

Events Assistance Program Application Form

Need help?

If you need assistance with your application or aren't sure where to start, please contact your Local Development Officer:

ldo@maranoa.qld.gov.au | 1300 007 662

Before You Begin

Maranoa Regional Council's Events Assistance Program provides funding to help not-for-profit organisations deliver community events that build local spirit, promote regional identity, and support economic and tourism outcomes.

Category	Aim	Funding Available
Community Events	Designed to support small-scale local events that attract up to 300 attendees and cater to a specific town or local community.	Up to \$500
Regional Events	Targeted at events that attract 300-1000 attendees from across the Maranoa region and provide moderate social and economic benefits.	Up to \$1,000
Large-scale Events	Larger-scale events that attract more than 1,000 attendees, may run over multiple days, and have the potential to draw visitors from outside the LGA. These events provide positive community, tourism and economic outcomes.	Up to \$2,000

Funding of up to \$2,000 per application is available through four funding rounds each year:

- Round 1: Closes 31 January
- Round 2: Closes 30 April
- Round 3: Closes 31 July
- Round 4: Closes 31 October

For full program details, please refer to Community Grants and Events Assistance Policy.

Submitting your application

Please send your completed application form and all required attachments to: council@maranoa.qld.gov.au

Part 1: Application Summary

Applicant name	
Organisation	
Email address	
Phone number	
Postal Address	
Is your Organisation not-for-profit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organisation status	<input type="checkbox"/> Incorporated Legal Entity (Incorporated Association) <input type="checkbox"/> Charitable institution <input type="checkbox"/> Community organisation with a minimum of 5 years operation <input type="checkbox"/> Auspiced by an eligible organisation (complete Part 2)
Does your organisation have an ABN?	<input type="checkbox"/> Yes - ABN Number: <input type="checkbox"/> NO – Please complete a Supplier Statement Form.

Part 2: Auspicing Organisation's Details

If you are not being auspiced by another organisation, go to Part 3.

Organisation's Name	
Is the organisation registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ABN Number:
Contact Person	
Contact number	
Email Address	

Part 3: Event Details

Event name	
Location	
Date/s	
Purpose	
Event entry fee	
Estimated attendance	
Target demographic	
Have you obtained all necessary permits, licenses, and approvals for the event?	

Part 4: Purpose & Objectives

How will your event provide local economic and/or tourism benefits to the area?	
How important is Council's funding/support to your overall event budget and ability to deliver the event?	
How will Council be acknowledged for this support?	
Have you received any other financial or in-kind assistance from Council in the last two years?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Please elaborate.

Part 5: Budget Breakdown

Organisation's Financial Contribution	
Volunteer contribution	
Other event sponsors	
Total event cost	
How much funding are you requesting, and what will it be used for?	
Are you also requesting any non-financial assistance, such as equipment, venue use, or fee waivers.	
Is your organisation registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

List all costs associated with this event:

Item:	Cost (Excl GST)	Cost (Inc GST):	Requested from Council (whole amounts only):
Total:	\$	\$	\$

Part 6: Supporting documentation

The following attachments must be provided to allow for consideration of your application:

Is a copy of your Public Liability Insurance Certificate attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No – You must provide a copy.
Have you attached quotes for items exceeding \$1000?	<input type="checkbox"/> Yes <input type="checkbox"/> No - You must provide copies of quotes for any item exceeding \$1,000.

Part 7: Signature required

This section must be completed by an authorised representative of the organisation (e.g. President, Treasurer, Secretary, or Committee Member).

Name:	Position:
Signature:	Date: