

Regional Events Acceleration Fund - Application Form

Form Preview

Regional Events Acceleration Fund

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Introduction

The \$20 million Regional Events Acceleration Fund will support organisations to attract new international and domestic events to regional NSW, or to expand existing regional events. It will bring new events to the regions and will help make existing events even better. It will stimulate regional economies, supporting recovery from the effects of ongoing drought, bushfires, floods and COVID-19.

Events must be located in one or more eligible regional NSW Local Government Areas (LGAs), including Lord Howe Island or the Unincorporated Far West. Projects in Greater Sydney, Newcastle and Wollongong are not eligible.

Your application is not officially submitted for consideration until you 'Review and Submit' your application at the end of the application form and receive a confirmation email. Once submitted, your application cannot be varied. Please ensure you allow enough time for completion (at least two hours if you have already read the Guidelines and have all of your supporting information prepared - see checklist below).

Applications will not be accepted after 5pm AEST on 17 December, 2021.

For queries about the guidelines, deadlines, or completing this application form, please contact us on 1300 679 673 from 8.30am to 4.30pm or email regionalnsw.business@regional.nsw.gov.au and quote your REAF application ID (this is the *Submission Number* sent to you by email when you started the application - REAF-xxxx).

1. Before you start you will need to have *

- 1. Read the Program Guidelines, available on the REAF webpage (nsw.gov.au/reafund)
- 2. A written description of your event, detailed plan and its benefits relevant to the programs criteria.
- 3. A project budget and supporting quotes/ costings.
- 4. Consulted with your Local Destination Network
- 5. At least \$20 million Public Liability Insurance
- 6. Letters of support for your project
- 7. If relevant, landowners consent.
- 8. If relevant, development consent.

At least 5 choices must be selected.

Applicant Details

* indicates a required field

Eligible applicants

To be eligible for funding your organisation must be incorporated and have an Australian Business number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or other Act.

Organisations must have at least \$20 million in public liability insurance.

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To be eligible for funding under the Regional Events Acceleration Fund applicants must:

- be the event owner (i.e. own, or have secured the rights to the event and have the relevant approvals for the event)
- be financially solvent
- be a sole trader, company, incorporated association or trust entity
- have an Australian Business Number (ABN).

Applicants must also be one of the following entities:

- the event organiser or committee
- a Local Council or Joint Organisation of Councils
- a not-for-profit organisation, including business chambers, industry associations and charities
- a sporting body (i.e. NSW or National Associations)
- a Local Aboriginal Land Council.

Section 355 committees of council are eligible to apply for funding, but the council will be required to execute the funding deed should the project be successful and this application must be submitted by an authorised Officer of Council.

Please select your organisation type *

Section 355 Committee of Council

If successful, the relevant council will be required to enter into the Funding Deed for the program.

Please upload evidence of council endorsement of the funding application *

Attach a file:

Section 355 Committee name *

Reason for Eligibility

For-profit organisations may be considered eligible applicants only where events will deliver a clear public benefit. A public/private partnership may only seek funding where the lead applicant is an eligible entity.

Please provide evidence and demonstrate why your for-profit organisation may be eligible for funding from the Regional Events Acceleration Fund. *

Word count:

Must be no more than 200 words.

Evidence could include examples of economic and/or social benefits that will flow through to the host community/area as a result of the event.

Applicant Organisation

Organisation Name *

Organisation Name

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If you are a section 355 committee of Council the applicant must be the Council.

Organisation Street address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Postal address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Phone *

Must be an Australian phone number.

Organisation Email *

Must be an email address.

Project Contact

Contact Person *

Organisation Name

Contact Position *

Contact Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Contact Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

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Contact Primary Phone Number *

Must be an Australian phone number.

Contact Primary Email *

Must be an email address.

ABN check

Does your organisation have an ABN *

Yes No

It is a condition of funding that all applicants have an ABN. Those applicants who have an entity status of 'unincorporated' or 'other unincorporated' are ineligible to receive funding.

ABN Eligibility

An essential eligibility criteria of the REAF program is that all applicants hold an ABN and are an incorporated entity. If unsure, please contact the program team to discuss your eligibility.

Australian Business Number details

Please enter your organisation's 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	
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.

