

# Regional Events Acceleration Fund Round 2 Application Form

## Form Preview

## Regional Events Acceleration Fund

\* indicates a required field

### Introduction

Round 2 of the \$20 million Regional Events Acceleration Fund will support organisations to attract new events to the regions, make existing iconic regional NSW events even bigger and better, and to improve accessibility and inclusion at major events. Supporting iconic major events will stimulate regional economies and support the 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).

### Key dates

- Funding to support events delivered between 1 July 2022 and 30 June 2023
- Applications open: Friday, 18 March 2022
- Applications close: 5pm on Tuesday, 4 October 2022, or when the funding is fully committed
- Assessment and approval process: approximately ten weeks from submission
- Contracting will commence once a letter of conditional offer has been accepted by the applicant.

### Applications will not be accepted after 5pm AEST on 4 October, 2022.

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 [tourism.programs@regional.nsw.gov.au](mailto:tourism.programs@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 - REAF2-xxxx).

### Before you start you will need to have \*

- 1. Read the Program Guidelines
- 2. A written description of your project, detailed plan and its benefits relevant to the program criteria
- 3. An event budget outlining funding sources (including requested REAF funding and co-contribution) and supporting quotes/ costings.
- 4. A completed datasheet
- 5. Consulted with your Local Destination Network
- 6. An event management plan and an accessibility and inclusion plan
- 7. A risk management plan
- 8. At least \$20 million Public Liability Insurance
- 9. Letters of support for your project
- 10. If relevant, landowner's consent
- 11. If relevant, a copy of your development approval.

At least 8 choices must be selected.

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Program Guidelines, datasheet, landowner consent form and other resources can be found on the [REAF Website](#). Your Local Destination Network can be found [here](#)

**Has this event previously been funded by REAF Round 1? \***

Yes

No

**Provide REAF Round 1 Application ID \***

e.g. REAF-xxxx

## 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.

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 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.

**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.

**Upload evidence of council endorsement of the funding application \***

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Attach a file:

**Section 355 Committee Name \***

### Reason for Eligibility

For profit entities and events that exist to make a profit are eligible to apply and must demonstrate the event will deliver a clear public benefit.

**Provide evidence and outline why your 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

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 Number \***

Must be an Australian phone number.

**Organisation Email \***

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Must be an email address.

### Project Contact

#### Contact Person \*

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

#### Contact Position \*

#### 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

#### 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

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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? \***

Yes

No

**Enter your organisation's Incorporation Number**

If unsure search [Fair Trading Incorporated Associations Register](#)

## Program Category

\* indicates a required field

## Funding Streams

There are three streams of funding available for eligible projects under Round 2 of the Regional Events Acceleration Fund:

### **Stream 1 - Major Event Enhancement:**

Stream One supports existing iconic regional events by funding the operational improvements and infrastructure needed to boost event attendance and improve visitor experience.

### **Stream 2 - Major Event Attraction:**

Stream Two supports the attraction and delivery of new major international and domestic events, with a focus on events that will become iconic to regional NSW and provide national or international exposure. Funding may also be sought to retain a major event that is genuinely "footloose".

### **Stream 3 - Major Event Accessibility:**

Stream Three supports improvements to infrastructure that will ensure major events are accessible and inclusive to people of all abilities.

Examples of each category can be found in the [Guidelines](#).

**Are you applying for funding under Stream 1 - Major Event Enhancement or Stream 2 - Major Event Attraction? \***

Stream 1 - Major Event Enhancement (Existing event)

Stream 2 - Major Event Attraction (New event or to retain an event that is footloose and at risk of relocating outside of regional NSW)

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### Are you also applying for funding under Stream 3 - Major Event Accessibility (accessibility and inclusion infrastructure improvements)? \*

- Yes  No

Applicants must apply for either Stream One or Two to be eligible for Stream Three. Applicants cannot apply to Stream Three only.

### 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 represent your event? \*

- Major sporting and lifestyle  
 Major food and beverage  
 Major music, art and cultural events, and regionally significant agricultural field day events

### Event/Project Classification

Please assist us by completing the section below to classify your event/project and deliverables. See definitions below to assist with your selections:

**Classification** - means how you would classify the event/project scope.

**Beneficiaries** - means what group/s will benefit for the delivery of your event/project.

**Sub categories** - these are based off your selections for the question "Groups who will Benefit". This is not an exhaustive list, where possible please select an additional option to provide more information about your project.

### How would you classify your event/project? \*

- Equipment  
 Event  
 New infrastructure

### Will your event target youth (12-24 years old)? \*

- Yes  No

### Will the event be inclusive and 'Fully Accessible'? \*

- Yes - Fully accessible  
 Yes - Partially accessible  
 No - Not accessible at all

Fully Accessible means all members of the community can access the entire event, including those with limited mobility or support needs.

