

# CEP Application & Funding Agreement Form Preview

## Reconnecting Regional NSW - Community Events Program: Application Form and Funding Agreement

\* indicates a required field

### Introduction

The aim of the \$25 million Reconnecting Regional NSW - Community Events Program is to promote economic and social recovery across all 93 regional NSW Local Government Areas (LGAs), Lord Howe Island and the Unincorporated Far West. The program will assist communities and businesses to recover from the impacts of COVID 19 restrictions and border closures and cumulative natural disasters.

The program will:

1. Facilitate economic recovery in regional NSW by stimulating activity in the events, hospitality, and accommodation sectors, all of which have been heavily impacted by COVID-19 restrictions by providing opportunities for an immediate revenue boost
2. Reconnect communities by facilitating the delivery of events that promote greater social cohesion, bringing people together to create improved social outcomes.

This will be achieved by supporting regional NSW councils, the Lord Howe Island Board and the Regional Development Australia Far West to deliver community events and festivals that are open for the entire community to attend, providing immediate, positive economic and social outcomes for regional communities.

The Reconnecting Regional NSW - Community Events Fund is administered by the Department of Regional NSW.

**Applications for Reconnecting Regional NSW - Community Events Program close at 5pm AEST on Friday 8 July 2022.**

**Extensions are at the sole discretion of the Department of Regional NSW.**

For a toolkit and practical information on hosting public outdoor events and resources such as templates for risk management, please visit the Event Starter Guide at [Premier and Cabinet](#).

### Eligibility Overview

Projects submitted under the Reconnecting Regional NSW - Community Events Program will need to meet the program eligibility and assessment criteria to receive funding.

Please ensure you read and understand the program guidelines. They can be found on the program [website](#).

Each eligible applicant has been notified in writing of the funding available for their Local Government Area.

**Only applications from eligible applicants will be assessed.**

### Eligible Applicants

# CEP Application & Funding Agreement

## Form Preview

Eligible applicants must be local councils located in regional NSW, excluding Metropolitan Sydney, Newcastle, Wollongong, Blue Mountains and Wollondilly (see **Appendix A of Program Guidelines**). Lord Howe Island Board and Regional Development Australia Far West are eligible applicants. Joint Organisations of Councils are not eligible to apply.

Eligible applicants are encouraged to work with local community and business groups to identify priority events.

**Only regional councils, Lord Howe Island Board and Regional Development Australia Far West are permitted to apply.**

**I confirm that the applicant is a regional council, Lord Howe Island Board or Regional Development Australia Far West as listed in Appendix A of the Program Guidelines \***

Yes  No

If No, you are not eligible to apply.

**1. Before commencing your application you will need: \***

- a. to read and understand the program guidelines
- b. a written description of your proposed events and associated costs
- c. a tax invoice for 80% of your total funding allocation outlined in the funding allocation letter
- d. a copy of your current Public Liability Insurance Certificate to upload
- e. if required, to provide a COVID-19 Safety Plan to the Department for each event
- f. if required, a copy of landowner's consent to upload
- g. if required, a copy of development application approval to upload.

All seven choices must be selected.

## Applicant Details

\* indicates a required field

**2. Organisation Name. \***

Organisation Name

Please ensure this is the same name as listed on your ABN. Capitalise the first letter of each word.

**3. Organisation 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

# CEP Application & Funding Agreement Form Preview

ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

#### 4. Organisation Street Address. \*

Address

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

#### 5. Organisation Postal Address. \*

Please use the following format: PO Box 123 YOURTOWN NSW 2000.

#### 6. Organisation Contact. \*

Title      First Name      Last Name

Please capitalise the first letter each word: e.g Dan Smith.

#### 7. Position in Organisation. \*

Please capitalise the first letter each word: e.g Project Officer.

#### 8. Contact Phone Number. \*

Must be an Australian phone number.

#### 9. Organisation Contact Email. \*

Must be an email address.

Please do not use ALL CAPS.

#### 10. Please select your Regional Local Government Area. \*

Please choose from dropdown list.

#### 11. Public Liability Insurance - Please upload a copy of your organisation's current Public Liability Insurance for \$20 Million. \*

Attach a file:

Project Delivery Contact

# CEP Application & Funding Agreement Form Preview

This is the person who the Department can regularly liaise with about the proposed events or activities being delivered with this funding.

## 12. Organisation Project Contact. \*

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

Please capitalise the first letter each word: e.g Dan Smith.

## 13. Project Contact Position. \*

Please capitalise the first letter each word: eg Project Officer.

## 14. Project Contact Phone Number. \*

Must be an Australian phone number.

## 15. Project Contact Email. \*

Must be an email address.

## Project Information

\* indicates a required field

### Important Information

- eligible applicants will have the flexibility of allocating their overall funding to any number of events or festivals within their funding allocation
- a single application is required to receive the total grant allocation, and can cover multiple events or festivals
- funding will be available from April 2022 and be paid over 2 payments to the value of the full grant amount
- assessment/approval will be within 20 working days of the complete application being submitted
- contracting will commence following project approval
- all required documentation needs to be submitted before payment will be released
- completion reports will be required within 30 days of the final event being completed
- costs are only eligible from the date the program is launched
- retrospective costs to cover any event or component that is already complete before the opening date of the program will not be eligible
- funding outlined in the funding agreement is exclusive of GST (for council applications).

### ELIGIBLE PROJECTS:

Eligible projects are those that will deliver eligible community events or festivals providing immediate positive economic and social benefits to regional NSW.

Events must:

- be open to all members of the public

# CEP Application & Funding Agreement

## Form Preview

- free to attend or a very small fee to cover any extra costs
- have a primary purpose of reconnecting communities and improving social cohesion of the local community
- be planned and delivered using the COVID-19 NSW Public Health Orders current at that time and have a COVID-19 Safety Plan in place for all events (the development of these plans is an eligible expense)
- be held before **31 March 2023**.

All events are encouraged to be accessible and inclusive, aligning to the applicant's Disability Inclusion Action Plan and Community Strategic Plan.

For more information, please refer to the program guidelines on the [Program website](#).

## Examples of Eligible Events

Each applicant can apply for up to 10 events within the one application form. For more than 10 events, please contact the Department.

Activities eligible for funding include existing or new:

- community markets and bazaars
- festivals and fairs
- sporting events
- food and leisure events
- recovery events
- community classes and workshops
- agricultural field days run by community organisations
- regional racing carnivals (e.g. horse or greyhound racing) run by community organisations
- touring events and theatre programs
- community public holiday celebrations (e.g. Australia Day or Anzac Day).

**For existing events:** applicants are encouraged to use this funding to make the events larger or more accessible.

**Funded projects must be completed by 31 March 2023.**

**Ineligible events under the Program include:**

- events with the primary focus on fundraising and charity events
- running grant programs
- business events and conferences
- events where membership is required to attend (for example, club gatherings including RSLs, Rotary, pony and golf clubs)
- country and agriculture shows
- grassroots sporting games (for example, home/away games, local tournaments)
- events with religious or cultural ceremony or celebration as the principal focus (for example, Diwali, Easter, Eid or Christmas celebrations)
- events/festivals already funded by the NSW Government
- Australian or State/Territory government owned and/or operated events.

**Ineligible Projects - Events must not:**

- have a primary purpose of fundraising

# CEP Application & Funding Agreement

## Form Preview

- have a primary purpose of financial gain for an applicant or a sole stakeholder (events may have commercial activities as a part of the program for example, stalls at a market, food trucks at a festival)
- promote or be for political purposes.

Each event must be planned and delivered using the COVID-19 NSW Public Health Orders current at the time and have a COVID-19 Safety Plan in place for all events to ensure delivery of their activities and events within the timeframes. For further information please visit: [NSW Business](#).

### **EVENT OR ACTIVITY INFORMATION:**

Enter each of the events or activities that you propose to undertake to meet the objectives of this Program.

List activities that propose to re-establish social connections and will stimulate activities in the events, hospitality and accommodation sectors.

**For more information - please refer to the guidelines on our [website](#).**

### **16. Project declarations. \***

I acknowledge that none of the proposed costs listed in any of the activities are ineligible project costs as per the program guidelines.

### **17. I declare that all events will be held in accordance with project locations as outlined in the guidelines. \***

Yes  No  
Events outside of the specified locations will not be approved.

### **17.a If no, please explain why the events are not in locations outlined in the guidelines.**

### **18. Project Title. \***

This is the overall title of the group of events or activities you are proposing to be funded. For example: 10 Events to reconnect the community in ABC Local Government Area.

### **19. Brief Activity Description. \***

Word count:

Must be no more than 200 words.

High level description and details of all events to be delivered.

### **20. Total funds allocated under the Program.. \***

Must be a dollar amount.

Equal to the total amount as per your allocation letter (ex GST for council applications).

# CEP Application & Funding Agreement

## Form Preview

**21. Have you applied, or do you intend to apply for funding under other NSW Government Grant Programs for any of these activities? \***

- No  Yes

21.a If yes, please list the other funding sources or grants you have/will apply for funding any of the activities.

NSW Government Grant Program Name	Event Number	\$ Amount of funding being sought
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Please fill in events 1-10 on this application. For more than 10 events, please fill in events 11-30 on the spreadsheet linked [here](#).

**22. How many events or activities are you planning to deliver with this Community Events Program funding? \***

- 1                       5                       9  
 2                       6                       10  
 3                       7                       More than 10 (see above)  
 4                       8

This is the number of events proposed to be delivered with the funding.

### Event 1

\* indicates a required field

**23.E1.1 Name of event 1? \***

**23.E1.2 Name of event organiser? \***

Name of partner organisation, project leads etc

**23.E1.3 Type of event? \***

- Community Markets & Bazaars                       Recovery Events                       Community Public Holiday celebrations (e.g. Australia Day or Anzac Day)

# CEP Application & Funding Agreement Form Preview

- Festivals & Fairs
- Sporting Events
- Food & Leisure Events
- Community Classes & Workshops
- Agricultural field days run by community organisations
- Touring Events & Theatre programs
- Regional Racing Carnivals (e.g. horse or greyhound racing) run by community organisations
- Other:

No more than 1 choice may be selected.

### 23.E1.4 Which groups will benefit from event 1? \*

- Community
- Environment
- Recreation
- Indigenous Identified
- Sport
- Youth
- Industry
- Accessibility & Inclusion

You can choose multiple options.

### 23.E1.5 Event Location - address where this event will be held? \*

Address


Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.  
Only one location per event or activity.

### 23.E1.5a Please enter the geocoordinates for your project location from above. \*

### 23.E1.5b Please enter additional event locations, including geocoordinates if known (optional).



# CEP Application & Funding Agreement

## Form Preview

**23.E1.6 In what three month period will the event be held? \***

- April - June 2022     July - September 2022     October - December 2022     January - March 2023

**23.E1.7 Estimated number of attendees to event 1? \***

Must be a number.

How many people are you hoping to attract to this event?

**23.E1.8 Has this event been run before? \***

- Yes     No

**23.E1.8a If yes, what were the previous attendance numbers?**

Must be a number.

**23.E1.9 Please list the itemised deliverables for event 1**

<b>Cost Type or Deliverable</b>	<b>\$ Cost ex GST</b>
List only the deliverables to be funded through the Community Events Program	Must be a dollar amount.

**23.E1.9a Event 1 - Total amount requested.**

\$

This number/amount is calculated.

**23.E1.10 I confirm that this event: \***

- Is open to all members of the public     Does not have a primary purpose of fundraising or financial gain for the applicant or a sole stakeholder.
- Does not promote or be for political purposes

Please tick all boxes.

**23.E1.11 Will there be an admittance fee for this event? \***

- Yes     No     Unsure

# CEP Application & Funding Agreement

## Form Preview

**23.E1.11a If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.**

Word count:

Please provide a short description of why there will be an entry fee to this event or activity and the amount.

### Development Approval

**23.E1.12 Does this event require a Development Approval? \***

- Yes  No

**23.E1.12a If yes, has the Development Approval been approved?**

- Yes  No

### Landowner Consent

**23.E1.13 Is the land where this event occurs owned by the applicant? \***

- Yes  No

**23.E1.13a If no, who is the the landowner for the event?**

### Supporting Documentation - Event 1

**23.E1.14 Please provide the supporting documentation for event 1 and any other approvals required for this event.**

- Development Approval (if required and if already approved).  
 Landowner Consent - if land not owned by your organisation.  
E.g. Other could be approvals such as event licenses, etc

**23.E1.14a Upload supporting documents for Event 1.**

Attach a file:

### Event 2

\* indicates a required field

**23.E2.1 Name of event 2? \***

# CEP Application & Funding Agreement Form Preview

## 23.E2.2 Name of event organiser? \*

Name of partner organisation, project leads etc

## 23.E2.3 Type of event? \*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Community Markets & Bazaars | <input type="checkbox"/> Recovery Events  | <input type="checkbox"/> Community Public Holiday celebrations (e.g. Australia Day or Anzac Day)                   |
| <input type="checkbox"/> Festivals & Fairs           | <input type="checkbox"/> Community Classes & Workshops                          | <input type="checkbox"/> Regional Racing Carnivals (e.g. horse or greyhound racing) run by community organisations |
| <input type="checkbox"/> Sporting Events             | <input type="checkbox"/> Agricultural field days run by community organisations | <input type="checkbox"/> Other: <input type="text"/>   |
| <input type="checkbox"/> Food & Leisure Events       | <input type="checkbox"/> Touring Events & Theatre programs                      |  |

No more than 1 choice may be selected.

## 23.E2.4 Which groups will benefit from event 2? \*

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Community   | <input type="checkbox"/> Indigenous Identified | <input type="checkbox"/> Industry                  |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Sport                 | <input type="checkbox"/> Accessibility & Inclusion |
| <input type="checkbox"/> Recreation  | <input type="checkbox"/> Youth                 |  |

You can choose multiple options.

## 23.E2.5 Event location - address where this event will be held? \*

Address



Only one location per event or activity.

# CEP Application & Funding Agreement

## Form Preview

**23.E2.5a Please enter the geocoordinates for your project location from above. \***

**23.E2.5b Please enter additional event locations, including geocoordinates if known (optional).**

**23.E2.6 In what three month period will the event be held? \***

- April - June 2022     July - September 2022     October - December 2022     January - March 2023

**23.E2.7 Estimated number of attendees to event 2 \***

Must be a number.

How many people are you hoping to attract to this event?

**23.E2.8 Has this event been run before \***

- Yes     No

**23.E2.8a If yes, what were the previous attendance numbers**

Must be a number.

**23.E2.9 Please list the itemised deliverables for event 2**

<b>Cost Type or Deliverable</b>	<b>\$ Costs ex GST</b>
List only the deliverables to be funded through the Community Events Program	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**23.E2.9a Event 2 - Total amount requested**

\$

This number/amount is calculated.

**23.E2.10 I confirm that this event: \***

- Is open to all members of the public.     Does not have a primary purpose of fundraising or financial gain for the applicant or a sole stakeholder.

# CEP Application & Funding Agreement

## Form Preview

Does not promote or be for political purposes.

Please tick all the boxes.

**23.E2.11 Will there be an admittance fee for this event? \***

Yes  No  Unsure

**23.E2.11a If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.**

Word count:

### Development Approval

**23.E2.12 Does this event require a Development Approval? \***

Yes  No

**23.E2.12a If yes, has the Development Approval been approved?**

Yes  No

### Landowner Consent

**23.E2.13 Is the land where this event occurs owned by the applicant? \***

Yes  No

**23.E2.13a If no, who is the the landowner for the event?**

### Supporting Documentation - Event 2

**23.E2.14 Please provide the supporting documentation for event 2 and any other approvals required for this event.**

- Development Approval (if required and if already approved).
- Landowner Consent - if land not owned by your organisation.
- Other:

E.g. Other could be approvals such as event licenses, etc

**23.E2.14a Upload supporting documents for Event 2.**

Attach a file:

### Event 3

\* indicates a required field

#### 23.E3.1 Name of event 3? \*

#### 23.E3.2 Name of event organiser? \*

Name of partner organisation, project leads etc

#### 23.E3.3 Type of event? \*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Community Markets & Bazaars | <input type="checkbox"/> Recovery Events  | <input type="checkbox"/> Community Public Holiday celebrations (e.g. Australia Day or Anzac Day)                   |
| <input type="checkbox"/> Festivals & Fairs           | <input type="checkbox"/> Community Classes & Workshops                          | <input type="checkbox"/> Regional Racing Carnivals (e.g. horse or greyhound racing) run by community organisations |
| <input type="checkbox"/> Sporting Events             | <input type="checkbox"/> Agricultural field days run by community organisations | <input type="checkbox"/> Other: <input type="text"/>   |
| <input type="checkbox"/> Food & Leisure Events       | <input type="checkbox"/> Touring Events & Theatre programs                      |  |

No more than 1 choice may be selected.

#### 23.E3.4 Which groups will benefit from event 3? \*

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Community   | <input type="checkbox"/> Indigenous Identified | <input type="checkbox"/> Industry                  |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Sport                 | <input type="checkbox"/> Accessibility & Inclusion |
| <input type="checkbox"/> Recreation  | <input type="checkbox"/> Youth                 |  |

You can choose multiple options.

#### 23.E3.5 Event location - address where this event will be held? \*

Address

# CEP Application & Funding Agreement Form Preview



Only one location per event or activity.

**23.E3.5a Please enter the geocoordinates for your project location from above. \***

**23.E3.5b Please enter additional event locations, including geocoordinates if known (optional).**

**23.E3.6 In what three month period will the event be held? \***

- April - June 2022     July - September 2022     October - December 2022     January - March 2023

**23.E3.7 Estimated number of attendees to event 3? \***

Must be a number.

How many people are you hoping to attract to this event?

**23.E3.8 Has this event been run before? \***

- Yes     No

**23.E3.8a If yes, what were the previous attendance numbers?**

Must be a number.

**23.E3.9 Please list the itemised deliverables for event 3**

**Cost Type or Deliverable**

**\$ Costs ex GST**

# CEP Application & Funding Agreement

## Form Preview

List only the deliverables to be funded through the Community Events Program	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

### 23.E3.9a Event 3 - Total amount requested

\$

This number/amount is calculated.

### 23.E3.10 I confirm that this event: \*

- Is open to all members of the public.  Does not have a primary purpose of fundraising or financial gain for the applicant or a sole stakeholder.

- Does not promote or be for political purposes.

Please tick all the boxes.

### 23.E3.11 Will there be an admittance fee for this event? \*

- Yes  No  Unsure

### 23.E3.11a If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.

Word count:

### Development Approval

### 23.E3.12 Does the event require a Development Approval? \*

- Yes  No

### 23.E3.12a If yes, has the Development Approval been approved?

- Yes  No

### Landowner Consent

### 23.E3.13 Is the land where this event occurs owned by the applicant? \*

- Yes  No



# CEP Application & Funding Agreement

## Form Preview

### 23.E3.13a If no, who is the the landowner for the event?

### Supporting Documentation - Event 3

### 23.E3.14 Please provide the supporting documentation for event 3 and any other approvals required for this event.

- Development Approval (if required and if already approved).
- Landowner Consent - if land not owned by your organisation.
- Other:

E.g. Other could be approvals such as event licenses, etc

### 23.E3.14a Upload supporting documents for Event 3.

Attach a file:

## Event 4

\* indicates a required field

### 23.E4.1 Name of event 4? \*

### 23.E4.2 Name of event organiser? \*

Name of partner organisation, project leads etc

### 23.E4.3 Type of event? \*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Community Markets & Bazaars | <input type="checkbox"/> Recovery Events  | <input type="checkbox"/> Community Public Holiday celebrations (e.g. Australia Day or Anzac Day)                   |
| <input type="checkbox"/> Festivals & Fairs           | <input type="checkbox"/> Community Classes & Workshops                          | <input type="checkbox"/> Regional Racing Carnivals (e.g. horse or greyhound racing) run by community organisations |
| <input type="checkbox"/> Sporting Events             | <input type="checkbox"/> Agricultural field days run by community organisations | <input type="checkbox"/> Other: <input type="text"/>   |
| <input type="checkbox"/> Food & Leisure Events       | <input type="checkbox"/> Touring Events & Theatre programs                      |  |

No more than 1 choice may be selected.

### 23.E4.4 Which groups will benefit from event 4? \*

- Community
- Indigenous Identified
- Industry

# CEP Application & Funding Agreement Form Preview

- Environment
- Recreation

- Sport
- Youth

- Accessibility & Inclusion

You can choose multiple options.

## 23.E4.5 Event location - address where this event will be held? \*

Address


Only one location per event or activity.

## 23.E4.5a Please enter the geocoordinates for your project location from above. \*

## 23.E4.5b Please enter additional event locations, including geocoordinates if known (optional).

## 23.E4.6 In what three month period will the event be held? \*

- April - June 2022
- July - September 2022
- October - December 2022
- January - March 2023

## 23.E4.7 Estimated number of attendees to event 4? \*

Must be a number.

How many people are you hoping to attract to this event?

## 23.E4.8 Has this event been run before? \*

- Yes
- No

# CEP Application & Funding Agreement

## Form Preview

### 23.E4.8a If yes, what were the previous attendance numbers?

Must be a number.

### 23.E4.9 Please list the itemised deliverables for event 4

Cost Type or Deliverable	\$ Costs ex GST
List only the deliverables to be funded through the Community Events Program	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

### 23.E4.9a Event 4 - Total amount requested

\$

This number/amount is calculated.

### 23.E4.10 I confirm that this event: \*

- Is open to all members of the public.  Does not have a primary purpose of fundraising or financial gain for the applicant or a sole stakeholder.
- Does not promote or be for political purposes.
- Please tick all the boxes.

### 23.E4.11 Will there be an admittance fee for this event? \*

- Yes  No  Unsure

### 23.E4.11a If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.

Word count:

## Development Approval

### 23.E4.12 Does this Event require a Development Approval? \*

- Yes  No

# CEP Application & Funding Agreement

## Form Preview

**23.E4.13a If yes, has the Development Approval been approved?**

- Yes  No

### Landowner Consent

**23.E4.14 Is the land where this event occurs owned by the applicant? \***

- Yes  No

**23.E4.14a If no, who is the the landowner for the event?**

### Supporting Documentation - Event 4

**23.E4.15 Please provide the supporting documentation for event 4 and any other approvals required for this event.**

- Development Approval (if required and if already approved).  
 Landowner Consent - if land not owned by your organisation.  
 Other:

E.g. Other could be approvals such as event licenses, etc

**23.E4.15a Upload supporting documents for event 4.**

Attach a file:

## Event 5

\* indicates a required field

**23.E5.1 Name of event 5? \***

**23.E5.2 Name of event organiser? \***

Name of partner organisation, project leads etc

**23.E5.3 Type of event. \***

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Community Markets & Bazaars | <input type="checkbox"/> Recovery Events               | <input type="checkbox"/> Community Public Holiday celebrations (e.g. Australia Day or Anzac Day) |
| <input type="checkbox"/> Festivals & Fairs           | <input type="checkbox"/> Community Classes & Workshops | <input type="checkbox"/> Regional Racing Carnivals (e.g. horse or greyhound)                     |

# CEP Application & Funding Agreement Form Preview

Sporting Events

Food & Leisure Events

Agricultural field days run by community organisations

Touring Events & Theatre programs

racing) run by community organisations

Other:

No more than 1 choice may be selected.

### 23.E5.4 Which groups will benefit from event 5? \*

Community

Environment

Recreation

indigenous Identified

Sport

Youth

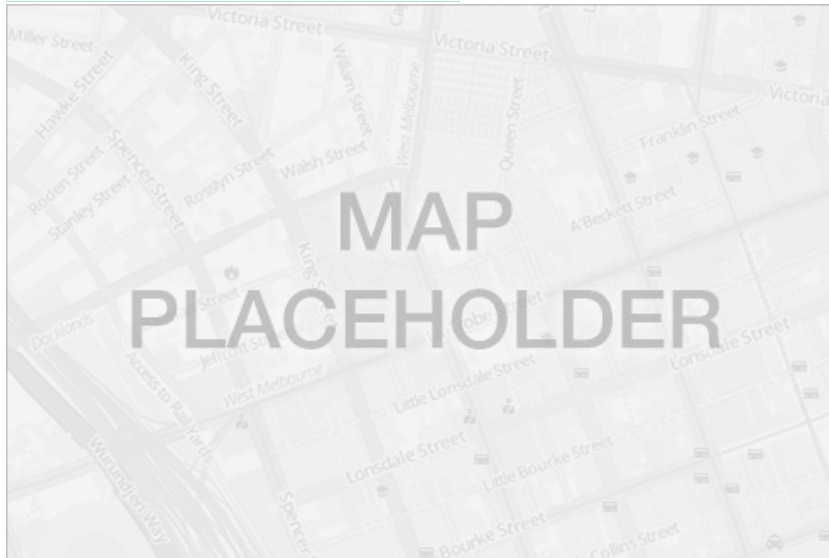
Industry

Accessibility & Inclusion

You can choose multiple options.

### 23.E5.5 Event location - address where this event will be held? \*

Address

Only one location per event or activity.

### 23.E5.5a Please enter the geocoordinates for your project location from above. \*

### 23.E5.5b Please enter additional event locations, including geocoordinates if known (optional).

### 23.E5.6 In what three month period will the event be held? \*

# CEP Application & Funding Agreement

## Form Preview

- April - June 2022   
  July - September 2022   
  October - December 2022   
  January - March 2023

**23.E5.7 Estimated number of attendees to event 5? \***

Must be a number.  
How many people are you hoping to attract to this event?

**23.E5.8 Has this event been run before? \***

- Yes                                   
  No

**23.E5.8a If yes, what were the previous attendance numbers?**

Must be a number.

**23.E5.9 Please list the itemised deliverables for Event 5**

Cost Type or Deliverable	\$ Costs ex GST
List only the deliverables to be funded through the Community Events Program	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**23.E5.9a Event 5 - Total amount requested**

\$

This number/amount is calculated.

**23.E5.10 I confirm that this event: \***

- Is open to all members of the public.                                   
  Does not have a primary purpose of fundraising or financial gain for the applicant or a sole stakeholder.

- Does not promote or be for political purposes.

Please tick all the boxes.

**23.E5.11 Will there be an admittance fee for this event? \***

- Yes                                   
  No                                   
  Unsure

# CEP Application & Funding Agreement

## Form Preview

**23.E5.11a If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.**

Word count:

### Development Approval

**23.E5.12 Does this event require a Development Approval? \***

- Yes  No

**23.E5.12a If yes, has the Development Approval been approved?**

- Yes  No

### Landowner Consent

**23.E5.13 Is the land where this event occurs owned by the applicant? \***

- Yes  No

**23.E5.13a If no, who is the the landowner for the event?**

### Supporting Documentation - Event 5

**23.E5.14 Please provide the supporting documentation for event 5 and any other approvals required for this event.**

- Development Approval (if required and if already approved).  
 Landowner Consent - if land not owned by your organisation.  
 Other:

E.g. Other could be approvals such as event licenses, etc

**23.E5.14a Upload supporting documents for Event 5.**

Attach a file:

### Event 6

\* indicates a required field

**23.E6.1 Name of event 6? \***

# CEP Application & Funding Agreement Form Preview

## 24.E6.2 Name of event organiser? \*

Name of partner organisation, project leads etc

## 23.E6.3 Type of event? \*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Community Markets & Bazaars | <input type="checkbox"/> Recovery Events  | <input type="checkbox"/> Community Public Holiday celebrations (e.g. Australia Day or Anzac Day)                   |
| <input type="checkbox"/> Festivals & Fairs           | <input type="checkbox"/> Community Classes & Workshops                          | <input type="checkbox"/> Regional Racing Carnivals (e.g. horse or greyhound racing) run by community organisations |
| <input type="checkbox"/> Sporting Events             | <input type="checkbox"/> Agricultural field days run by community organisations | <input type="checkbox"/> Other: <input type="text"/>   |
| <input type="checkbox"/> Food & Leisure Events       | <input type="checkbox"/> Touring Events & Theatre programs                      |  |

No more than 1 choice may be selected.

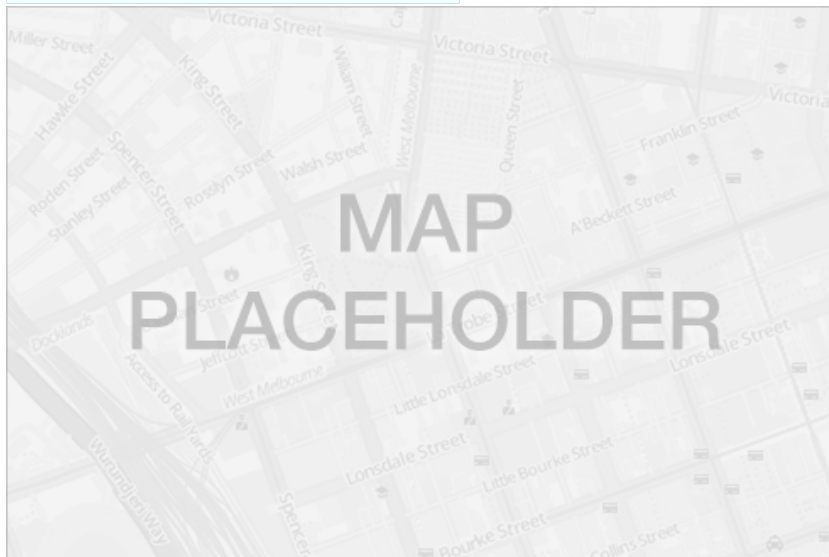
## 23.E6.4 Which groups will benefit from event 6? \*

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Community   | <input type="checkbox"/> Indigenous Identified | <input type="checkbox"/> Industry                  |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Sport                 | <input type="checkbox"/> Accessibility & inclusion |
| <input type="checkbox"/> Recreation  | <input type="checkbox"/> Youth                 |  |

You can choose multiple options.

## 23.E6.5 Event location - address where this event will be held? \*

Address



Only one location per event or activity.



# CEP Application & Funding Agreement

## Form Preview

**23.E6.5a Please enter the geocoordinates for your project location from above. \***

**23.E6.5b Please enter additional event locations, including geocoordinates if known (optional).**

**23.E6.6 In what three month period will the event be held? \***

- April - June 2022       July - September 2022       October - December 2022       January - March 2023

**23.E6.7 Estimated number of attendees to event 6? \***

Must be a number.

How many people are you hoping to attract to this event?

**23.E6.8 Has this event been run before? \***

- Yes       No

**23.E6.8a If yes, what were the previous attendance numbers?**

Must be a number.

**23.E6.9 Please list the itemised deliverables for event 6**

<b>Cost Type or Deliverable</b>	<b>\$ Costs ex GST</b>
List only the deliverables to be funded through the Community Events Program	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**23.E6.9a Event 6 - Total amount requested**

\$

This number/amount is calculated.

**23.E6.10 I confirm that this event: \***

- Is open to all members of the public.       Does not have a primary purpose of fundraising or financial gain for the applicant or a sole stakeholder.

# CEP Application & Funding Agreement

## Form Preview

Does not promote or be for political purposes.

Please tick all the boxes.

**23.E6.11 Will there be an admittance fee for this event? \***

Yes  No  Unsure

**23.E6.11a If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.**

Word count:

### Development Approval

**23.E6.12 Does this event require a Development Approval? \***

Yes  No

**23.E6.12a If yes, has the Development Approval been approved?**

Yes  No

### Landowner Consent

**23.E6.13 Is the land where this event occurs owned by the applicant? \***

Yes  No

**23.E6.13a If no, who is the the landowner for the event?**

### Supporting Documentation - Event 6

**23.E6.14 Please provide the supporting documentation for event 6 and any other approvals required for this event.**

- Development Approval (if required and if already approved).
- Landowner Consent - if land not owned by your organisation.
- Other:

E.g. Other could be approvals such as event licenses, etc

**23.E6.14a Upload supporting documents for event 6.**

Attach a file:

### Event 7

\* indicates a required field

#### 23.E7.1 Name of event 7? \*

#### 23.E7.2 Name of event organiser? \*

Name of partner organisation, project leads etc

#### 23.E7.3 Type of event? \*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Community Markets & Bazaars | <input type="checkbox"/> Recovery Events  | <input type="checkbox"/> Community Public Holiday celebrations (e.g. Australia Day or Anzac Day)                   |
| <input type="checkbox"/> Festivals & Fairs           | <input type="checkbox"/> Community Classes & Workshops                          | <input type="checkbox"/> Regional Racing Carnivals (e.g. horse or greyhound racing) run by community organisations |
| <input type="checkbox"/> Sporting Events             | <input type="checkbox"/> Agricultural field days run by community organisations | <input type="checkbox"/> Other: <input type="text"/>   |
| <input type="checkbox"/> Food & Leisure Events       | <input type="checkbox"/> Touring Events & Theatre programs                      |  |

No more than 1 choice may be selected.

#### 23.E7.4 Which groups will benefit from event 7? \*

- |                                   |   |   |
|-----------------------------------|---|---|
| <input type="radio"/> Community   | <input type="radio"/> indigenous Identified | <input type="radio"/> Industry                  |
| <input type="radio"/> Environment | <input type="radio"/> Sport                 | <input type="radio"/> Accessibility & Inclusion |
| <input type="radio"/> Recreation  | <input type="radio"/> Youth                 |   |

#### 23.E7.5 Event location - address where this event will be held? \*

Address



# CEP Application & Funding Agreement

## Form Preview

List only the deliverables to be funded through the Community Events Program	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**23.E7.9a Event 7 - Total amount requested**

\$

This number/amount is calculated.

**23.E7.10 I confirm that this event: \***

- Is open to all members of the public.
  - Does not have a primary purpose of fundraising or financial gain for the applicant or a sole stakeholder.
  - Does not promote or be for political purposes.
- Please tick all the boxes.

**23.E7.11 Will there be an admittance fee for this event? \***

- Yes                                       No                                       Unsure

**23.E7.11a If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.**

**Development Approval**

**23.E7.12 Does this event require a Development Approval? \***

- Yes                                       No

**23.E7.12a If yes, has the Development Approval been approved?**

- Yes                                       No

**Landowner Consent**

**23.E7.13 Is the land where this event occurs owned by the applicant? \***

- Yes                                       No

# CEP Application & Funding Agreement

## Form Preview

### 23.E7.13a If no, who is the the landowner for the event?

### Supporting Documentation - Event 7

#### 23.E7.14 Please provide the supporting documentation for event 7 and any other approvals required for this event.

- Development Approval (if required and if already approved).
- Landowner Consent - if land not owned by your organisation.
- Other:

E.g. Other could be approvals such as event licenses, etc

#### 23.E7.14a Upload supporting documents for event 7.

Attach a file:

## Event 8

\* indicates a required field

### 23.E8.1 Name of event 8? \*

### 23.E8.2 Name of event organiser? \*

Name of partner organisation, project leads etc

### 23.E8.3 Type of event? \*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Community Markets & Bazaars | <input type="checkbox"/> Recovery Events  | <input type="checkbox"/> Community Public Holiday celebrations (e.g. Australia Day or Anzac Day)                   |
| <input type="checkbox"/> Festivals & Fairs           | <input type="checkbox"/> Community Classes & Workshops                          | <input type="checkbox"/> Regional Racing Carnivals (e.g. horse or greyhound racing) run by community organisations |
| <input type="checkbox"/> Sporting Events             | <input type="checkbox"/> Agricultural field days run by community organisations | <input type="checkbox"/> Other: <input type="text"/>   |
| <input type="checkbox"/> Food & Leisure Events       | <input type="checkbox"/> Touring Events & Theatre programs                      |  |

No more than 1 choice may be selected.

### 23.E8.4 Which groups will benefit from event 8? \*

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Community   | <input type="checkbox"/> Indigenous Identified | <input type="checkbox"/> Industry                  |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Sport                 | <input type="checkbox"/> Accessibility & Inclusion |

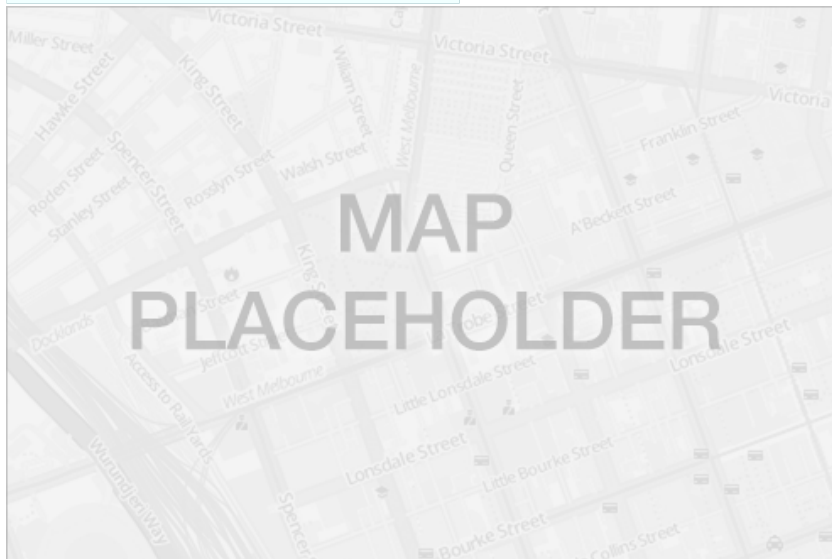
# CEP Application & Funding Agreement Form Preview

Recreation

Youth

## 23.E8.5 Event location - address where this event will be held? \*

Address

Only one location per event or activity.

## 23.E8.5a Please enter the geocoordinates for your project location from above. \*

## 23.E8.5b Please enter additional event locations, including geocoordinates if known (optional).

## 23.E8.6 In what three month period will the event be held? \*

April - June 2022

July - September  
2022

October -  
December 2022

January - March  
2023

## 23.E8.7 Estimated number of attendees to event 8? \*

Must be a number.

How many people are you hoping to attract to this event?

## 23.E8.8 Has this event been run before? \*

Yes

No

# CEP Application & Funding Agreement

## Form Preview

**23.E8.8a If yes, what were the previous attendance numbers? \***

Must be a number.

**23.E8.9 Please list the itemised deliverables for event 8**

<b>Cost Type or Deliverable</b>	<b>\$ Costs ex GST</b>
List only the deliverables to be funded through the Community Events Program	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**23.E8.9a Event 8 - Total amount requested**

\$

This number/amount is calculated.

**23.E8.10 I confirm that this event: \***

- Is open to all members of the public.  Does not have a primary purpose of fundraising or financial gain for the applicant or a sole stakeholder.

- Does not promote or be for political purposes.

Please tick all the boxes.

**23.E8.11 Will there be an admittance fee for this event? \***

- Yes  No  Unsure

**23.E8.11a If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.**

### Development Approval

**23.E8.12 Does this event require a Development Approval? \***

- Yes  No

**23.E5.12a If yes, has the Development Approval been approved?**



# CEP Application & Funding Agreement

## Form Preview

Yes

No

### Landowner Consent

**23.E8.13 Is the land where this event occurs owned by the applicant? \***

Yes

No

**23.E8.13a If no, who is the the landowner for the event?**

### Supporting Documentation - Event 8

**23.E8.14 Please provide the supporting documentation for event 8 and any other approvals required for this event.**

Development Approval (if required and if already approved).

Landowner Consent - if land not owned by your organisation.

Other:

E.g. Other could be approvals such as event licenses, etc

**23.E8.14a Upload supporting documents for event 8.**

Attach a file:

## Event 9

\* indicates a required field

**23.E9.1 Name of event 9? \***

**23.E9.2 Name of event organiser? \***

Name of partner organisation, project leads etc

**23.E9.3 Type of event? \***

Community Markets & Bazaars

Recovery Events

Community Public Holiday celebrations (e.g. Australia Day or Anzac Day)

Festivals & Fairs

Community Classes & Workshops

Regional Racing Carnivals (e.g. horse or greyhound racing) run by community organisations

# CEP Application & Funding Agreement Form Preview

- Sporting Events                       Agricultural field days run by community organisations     Other:
- Food & Leisure Events               Touring Events & Theatre programs

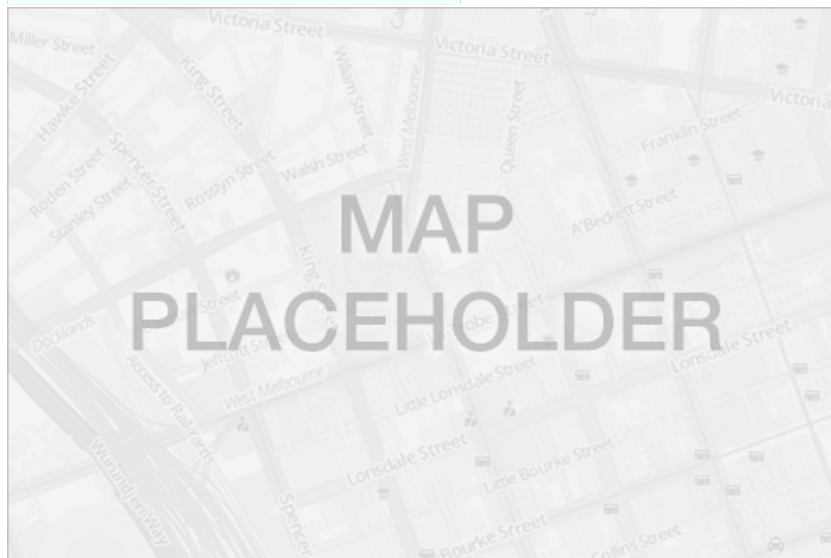
No more than 1 choice may be selected.

### 23.E9.4 Which groups will benefit from event 9? \*

- Community                               Indigenous Identified               Industry
- Environment                             Sport                                       Accessibility & Inclusion
- Recreation                               Youth

### 23.E9.5 Event location - address where this event will be held? \*

Address

Only one location per event or activity.

### 23.E9.5a Please enter the geocoordinates for your project location from above. \*

### 23.E9.5b Please enter additional event locations, including geocoordinates if known (optional).

### 23.E9.6 In what three month period will the event be held? \*

- April - June 2022     July - September 2022     October - December 2022     January - March 2023

### 23.E9.7 Estimated number of attendees to event 9? \*

# CEP Application & Funding Agreement

## Form Preview

Must be a number.

How many people are you hoping to attract to this event?

**23.E9.8 Has this event been run before? \***

Yes  No

**23.E9.8a If yes, what were the previous attendance numbers?**

Must be a number.

**23.E9.9 Please list the itemised deliverables for event 9**

<b>Cost Type or Deliverable</b>	<b>\$ Costs ex GST</b>
List only the deliverables to be funded through the Community Events Program	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**23.E9.9a Event 9 - Total amount requested**

\$

This number/amount is calculated.

**23.E9.10 I confirm that this event: \***

Is open to all members of the public.  Does not have a primary purpose of fundraising or financial gain for the applicant or a sole stakeholder.

Does not promote or be for political purposes.

Please tick all the boxes.

**23.E9.11 Will there be an admittance fee for this event? \***

Yes  No  Unsure

**23.E9.11a If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.**

# CEP Application & Funding Agreement

## Form Preview

### Development Approval

**23.E9.12 Does this event require a Development Approval? \***

- Yes  No

**23.E9.12a If yes, has the Development Approval been approved?**

- Yes  No

### Landowner Consent

**23.E9.13 Is the land where this event occurs owned by the applicant? \***

- Yes  No

**23.E9.13a If no, who is the the landowner for the event?**

### Supporting Documentation - Event 9

**23.E9.14 Please provide the supporting documentation for event 9 and any other approvals required for this event.**

- Development Approval (if required and if already approved).  
 Landowner Consent - if land not owned by your organisation.  
 Other:

E.g. Other could be approvals such as event licenses, etc

**23.E9.14a Upload supporting documents for event 9.**

Attach a file:

## Event 10

\* indicates a required field

**23.E10.1 Name of event 10? \***

**23.E10.2 Name of event organiser? \***

# CEP Application & Funding Agreement Form Preview

Name of partner organisation, project leads etc

### 23.E10.3 Type of event? \*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Community Markets & Bazaars | <input type="checkbox"/> Recovery Events  | <input type="checkbox"/> Community Public Holiday celebrations (e.g. Australia Day or Anzac Day)                   |
| <input type="checkbox"/> Festivals & Fairs           | <input type="checkbox"/> Community Classes & Workshops                          | <input type="checkbox"/> Regional Racing Carnivals (e.g. horse or greyhound racing) run by community organisations |
| <input type="checkbox"/> Sporting Events             | <input type="checkbox"/> Agricultural field days run by community organisations | <input type="checkbox"/> Other: <input type="text"/>   |
| <input type="checkbox"/> Food & Leisure Events       | <input type="checkbox"/> Touring Events & Theatre programs                      |  |

No more than 1 choice may be selected.

### 23.E10.4 Which groups will benefit from event 10? \*

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Community   | <input type="checkbox"/> Indigenous Identified | <input type="checkbox"/> Industry                  |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Sport                 | <input type="checkbox"/> Accessibility & Inclusion |
| <input type="checkbox"/> Recreation  | <input type="checkbox"/> Youth                 |  |

### 23.E10.5 Event location - address where this event will be held? \*

Address

Only one location per event or activity.

### 23.E10.5a Please enter the geocoordinates for your project location from above. \*

# CEP Application & Funding Agreement

## Form Preview

**23.E10.5b Please enter additional event locations, including geocoordinates if known (optional).**

**23.E10.6 In what three month period will the event be held? \***

- April - June 2022     July - September 2022     October - December 2022     January - March 2023

**23.E10.7 Estimated number of attendees to event 10? \***

Must be a number.  
How many people are you hoping to attract to this event?

**23.E10.8 Has this event been run before? \***

- Yes     No

**23.E10.8a If yes, what were the previous attendance numbers?**

Must be a number.

**23.E10.9 Please list the itemised deliverables for event 10**

<b>Cost Type or Deliverable</b>	<b>\$ Costs ex GST</b>
List only the deliverables to be funded through the Community Events Program	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**23.E10.9a Event 10 - Total amount requested**

\$

This number/amount is calculated.