Incorporated Organisations

Is your organisation incorporated? *

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Yes

No

Please enter your organisations Incorporation Number

If unsure search Fair Trading Incorporated Associations Register - <http://associationspr.fairtrading.nsw.gov.au/default.aspx>

Program category

* indicates a required field

Funding Streams

There are two types of funding categories for eligible projects under the Regional Events Acceleration Fund:

Stream 1 - Major Event Operations and Infrastructure:

Stream One supports existing regional events by funding (or part-funding) the operational improvements and infrastructure needed to boost event attendance and/or improve visitor experience.

Funding between \$50,000 and \$200,000 is available to support temporary event infrastructure and operational improvements. Event infrastructure is defined as temporary or hired equipment to improve visitor experience.

Stream 2 - Major Event Attraction and Enhancement:

Stream Two supports the attraction, delivery and retention of major international and domestic events to regional areas across the state, with a particular focus on major sporting events that provide national or international exposure.

Stream Two funding applications can be made for a minimum of \$100,000 with no cap on the maximum grant application amount. Applications will be assessed in terms of value-for-money and the event's ability to deliver strong economic benefit to regional NSW.

Examples of each category can be found in the Guidelines.

Which funding stream are you applying for: *

Stream 1 - Major Event Operations and Infrastructure

Stream 2 - Major Event Attraction and Enhancement

Applicants can apply for one or both funding streams.

Event Type

While this event may fit within multiple activity categories, applicants only need to select the category that best represents their event activity.

Which of these categories best represents your event? *

Sporting and Lifestyle

Food and Beverage

Music, arts and culture

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Event Details

* indicates a required field

Event Name *

Must be no more than 15 words.

This is the name of your overall event for which your project forms part of i.e. The best event in NSW

Expected Event Start Date *

Must be a date and between 1/3/2021 and 30/6/2022.

Expected Event End Date *

Must be a date and between 1/3/2021 and 30/6/2022.

Project Name *

What will you deliver with the funding- what is the title of your project. i.e International Performer at The Best event in NSW. This will be used in correspondence, ensure it accurately describes your project.

Short Description of proposed project *

Word count:

Must be no more than 100 words.

Please provide a short description for publication purposes. This should be relevant to the project being delivered with the funding.

Detailed description of entire event *

Word count:

Must be no more than 500 words.

Outline the overall event program which the project will be included within.

Funded Activity

What will you deliver with the funding? *

Word count:

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Must be no more than 500 words.

Outline what this funding will be used for within your larger event delivery. i.e hire of additional stage, Performance by international music act, Licencing fees. NOTE: IF YOU ARE APPLYING FOR BOTH STREAMS OF FUNDING YOU MUST SPECIFY WHAT EACH FUNDING STREAM WILL BE USED FOR.

Will this project proceed without the REAF funding? *

- Yes
- No

Event Location

* indicates a required field

Please select the Local Government Area your event is to be held in *

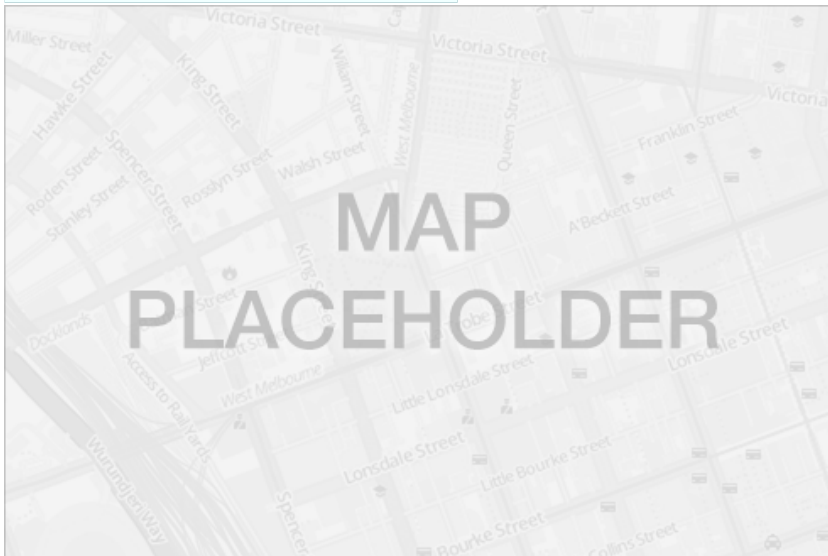
Projects must be located in one of the eligible regional NSW Local Government Areas, Lord Howe Island or the Unincorporated Far West.