### What groups will benefit from your event/project? \*

- Community  
 Aboriginal or Torres Strait Islander people (if any part of your event/project has exclusive programming that benefits this group)  
 Recreation/Tourism  
 Sport

### Sport Sub Category \*

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- |   |  |
|---|--|
| <input type="checkbox"/> Equine                 | <input type="checkbox"/> Sporting venue              |
| <input type="checkbox"/> Golf Course            | <input type="checkbox"/> Surf Life Saving            |
| <input type="checkbox"/> Motor Sport            | <input type="checkbox"/> Tennis Club                 |
| <input type="checkbox"/> Outreach & development | <input type="checkbox"/> Football Club               |
| <input type="checkbox"/> Showground             | <input type="checkbox"/> Other: <input type="text"/> |

## 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 1/7/2022 and 30/6/2023.

### Expected Event End Date \*

Must be a date and between 1/7/2022 and 30/6/2023.

### Short Overall Event Description \*

Word count:

Must be no more than 100 words.

Please provide a short description for publication purposes. This should be relevant to the overall event program.

### Provide the URL for the event website (if available)

Must be a URL.

## Funded Activity

### Project Name \*

The title of your project should reflect what you will do with the REAF grant within your event. i.e.

'International Performer at [event name]', or 'Additional seating to increase capacity at [event name].'

### Short Project Description \*

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### 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.

### List what will be delivered with the funding? \*

### Word count:

Must be no more than 300 words.

Use bullet points to explain what this funding will be used for within your larger event delivery in NSW and how it will enhance the event and/or improve accessibility. i.e hire of additional stage, performance by international music act, hire of accessible glamping tents, portable amenity block. Note: if you are applying for Stream 1 or Stream 2 AND Stream 3 funding you must specify what each funding stream will be used for. Refer to the program guidelines to make sure that these are eligible items for funding.

### Will this event/project proceed without the REAF funding? \*

Yes  No

For Stream 1 this relates to the funded activity (project) not the event as a whole. Please consider your contingencies and the timeframes for the REAF assessment process in planning your application around event dates.

## Event Location

\* indicates a required field

### Project Location

### Select the Local Government Area your event is to be located in \*

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

### Select the Electorate that your event is to be located in \*

Click [here](#) to check the Electorate for your project.

### Select the Destination Network your event is to be held in \*

Applicants should visit the [DNSW webpage](#) for relevant Destination network contacts.

### Enter the venue name for your event \*



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### Enter the main event location \*

Address

  


State must be NSW. This is the address where the event/project will take place. If your event/project involves multiple locations, enter the main location here. Refer to the Guidelines for information about how to complete your application if you are planning a touring event.

### Will the event be hosted in a NSW border community 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.

### Will 80 percent or more of the event's activity be physically located in regional NSW? \*

- Yes  No

If more than 20 percent of the event's activities will be physically located outside regional NSW, applicants will need to demonstrate at least 50 per cent of the 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 300 words.

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### Event location information

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

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

^REAF supports events that are accessible to the public. Events held on private land must demonstrate they meet this eligibility criteria.

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

- Yes
- No

**Upload a copy of your property or landowner consent (if applicable)**

Attach a file:

A template landowner consent form is available [here](#). Please name your file: e.g. Landowner consent - REAF2-xxxx

### 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/project require development approval? \***

- Yes
- No

**Have you applied for your development approval? \***

- Yes
- No

**Upload a copy of your development approval (if applicable)**

Attach a file:

Please name your file: e.g. Development approval - REAF2-xxxx

**If your project requires development approval but it is not yet secured, please provide a timeline on your approach to securing development approval**

Word count:

Must be no more than 100 words.

This may be applicable for projects funded under Stream 3.

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### Deliverability and Affordability

\* 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. Your event management plan should include an accessibility and inclusion plan, as well as a plan for engagement of disadvantaged youth.

For Stream 1 and 3 applications, the plan should highlight how the funded activity will enhance visitation, or visitor experience and/or improve accessibility

#### **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 – REAF2-xxxx. Your event management plan should include strategies and plans relevant to accessibility and inclusion and engagement of disadvantaged youth. An event management plan should also have clear strategies for measuring and evaluating visitation and the visitor experience. Please use the [Toolkit for Accessible and Inclusive Events](#) resource.

#### **Is your accessibility and inclusion plan included in your event management plan? \***

Yes

No

#### **Upload a copy of your accessibility and inclusion plan \***

Attach a file:

A maximum of 1 file may be attached.

