

# Recovery Event Sponsorship

## Expression of Interest



Meander Valley Council has allocated \$36,500 in sponsorship funding to support not-for-profit community groups and business consortia to support the recovery from the COVID-19 Disease Emergency by engaging the community in enjoyable public events that re-establish community relationships and rebuild community connection.

Expressions of Interest (EOI) will be competitively assessed at the sole discretion of Council. Applicants can apply for one of the following sponsorships:

1. **Small community events** - maximum of \$2,500 for events held between 1 October and 30 June 2021.
2. **Large community events** - maximum of \$5,000 for events to be held between 1 January and 30 June 2021.

EOIs will only be assessed for applicants that meet the eligibility criteria outlined below. Successful applicants will be required to sign a Recovery Event Sponsorship Agreement and Council reserves the right to not provide any further funding for the event.

More information about eligibility and assessment criteria can be found in the Recovery Event Guidelines, which can be found at [www.mvc.tas.gov.au](http://www.mvc.tas.gov.au).

**Applications open 12 September and remain open until the budget allocation is expended. All applications will be competitively assessed.**

We encourage you to discuss your EOI with Nate Austen, Community and Lifestyle Officer, before submission. Phone: 6393 5366 or email: [nate.austen@mvc.tas.gov.au](mailto:nate.austen@mvc.tas.gov.au)

### Eligibility Criteria

To be eligible to apply for a Recovery Event Sponsorship applicants must:

- Be legally incorporated or operating under the auspices of an incorporated body, registered with the Australian Charities and Not-for-Profit Registration Commission; OR be a legally incorporated business demonstrating collaboration with other businesses or community groups;
- Be registered in Australia for taxation purposes with an active ABN;
- Be located and operating in the Meander Valley local government area (LGA);
- Be seeking funds to support an upcoming event and not retrospective funding;
- Not be subject to any legal impediment or adverse circumstances;
- Be able to obtain any required planning, health or traffic permits for the proposed event;
- Be able to provide a COVID- safe event plan on request; and
- Demonstrate that the event will have appropriate insurance cover for the life of the event and will indemnify Council against any action which may be brought against the funded event.

☐ I/we confirm that I/we meet ALL the eligibility criteria outlined above.

### Applicant Details

Organisation Name: \_\_\_\_\_

ABN: \_\_\_\_\_

Organisation Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Name and Position: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Is this application a partnership between one or more business or community groups?      YES ☐      NO ☐

If yes, please provide details of the other partners:

Organisation Name: \_\_\_\_\_

Contact Name and Position: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Contact Name and Position: \_\_\_\_\_

**Auspice Details (if applicable)**

Organisation Name: \_\_\_\_\_

Contact Name and Position: \_\_\_\_\_

Organisation Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

ABN: \_\_\_\_\_

☐ A signed certification letter is attached by an Office Bearer of the Auspice Organisation. (The letter must include name, position, statement confirming willingness to auspice, signature and date).

**Event Details**

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_ Date/s of Event: \_\_\_\_\_

This EOI is for:

- ☐ 1. A small community event
- ☐ 2. A large community event

How many people will likely attend the event:

- ☐ Less than 100
- ☐ 101-250
- ☐ 251-500
- ☐ 501 or more

This event will be held:

- ☐ Inside
- ☐ Outside
- ☐ Both Inside and Outside

Provide a description of the event:

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**Sponsorship Amount Requested:**

If full-funding is not possible will you accept part-funding and still be able to run your event? ☐ YES ☐ NO

**Event Assessment**

Please note if you are successful in receiving a sponsorship, this will also form part of the evaluation for acquittal purposes.

Indicate how the event will bring the community together to re-establish relationships and bring community benefit to Meander Valley following COVID-19.

- ☐ Be inclusive and open to everyone in the community;
- ☐ Be promoted community-wide;
- ☐ Celebrate the unique aspects of Meander Valley;
- ☐ Provide opportunities to include local volunteers;
- ☐ Provide opportunities for local business;
- ☐ Provide opportunities for local performers, artists, musicians.
- ☐ Other.

If other, please describe:

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Please indicate how the event will acknowledge the Meander Valley Council sponsorship:

- ☐ Include Council branding on promotional material (e.g. logo);
- ☐ Display Council banners on-site at the event;
- ☐ Support Council to be present on-site with a stall space or similar;
- ☐ Provide free of charge tickets for Council VIPs;
- ☐ Other.

If other, please describe:

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**Supporting Documents**

The following information is required as a minimum to be considered. You may also attach letters of support, but these are optional. Council is not obliged to seek additional information before assessing your EOI. Please indicate that you have attached:

- ☐ A budget detailing major expenses, income and in-kind support;
- ☐ A project plan that details proposed start and end dates for planning and running the event, as well as key milestones;
- ☐ A completed Meander Valley Council Event Notification Form;
- ☐ A copy of your insurance certificate of currency.

## Declaration

- ☐ I/we confirm that our community organisation/group has met all applicable statutory payment and reporting requirements.

By signing and submitting this form I declare that the information given in this application is true and accurate to the best of my knowledge. I understand that if Meander Valley Council approves a Recovery Event Sponsorship, I will be required to accept the terms and conditions as outlined in the Sponsorship Agreement. This will include, in part, how the sponsorship will be acknowledged, agreement to provide a COVID-safe event plan, and the requirement to submit an acquittal and evaluation within 60 days of the event, including evidence of expenditure.




Name/Position

Signature

Date

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### How to lodge this application form:

-  **By mail:** Mail completed form and copies of any supporting documents to:  
**Attn: Community & Lifestyle Officer, PO Box 102, Westbury Tasmania 7303**
-  **By email:** Scan completed form and copies of any supporting documents and email  
to [nate.austen@mvc.tas.gov.au](mailto:nate.austen@mvc.tas.gov.au)
-  **Need help?** If you need help completing this application form, please phone Nate Austen, Community and Lifestyle Officer, on **6393 5366**.

### Confidentiality

*The Council may use and disclose the information provided by applicants for assessing applications under the program guidelines and decisions on successful applicants. Council is also required to report the name and dollar value of successful sponsorship Expression of Interest.*

### Governance

*As part of the Council's governance process, the Council may publicise the level of financial assistance and the identity of the recipient from the sponsorship program.*

### Right to Information

*Information provided to the Council may be subject to disclosure in accordance with the Right to Information Act (2009).*

### Personal Information Protection

*Personal information will be managed in accordance with the Personal Information Protection Act (2004) and the Council's Personal Information Protection Policy. This information may be accessed by the individual to whom it relates, on request to the Council.*

### Disclaimer

*Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Council, as to the accuracy or completeness of the information it contains. Council accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document. Any person relying on this document and the information it contains does so at their own risk. Council does not accept liability or responsibility for any loss incurred by an applicant that is in any way related to the program.*