Please select the Destination Network your event is to be held in *

Applicants should visit the DNSW webpage for relevant Destination network contacts, <https://www.destinationnsw.com.au/our-industry/contacts-and-associations/dns>

Please enter the main event location *

Address



State must be NSW. This is the address where the project will take place. If your project involves multiple locations, select the main location here and list further locations below.

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Please enter additional event locations (optional)

If your event involves multiple locations, please list them here using the format: location name, street address, town/suburb, NSW, postcode.

Will the event be hosted in a border community / region? *

- Yes
 No

NSW Border Region

Events held on the border of NSW and other states or territories are eligible to apply, however applicants must show at least 80 per cent of the event's activity will be physically located in regional NSW, or at least 50 per cent of its economic benefit will flow to regional NSW.

Outline how you will measure cross border activity and the economic impact in regional NSW *

Word count:

Must be no more than 500 words.

Applicants must show at least 80 per cent of the event's activity will be physically located in regional NSW, or at least 50 per cent of its economic benefit will flow to regional NSW.

Event location information

Who owns the land where your event will be held? *

- Local council
 NSW Government
 Commonwealth Government
 Community group
 Private land^

^Events can be located on private land but must not be solely for private benefit. The applicant will need to show how the event will be open to the community.

Do you require property or landowner's consent to deliver your event? *

- Yes No

Please download and attach your completed property or landowner consent form here

Attach a file:

A template landowner consent form is available at <http://nsw.gov.au/reafund> Please name your file: e.g. Landowner consent - REAF-xxxx

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Development Approval

We encourage you to consult with your local Council in relation to development approval for your event. If development approval is required it can take several months depending on the events complexity. This will prevent any unnecessary delays to the delivery of your event.

Does your event require development approval? *

- Yes No

Please upload a copy of your development approval (if applicable)

Attach a file:

Please name your file: e.g. Development approval - REAF-xxxx

Event Management

* indicates a required field

Event Management Plan

Applicants should have an event management plan with clear strategies for measuring and evaluating visitation and the visitor experience.

Upload a copy of your event management plan *

Attach a file:

A maximum of 1 file may be attached.

Please name your file: e.g. Event Plan - REAF-xxxx. Your event management plan should include strategies and plans relevant to accessibility and inclusion and engagement of disadvantaged youth.

Event Delivery

Applicants must demonstrate they have a well-structured and organised event management committee or external events company in place with access to operational and marketing expertise, and the ability to handle issues such as public liability and insurance matters.

Does your organisation have access to the necessary expertise to deliver the event? *

- Yes
 No

Have you delivered an event of this scale previously and have suitably qualified staff/ event managers to deliver.

Please summarise the expertise available to your organisation or how you intend to deliver the event if it is currently not available *

Word count:

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Must be no more than 300 words.

Have you considered scheduling the event in an off peak or shoulder period? *

- Yes
- No

Have you considered other local events and avoided possible clashes that may occur? *

- Yes
- No

Please explain the approach you have taken to schedule the event *

Word count:

Must be no more than 300 words.

What steps have you taken when considering the event scheduling?

Risk management plan

Events will not be funded if they represent a significant risk to the community and or reputational risk to the NSW Government. If the event is a physical risk to the community (e.g. people could get hurt) then you are expected to have a risk management plan which outlines what steps are needed to mitigate these risks.

Please provide details on any risks you may anticipate in the process of delivering this event and how you will work to control them.

Risk description

What will you do to help reduce the risk?

Risk description	What will you do to help reduce the risk?
<input type="text"/>	<input type="text"/>

Please upload a copy of your risk management plan

Attach a file:

Public Liability Insurance

Does your organisation have at least \$20 million public liability insurance? *

- Yes
- No

All successful projects must have at least \$20 million in public liability insurance prior to entering into a Funding Deed with the Department.

Please upload a copy of your public liability insurance.

Attach a file:

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Event Budget

* indicates a required field

Stream 1 Funding

Applications must seek a minimum of \$50,000 up to a maximum funding amount of \$200,000.

Should my grant request include GST?

- GST is not payable on grant payments to local councils under REAF because the payments are between government related entities.
- For eligible community organisations registered for GST and where it is payable, we will pay the approved grant amount plus 10 per cent.
- If eligible community organisations are not registered for GST, they will need to incorporate any GST paid by them to third parties into the event budgets and the grant amount.
- Please ensure project costs include any GST payable to deliver the project

Total Amount of Stream 1 REAF Funding Requested *

\$

Must be a whole dollar amount and at least \$50,000. GST exclusive where applicable.

