* indicates a required field

Organisation Name *

Organisation Name

Contact Person *

Address for Notices *

Address

Phone Number *

Email *

ABN

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

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Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

Incorporation / ACN Number (if applicable)

Certificate of Incorporation (if applicable)

Attach a file:

Please upload a copy of your organisation's Certificate of Incorporation here.

Event / Program Details

* indicates a required field

Event Details (1)

Event Description

Event Title *

Event Start Date *

Event End Date *

Is this a 'one off', 'annual' or 'Event Program'? *

☐ One off event

☐ Annual event

☐ Event Program

Is this a new or existing event in the Central Highlands Region? *

☐ New

☐ Existing

Provide a description of the event. *

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Word count:

Provide a short description (100 words recommended) of your event.

Council Venue *

Confirmation of Booking *

Attach a file:

☐ Add event / program

Event Details (2)

Event Description

Event Title *

Event Start Date *

Event End Date *

Is this a 'one off', 'annual' or 'Event Program'? *

☐ One off

☐ Annual event

☐ Event program

Is this a new or existing event in the Central Highlands Region? *

☐ New

☐ Existing

Provide a description of the event. *

Word count:

Provide a short description (100 words recommended) of your event.

Council Venue *

Confirmation of Booking *

Attach a file:

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Form Preview

☐ Add event / program

Event Details (3)

Event Description

Event Title *

Event Start Date *

Event End Date *

Is this a 'one off', 'annual' or 'Event Program'? *

☐ One off

☐ Annual event

☐ Event program

Is this a new or existing event in the Central Highlands Region? *

☐ New

☐ Existing

Provide a description of the event. *

Word count:

Provide a short description (100 words recommended) of your event.

Council Venue *

Confirmation of Booking *

Attach a file:

☐ Add event / program

Event Details (4)

Event Title *

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Form Preview

Event Start Date *

Event End Date *

Is this a 'one off', 'annual' or 'Event Program'? *

- ☐ One off ☐ Annual event ☐ Event program

Is this a new or existing event in the Central Highlands Region? *

- ☐ New ☐ Existing

Provide a description of the event and what the event aims to achieve. *

Word count:

Provide a short description (100 words recommended) of your project.

Council Venue *

Confirmation of Booking *

Attach a file:

- ☐ Add event / program

Event Details (5)

Event Title *

Event Start Date *

Event End Date *

Is this a 'one off', 'annual' or 'Event Program'? *

- ☐ One off ☐ Annual event ☐ Event program

Is this a new or existing event in the Central Highlands Region? *

- ☐ New ☐ Existing

Provide a description of the event and what the event aims to achieve. *

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Word count:

Provide a short description (100 words recommended) of your project.

Council Venue *

Confirmation of Booking *

Attach a file:

Fees and Charges Waiver

* indicates a required field

Before completing this section please ensure you have a completed an online facility booking [here](#) and obtained an invoice for the fees and charges relative to this application.

Fees and charges waiver requested amount needs to be entered **EXCLUDING BONDS**

Bonds are required for the hire of any council facility or equipment. Bonds serve as a security against damages and are a refundable amount. Under no circumstances will bond fees be waived. Bonds are still required to be paid even with an approved fee waiver.

Bonds will be required to be paid prior to the use of a facility or open space.

IMPORTANT: Requests for Fees and Charges Waiver can only be to the maximum value of \$3,000.

Booking ID #	\$	Invoice
	Invoice amount EXCLUDING BOND	Hint: Download your invoice from the 'My Account' section in Bookable.
	\$	

Total Fees and Charges Waiver Request *

\$

This number/amount is calculated.