Please name your file: e.g. Accessibility and Inclusion Plan – REAF2-xxxx.

#### Event Marketing Plan

Applicants should have an event marketing plan which details how the event will provide marketing benefits for regional NSW, as well as how it will generate interstate, national and/or international exposure.

#### **Is your event marketing plan included in your event management plan? \***

Yes

No

#### **Upload a copy of your event marketing plan**

Attach a file:

A maximum of 1 file may be attached.

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Your event marketing plan does not need to be an in-depth plan, but does need to include your target market and where you are planning to focus your marketing spend. Please name your file: e.g. Event Management Plan - REAF2-xxxx.

### 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.

**Summarise the expertise of those who form the management committee or govern the organisation, and who will be involved in delivering the event. \***

Word count:

Must be no more than 300 words.

**If your organisation has delivered events previously, provide background (including size and scale)**

Word count:

Must be no more than 100 words.

**Applicants should consider scheduling the event in an off-peak or shoulder period and consider the accommodation capacity of the host location, including if the scheduling will clash with another major event hosted in the same region. Explain the approach you have taken to scheduling this event. \***

Word count:

Must be no more than 100 words.

What steps have you taken when considering the event scheduling? Have you considered scheduling the event in an off peak or shoulder tourism period? Have you considered other local events and avoided possible clashes that may occur?

### Risk Management

You are required to provide a risk management plan that clearly outlines strategies and processes to mitigate risk.

**Upload a copy of your risk management plan \***

Attach a file:

A maximum of 1 file may be attached.

This should include risk treatments (or mitigation strategies).

### Public Liability Insurance

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

Yes  No

A Certificate of Currency for the period the event will be held will be required by the Department should your project successfully receive funding.

**Upload a copy of your Certificate of Currency \***

Attach a file:

A maximum of 1 file may be attached.

## Stream Three - Major Event Accessibility

\* indicates a required field

### Stream Three – Major Event Accessibility

Stream Three applicants must align their project with the relevant Disability Inclusion Action Plan and improve the visitor experience of people with disability.

Stream Three applicants must also demonstrate that they have capacity to deliver their project in the specified time and show that the infrastructure will be in place for the event for which the applicant has applied for funding.

**What type of event infrastructure will be funded? \***

- Fixed Permanent Infrastructure
- Temporary Infrastructure - Purchased
- Temporary Infrastructure - Hired

Select as many options as applies to your project

**How does your project align with your local council's Disability Inclusion Action Plan \***

Word count:

Must be no more than 300 words.

A Disability and Inclusion Action Plan (DIAP) outlines ways in which the organisation ensures its goods, services, workplace, premises and facilities are accessible and inclusive to people with disability. If your organisation has a DIAP, outline how the event proposal responds to the DIAP. More information can be [found here](#)

**Outline how this project uses universal design principles and promotes accessibility and inclusion? \***

Word count:

Must be no more than 300 words.

Applicants should outline how the project: accommodates a wide range of individual preferences and abilities and minimises hazards; the design can be used efficiently and comfortably; appropriate size and space are provided for approach and use.

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### Upload a project management plan (if applicable)

Attach a file:

This should include project scope, project timeframes including procurement and construction phase for the project, as well as ongoing maintenance costs, access agreements and public/private partnerships (if applicable).

### Is there a business case for purchasing or constructing the event infrastructure instead of hiring it? If so, outline the reasons here. \*

Word count:

Must be no more than 300 words.

A business case could include factors such as economies of scale; the cost of transportation of temporary fixtures to remote locations versus their permanent acquisition; opportunities for reuse and repurposing fixtures for future events.

### Will the infrastructure remain within NSW for the life of the asset? \*

Yes  No

### What are the future plans for the infrastructure (after your funded event)? \*

Word count:

Must be no more than 300 words.

### If the purchased/fix infrastructure will be utilised in partnership with another event/organisation, please attach a copy of an agreement between the applicant and the other entity.

Attach a file:

The agreement should outline the plans for maintenance and how the asset will be utilised by the partner organisations beyond the actual event that is the focus of this application.

## Event Budget

\* indicates a required field

### Stream One Funding

Applications must seek a minimum of \$50,000 up to a maximum funding amount of \$200,000. Stream One applicants are eligible to apply for up to 25 per cent of their total event cost.

Refer to the FAQ section of the [REAF website](#) for guidance on your eligibility to request funding up to 25 per cent of the total event cost.

### Should my grant request include GST?

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- 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, the Department 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 event cost without funding

\$

Must be a dollar amount.

Cost for the overall event, excluding funding requested.

### Total amount of Stream 1 REAF funding requested \*

\$

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

### Percentage of funding requested

This number/amount is calculated.

Stream One applicants are eligible to apply for up to 25 per cent of their total event cost.

## Stream One Co-Contribution

The financial co-contribution may be from the applicant or other funding sources, but must be confirmed. This co-contribution relates to the project/ event activity for which funding is being sourced, not the entire event program delivery.

### Co-Contribution amount

\$

Must be a dollar amount.

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

## Stream Two 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, the Department 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 \*

\$

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

### Stream Two Co-Contribution

At least 25 per cent of the total grant amount must be co-contributed to be eligible for funding. This co- contribution relates to the project/ event activity for which funding is being sourced, not the entire event program delivery.

Co-contributions must be cash and cannot be made in-kind. Evidence of the co-contribution must be provided, and co-contributions cannot be made using funding received from the NSW Government.

#### Co-Contribution Amount

\$

Must be a dollar amount.  
GST exclusive where applicable.

#### Percentage of Co-Contribution

This number/amount is calculated.

#### Total Event Cost

Must be a number.  
The total cost of running your event.

### Stream Three Funding

Applications must seek a minimum of \$15,000 up to a maximum funding amount of \$100,000.

#### 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, the Department 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 3 REAF Funding Requested

\$

Must be a whole dollar amount and at least \$15,000. GST exclusive where applicable.

### Stream Three Co-Contribution

At least 25 per cent of the total grant amount must be co-contributed to be eligible for funding. This co- contribution relates to the project/ event activity for which funding is being sourced, not the entire event program delivery.



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Co-contributions must be cash and cannot be made in-kind. Evidence of the co-contribution must be provided, and co-contributions cannot be made using funding received from the NSW Government.

### Co-Contribution Amount

\$

Must be a dollar amount.

GST exclusive where applicable.

### Percentage of Co-Contribution

This number/amount is calculated.

## Evidence of Co-Contribution

Where relevant, applicants must provide evidence of secured financial co-contributions as part of their application. Co-contributions must be cash and cannot be made in-kind. Cash that is forecast to be gained as revenue through ticket sales or other revenue streams as a result of the event delivery such as merchandise sales cannot be used as a co-contribution. Co-contributions cannot be made using funding received from the NSW Government.

Projects that maximise investment from the applicant, Commonwealth Government and/or other industry contributions will be preferred.

### Upload evidence of co-contribution

Attach a file:

**Has the event/project you are currently seeking REAF funding for already received funding from another NSW Government agency, including Destination NSW programs, or Commonwealth funding programs? \***

Yes  No

If funding has been received, please include this in the event budget spreadsheet, listing the deliverables from that funding source

Funding from another NSW Government or Commonwealth funding program/s

Funding Source	Funding Amount
	Must be a dollar amount.
	\$
	\$
	\$

**Are you waiting on the outcome of a funding application from another NSW Government agency (including Destination NSW programs), or Commonwealth funding programs for the event/project?**

Yes  No

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### Event Budget

#### **Upload the event budget \***

Attach a file:

A maximum of 1 file may be attached.

Excel format only. Please use the event budget template found on [our website](#). The event budget should include project budget. Please name your file: e.g. Budget - REAF2 - xxxx.

### Cost Evidence

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

#### **Upload Quote(s) / Detailed Estimates \***

Attach a file:

A maximum of 1 file may be attached.

Please name your file: e.g. Quote 1 - REAF2-xxxx. Multiple documents can be merged as a single PDF file and uploaded if you are sourcing quotes from a variety of suppliers.

### Economic Impact

\* indicates a required field

### Visitor Attendance

**Explain how this funding will boost attendance and improve visitor experiences, including for people with disability. \***

Word count:

Must be no more than 300 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 encouraged to provide examples of how they will make their event accessible for people of all abilities.

**Estimate how many people the event will attract. \***

Must be a number.

This is inclusive of additional visitation that funded activities 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.

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

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Must be a number.

This is inclusive of additional visitation that funded activities will attract. 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 - 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. \***

Must be a number.

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

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

Must be a number.

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

**Upload supporting documentation to show that your funded event will increase and/or improve visitation to the region.**

Attach a file:

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.

### Job Creation

Applicants must demonstrate how the project will contribute to the local economy through increased visitation and job creation.

**Provide an estimate of the Full Time Equivalent (FTE) that will be employed directly to deliver the project (not infrastructure or construction related) \***

Must be a number.

Full Time Equivalent (FTE) staff, where one FTE = 35 hours per week. Includes all FTE related to the delivery of the project- (eg trainers, events management, program coordinator)

**Provide an estimate of the number of positions that will be created to deliver the project \***

Must be a number.