Stream 2 Funding

Applications must seek a minimum of \$100,000 with no maximum funding limit.

Should my grant request include GST?

- GST is not payable on grant payments to local councils under REAF because the payments are between government related entities.
- For eligible community organisations registered for GST and where it is payable, we will pay the approved grant amount plus 10 per cent.
- If eligible community organisations are not registered for GST, they will need to incorporate any GST paid by them to third parties into the event budgets and the grant amount.

Total Amount of Stream 2 REAF Funding Requested *

\$

Must be a whole dollar amount and at least \$100,000. GST exclusive where applicable.

Project Co-Contribution

The financial co-contribution may be from the applicant or other funding sources, but must be confirmed. A co- contribution is not an essential condition of this funding and can be \$0. This co- contribution relates to the project/ event activity for which funding is being sourced, not the entire event program delivery.

Co-Contribution Amount *

\$

Enter 0 if not co-contributing to this project. GST exclusive where applicable.

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Has this project received funding from other NSW Government funding programs, including Destination NSW programs? *

- Yes
 No

If funding has been received, please include this income in the project budget section of the application, listing the deliverables from that funding source.

Project Budget

Outline the project budget.

Income		Expenditure	
	\$		\$
This should include the REAF program funding amount requested and may also include co-contribution amounts from other sources i.e grant funding from other sources, sponsorships.	Ex GST	This should include all expenditure items relevant to the project i.e temporary stage hire cost, performance talent fee etc.	Ex GST

Cost Evidence

Provide evidence of all costings relevant to this funding application, as outlined in your project budget.

Upload Quote(s)/Detailed Estimate *

Attach a file:

A maximum of 1 file may be attached.

Please name your file: e.g. Quote 1 - REAF-xxxx. Multiple documents can be merged as a single PDF file and uploaded if you are sourcing quotes from a variety of suppliers.

Total Event Delivery Cost

What is the total cost to deliver the entire event for which this project forms part of?

Total Event Cost *

\$

Must be a dollar amount.

This is the total event budget, including the project activity costs listed above.

Event Funding Summary

Read only, no input required.

Total Income

\$

This number/amount is calculated.

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Total Expenditure

\$

This number/amount is calculated.

Validation Check: Total Income - Total Expenditure

\$

This number/amount is calculated.

Event Benefits/ Program Objectives

* indicates a required field

Explain how this funding will boost attendance and improve visitor experiences and accessibility *

Word count:

Must be no more than 500 words.

Applicants must demonstrate how the funded project will help boost event attendance, improve the visitor experience or lead to increased length of stay. Applicants are also encouraged to provide examples of how they will make their event accessible for people of all abilities.

Outline the long term vision for the event, including event development initiatives and plans for growth *

Word count:

Must be no more than 300 words.

Applicants are encouraged to demonstrate a long-term vision for the event, such as a commitment to be held over multiple years.

How will the event leave a positive legacy within regional NSW and provide benefits to the host community beyond the event *

Word count:

Must be no more than 300 words.

For example, will the event help to develop and foster a positive reputation for the host location. This could be demonstrated through event programming that includes community partnerships and workshops, pre-event activities or destination development such as itineraries designed to encourage repeat visitation.

Economic Data Sheet

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Completion of the Economic Datasheet template provided on the program webpage is an eligibility requirement of the funding program. An instructional webinar is available in the program resources at nsw.gov.au/reafund Should you require assistance completing the datasheet, please contact the program team.

Upload completed Economic Data sheet *

Attach a file:

A maximum of 1 file may be attached.
Must be in Excel Format.

Regional Significance*

* indicates a required field

Estimate how many people the event will attract? *

Applicants must demonstrate the event is able to attract over 5,000 people. Events that will attract fewer than 5,000 people can demonstrate they are regionally significant by providing strong evidence of economic benefit through visitation and by providing letters of support. Stream One applicants should include the additional visitation the funded activity will attract in this total.

Estimate how many visitors will attend the event from further than 50km of the event location? *

Applicants must be able to demonstrate a target of more than 30 per cent participation in the event from visitors, with a visitor defined as being someone who lives 50km or more from where the event is being held. Stream One applicants should include the additional visitation the funded activity will attract in this total.

Stream One - additional visitation

Stream One applicants must demonstrate how the event infrastructure and operational support will help boost event attendance.

Estimate how many additional people the funded activity will attract? *

This figure should match the total additional visitation in the datasheet.

Estimate how many additional visitors will attend the funded activity from further than 50km of the event location? *

This figure should match the combined visitation of attendees from further than 50km of the event location, interstate and international visitors in the datasheet.

Explain how the funded event is regionally significant *

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Word count:

Must be no more than 500 words.

Applicants must demonstrate that their project / event is regionally significant, as defined by evidence (i.e. through previous event ticket sales) confirming the event is able to attract over 5,000 people. Events that will attract fewer than 5,000 people can demonstrate they are regionally significant by providing strong evidence of economic benefit through visitation and by providing letters of support.

Destination Network Engagement

Applicants are strongly encouraged to have engaged with the local tourism industry and the relevant Destination Network to ensure there is effective marketing and promotion for the event.

Have you consulted with the relevant Destination Network in relation to your project/ event? *

- Yes
- No

Please outline how your event aligns with the relevant Destination Management Plan *

Word count:

Must be no more than 300 words.

Letters of Support

Upload all letters of support for your event

Attach a file:

A maximum of 1 file may be attached.

Multiple documents should be merged as a single PDF file and uploaded. Include letters from the relevant Destination Network, Local Council and other local stakeholder groups.

Outcome Measurement

Measuring your Event Outcomes

Information on the outcomes of events supported by the REAF is required to evaluate the success of the program in achieving its objectives to boost the economic and social

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recovery of regional NSW. It is a funding requirement for applicants to outline outcomes to be delivered by the event/project and how the applicant will monitor and report on these outcomes.

Outcomes	How will you measure and report on the outcome?
What are the event outcomes that you are measuring against? eg. Increased overnight visitors in host region, increased accessibility or capacity at event. Must be no more than 50 words.	eg. increase in accommodation bookings, increased ticket sales etc. Must be no more than 100 words.

Declaration

* indicates a required field

I declare this application meets the following Regional Events Acceleration Fund eligibility criteria:

The event:

- takes place in an eligible regional NSW LGA.
- will occur from 1 March 2021 to 30 June 2022.

The event is one of the following event types:

- major sporting and lifestyle event
- major food and beverage event
- major music, art and culture festival

The applicant:

- are the event owner (i.e. own, or have secured the rights to the event)
- are financially solvent
- have an Australian Business Number (ABN) and are a sole trader; company; incorporated association or trust entity
- hold at least \$20 million Public Liability Insurance

The applicant is one of the following:

- event organiser or committee; a local council or joint organisation of councils; a not for profit organisation; a sporting code; Local Aboriginal Land Council, Section 355 Committee of Council.

Eligibility Declaration *

- Yes, this application meets the REAF eligibility criteria outlined above
- No, this application does not meet the REAF eligibility criteria outlined above

Applicants who select no are ineligible for funding. Please contact the Program team to discuss your application.

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Disclaimer

The **Applicant** acknowledges and agrees that: (i) submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion; (ii) it must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; (iii) prior to the parties entering into a funding deed, the Department (as executor of the deed) may withdraw funding for any reason (or for no reason) and in any circumstances, and may revise the dates on which the funding (or any part of it) is to be provided in its sole discretion; and (iv) it has read the *Funding Guidelines for Regional Events Acceleration Fund* and has fully informed itself of the relevant REAF program requirements.

Use of Information.

The Applicant acknowledges and agrees that: (i) if this application is successful, the relevant details of the event will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), event title, event description, location, anticipated time for completion and amount awarded; (ii) the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the *Government Information (Public Access) Act 2009* (NSW) (**GIPA Act**); and (iii) in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Policy

The Applicant acknowledges and agrees that: (i) the Department is required to comply with the *Privacy and Personal Information Protection Act 1998* (NSW) (the **Privacy Act**) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the REAF program will be handled in accordance with the Privacy Act and its privacy policy (**available at: <https://www.dpc.nsw.gov.au/privacy>**); (ii) the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act; (iii) it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Declaration and Authorisation

The Applicant represents and warrants that this application has been authorised by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc.).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent)) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

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- I agree for my event to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- all information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- all relevant conflicts of interest have been declared.

Please select all above to declare that this application complies.

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

The person submitting this application must be delegated to do so on behalf of the applicant organisation.

NOTE

Please ensure you click **Submit Application** when you are ready to submit. Applications must be submitted prior to the round closing date to be eligible for consideration.

Once you have submitted your application you cannot make any changes.