Financial Sustainability

* indicates a required field

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This section of the application form is designed to assist in the assessment of the financial sustainability of the proposed event / program and how reliant the event / program is on council funding. ([Assessment Criteria](#) 1 & 6, pg11)

If your application for hire fee waiver is denied, will you proceed with the event / program or will the event / program be cancelled? *

- ☐ Yes, the organisation will proceed with the event / program by finding alternative options
- ☐ No, the event / program will be cancelled

Has the event / project received any previous assistance (monetary and/or in-kind) from Central Highlands Regional Council in the past 3 years? *

- ☐ Yes
- ☐ No

Please provide details of the type of assistance (monetary, fee waiver and/or in-kind), amount and year of funding. *

Provide specific details of the funding received by the organisation over the last 3 years. Name of the fund, value of funding received, project or event that it went towards.

Financial Documentation

As per the [guidelines](#), applicants must provide one of the following to be eligible for the grant:

- Two immediately previous audited financial statements, or
- A detailed budget for the program, project and/or activity, or
- A business case for the event or program must be provided to assess the application, or
- An explanation of why financial statements or a business case cannot be provided.

Please upload supporting financial documentation. *

- ☐ 2x previous audited financial statements; or
- ☐ Detailed event budget; or
- ☐ Business case for the event / program; or
- ☐ Explanation why supporting financial documents cannot be provided.

Audited Financial Statements *

Attach a file:

Detailed Event Budget *

Attach a file:

Business Case *

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Attach a file:

Provide a detailed explanation of why financial statements, business case or budget cannot be provided. *

Event / Program Benefits

*** indicates a required field**

This section of the application form is designed to assist in the assessment of the the social and economical benefit of the proposed event / program. ([Assessment Criteria](#) 2, 3, 4 & 5, pg11)

Is there a community need / interest for this event? How will the community benefit from this event? *

Hint: Why does this event need to happen? Is there interest from the community for this event? Why does the town/region need this event to happen?

How will the event source local businesses and support local community groups? *

Hint: How will your organisation encourage the use of supporting local businesses and community groups?

Will the event generate an increase in visitor numbers to the region? *

☐ Yes ☐ No

Hint: Is the event attractive to tourists? Would you travel to another region to attend an event similar to this one?

Please provide details of how this event will be promoted to engage tourists. *

Will the event trigger positive community feedback and media for the region? *

☐ Yes ☐ No

Hint: Would this event be a 'good news story' on social media and in journalism?

Please provide details of how this event will trigger positive feedback. *

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Attachments

IMPORTANT: Once your application has been submitted you can no longer edit this online application form. Please ensure all details are true and correct and all supporting information has been attached.

Event Documentation

Certificate of Currency (Public Liability)

Attach a file:

Event Plan

Attach a file:

Risk Management Plan

Attach a file:

Other Supporting Documentation

Please upload other documents that support your application.

File Upload

Attach a file:

E.g., Event promotional materials, previous event feedback, social media posts etc.

Application Lodgement

* indicates a required field

Acknowledgement

It is a condition of approval that council be acknowledged for its contribution to the organisation / event / project. Please detail how the organisation will be appropriately acknowledged for its support. *

Privacy Collection Statement

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Central Highlands Regional Council is collecting this information in order to comply with its responsibilities and obligations as a local government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. This information will not be disclosed to a third party unless you have given your written consent, or we are required to do so by law. For more information about privacy in Central Highlands Regional Council see our privacy information on our website.

Do you give permission for your email address to be added to the Event Assistance Program mailing list for future updates? *

☐ Yes ☐ No

Declaration

I/We, the applicant:-

- Declare that the above information is true and correct in all respects (to the best of my knowledge) at the time of lodgement of this application with the Central Highlands Regional Council;
- Submit the application with the full knowledge and agreement of the management of the organisation;
- Have read the associated Policy and Guidelines
- Agree that I/we will make contact with Central Highlands Regional Council immediately if any of the details given in relation to this application change or are incorrect; and
- Provide consent for council to; Advertise projects that have been successfully funded by council (i.e. media release, social media); and; Advertise successful recipient details on council's website (including but not limited to, project description, name and recipient, amount funded).

*

☐ I/We agree with the above declaration.

Submitting Officer's Name *

First Name

Last Name

Submitting Officer's Position *

E.g., president, secretary, treasurer.