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Number of positions refers to the number of individual job creation opportunities that have been created regardless of their status (i.e. you may have 1 FTE that are 2 part-time positions of 17.5 hours each per week) and created 2 positions.

**Are any of the positions identified specifically for Aboriginal and/or Torres Strait Islander people? \***

Yes  No

**How many positions are identified specifically for Aboriginal or Torres Strait Islander people? \***

Must be a number.

**Are any of the positions identified specifically for apprentices or trainees? \***

Yes  No

**How many positions are identified specifically for apprentices or trainees? \***

Must be a number.

**Are any of the positions identified specifically for young people? \***

Yes  No

A young person is between the ages of 15 and 24

**How many positions are identified specifically for young people? \***

Must be a number.

## Economic Data Sheet

Completion of the Economic Data Sheet template provided on the [program webpage](#) is an eligibility requirement of the funding program. Should you require assistance completing the Data Sheet, please contact the program team at [tourism.programs@regional.nsw.gov.au](mailto:tourism.programs@regional.nsw.gov.au).

**Upload a completed Data Sheet for your project \***

Attach a file:

A maximum of 1 file may be attached.

Please name your file: eg Datasheet REAF2-xxxx. File must be uploaded in excel format.

## Strategic Alignment and Sustainability

\* indicates a required field

# Regional Events Acceleration Fund Round 2 Application Form

## Form Preview

### **Outline the long-term vision for the event, including financial sustainability, event development initiatives and plans for growth \***

#### **Word count:**

Must be no more than 300 words.

Include your commitment to hold the event over multiple years and how the event will be delivered in future without the need for further government funding. Applicants are encouraged to link back to their relevant Stream/s and identify how the funding supports an additional enhancement that can be sustained in future years. For example, Stream 1 funding will be used to secure an international artist, in future years ticket sale revenue will be used to cover these costs.

### **Upload a strategic plan for the event (if applicable)**

Attach a file:

A strategic plan may be used to help demonstrate a long-term vision for the event.

### **What lasting benefits will the event bring to regional NSW and the host community beyond the event? \***

#### **Word count:**

Must be no more than 300 words.

Applicants should outline how the event will provide social benefits and community involvement, which will leave a positive legacy of the event in Regional NSW. Examples to consider: 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.

## 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

To find the relevant Destination Network for your project [click here](#).

### **Upload letter of support from the relevant Destination Network \***

Attach a file:

A maximum of 1 file may be attached.

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### How does the project align with the Destination Management Plan and relevant NSW Government strategies? \*

#### Word count:

Must be no more than 200 words.

Projects should demonstrate a clear alignment with the relevant Destination Management Plan. To obtain a copy of the DMP for your region please contact the relevant Destination Network using the details [available here](#). Projects should also demonstrate an alignment to NSW Government strategies and priorities including through the NSW Visitor Economy Strategy 2030, the Regional Economic Development Strategies and other regional and local plans.

### Upload 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 Local Council and other local stakeholder groups.

## Outcome Measurement

### Measuring your project outcomes

Information on the outcomes of events supported by the REAF Round 2 is required to evaluate the success of the program in achieving its objectives to boost the economic and social 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.

The applicant should outline how they intend to measure and evaluate regional economic and social benefit, visitor experience as well as visitation.

#### Outcomes

What are the event outcomes that you are measuring against? eg. Increased overnight visitors in host region, increased accessibility, job creation or capacity at event.  
Must be no more than 50 words.

#### Outcome measurement

eg. increase in accommodation bookings, increased ticket sales, number of new job event positions, new sponsorship etc  
Must be no more than 50 words.

## Declaration

\* indicates a required field

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

The event:

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- takes place in an eligible regional NSW LGA.
- will occur from 1 July 2022 to 30 June 2023.

The event is one of the following event types:

- major sporting and lifestyle event
- major food and beverage event
- major music, art, cultural and regionally significant agricultural field day events

The applicant:

- is the event owner (i.e. own, or have secured the rights to the event)
- is financially solvent
- has an Australian Business Number (ABN) and are a sole trader; company; incorporated association or trust entity
- holds 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.

### **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.

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### 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 [here](#)); (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:

- 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;
- all relevant conflicts of interest have been declared; and
- if successful, I will collect data and supporting evidence to demonstrate the scale and impact of the project and participate in evaluation activities undertaken by the Department relating to the program.

Please select all above to declare that this application complies.

### Organisation Name \*

Name of the Organisation applying for funding.

### Name

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



# Regional Events Acceleration Fund Round 2 Application Form

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### 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.**