**23.E10.10 I confirm that this event: \***

- Is open to all members of the public.     Does not have a primary purpose of fundraising or financial gain for the applicant or a sole stakeholder.
- Does not promote or be for political purposes.

# CEP Application & Funding Agreement

## Form Preview

Please tick all the boxes.

**23.E10.11 Will there be an admittance fee for this event? \***

- Yes  No  Unsure

**23.E10.11a If yes, please describe why there will be an entry fee and what the fee will be. If unsure, please explain.**

### Development Approval

**23.E10.12 Does this event require a Development Approval? \***

- Yes  No

**23.E10.12a If yes, has the Development Approval been approved?**

- Yes  No

### Landowner Consent

**23.E10.13 Is the land where this event occurs owned by the applicant? \***

- Yes  No

**23.E10.13a If no, who is the the landowner for the event?**

### Supporting Documentation - Event 10

**23.E10.14 Please provide the supporting documentation for event 10 and any other approvals required for this event.**

- Development Approval (if required and if already approved).  
 Landowner Consent - if land not owned by your organisation.  
 Other:

E.g. Other could be approvals such as event licenses, etc

**23.E10.14a Upload supporting documents for event 10.**

Attach a file:

### Supporting Documentation - More than 10 events

# CEP Application & Funding Agreement

## Form Preview

**23.E10.15 If you are planning to run more than 10 events, please upload your supporting documentation here:**

Attach a file:

A maximum of 150 files may be attached.

**23.E10.15a More than 10 Events workbook - total amount requested.**

\$

Must be a dollar amount.

Please type in the total amount requested for all events in the workbook . Please DO NOT include costings for events 1-10.

## Assessment Criteria

\* indicates a required field

All applications will be required to meet the eligibility criteria and the following assessment criteria to receive funding.

Applications will be assessed as a 'Yes/No' against the assessment criteria.

### Assessment Criteria One

#### **Positive social outcomes in local community**

Applications must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.

**24. Please demonstrate how the proposed events in this application will rebuild local community cohesion and deliver positive social outcomes within the LGA. \***

Word count:

Must be at least 10 words.

**24.b Estimated total number of people from the local community (within the LGA) that are likely to participate in events? \***

This number/amount is calculated.

Total number of participants across all events outlined in the application

### Assessment Criteria Two

#### **Local business support**



# CEP Application & Funding Agreement

## Form Preview

Applications must demonstrate how the proposed activities will support local business. Eligible applicants are strongly encouraged to engage external event coordinators and local businesses to run the events.

### **25. Please demonstrate how the proposed activities will support local businesses.**

\*

Word count:  
Must be at least 10 words.

### **25.b Estimated total number of local businesses that will be used/contracted to deliver events eg: catering, security, venue hire? \***

Must be a number.  
Total number of times a local business will be used to deliver services across all events outlined in the application.

## Event Cost Summary and Financial Details

\* indicates a required field

### Event costs confirmation

#### **26. Total cost of all events and activities.**

\$

This number/amount is calculated.  
This is the total sum of all events listed in this agreement to be delivered for your activity

#### **27. Total grant funding.**

\$

This number/amount is calculated.  
Total event costs = Funding allocated in letter

#### **28. I confirm, any additional costs to deliver activities that exceed funding allocated will be covered by the Applicant. \***

Yes  No

### Co-contribution gap amount

If your organisation is not contributing to the difference in the costings, please outline how the gap will be met.

#### **28a. Please outline how this gap will be covered.**

Word count:

# CEP Application & Funding Agreement

## Form Preview

### Tax invoice

Please upload a tax invoice for instalment 1 - **80% of the total funding amount (excluding GST for council applications).**

Tax invoices should be addressed to:

**Department of Regional NSW ABN: 19 948 325 463 Locked Bag 6009 ORANGE NSW 2800**

#### **29. Upload a tax invoice for 80% of your total grant to claim your 1st payment. \***

Attach a file:

This should be a PDF, invoices should exclude GST (for council applications) and be for 80% of the amount of funding stated in your funding allocation letter.

### Banking details

Please provide your banking details for where the funding will be received. Ensure these details are current as funding deposited into incorrect accounts may not be recoverable. The account must be in the same name as the applicant organisation.

#### **30. Bank Account \***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

#### **Bank Name**

eg: Westpac, CBA, ANZ

## Checklist & Next Steps

\* indicates a required field

### Conflict of Interest

**31. Does your organisation or any key personnel involved in delivering this project have any conflicts of interest with the project or any potential third parties or contractors? \***

Yes

No

### Outline of Conflicts

**31a. Please outline these conflicts and describe how you will manage them. \***

# CEP Application & Funding Agreement

## Form Preview

Word count:

Must be between 10 and 200 words.

## Submission Declaration

### 32. By submitting this application form I hereby declare that: \*

- I agree for my project 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 understand that any false declaration may render this application ineligible/invalid, and that making a false or misleading statement with the intention of obtaining a financial advantage is an offence under the Crimes Act 1900 (NSW)
- the applicant holds all relevant insurances, such as public liability insurance or other insurance depending on the project
- all relevant conflicts of interest have been declared.
- I have considered a COVID-19 Safety Plan for events or activities for these projects to ensure delivery.

All seven choices must be selected.

## Funding Checklist

### 33. I/we confirm that by accepting this offer and signing the agreement, I/we: \*

- are aware that digital signatures are not allowed as part of this Agreement
- read, understood and agree with the Terms and Conditions within this Agreement (on the next page)
- I acknowledge that I cannot claim any ineligible project costs
- declare that all information provided as part of this Agreement including attachments are true and correct
- agree to provide a Completion Report form with evidence of completion and outcomes through the online SmartyGrants system within 30 days of the final event being completed
- agree to acknowledge the NSW Government as per section 17.1 of the Terms and Conditions of this agreement
- agree to collect community satisfaction feedback, including through the use of Department of Regional NSW standard questions where requested.
- 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

All seven choices must be selected.

## Evaluation

# CEP Application & Funding Agreement

## Form Preview

As part of your funding deed, you will be required to participate in evaluation activities. This includes the completion of surveys administered by the Department, collecting and reporting on outcomes data in your completion report and participating in evaluation research, including with third parties contracted by the Department, following the completion of your project.

In line with this requirement, please complete the short survey regarding the application process [here](#). This survey is best completed by the person who prepared the application. Feel free to forward the survey link to the most appropriate person in your organisation to complete the survey. Your responses will be used to inform an evaluation of our processes and continuously improve our programs. Any questions about this survey or how the data is used can be sent to [evaluation@regional.nsw.gov.au](mailto:evaluation@regional.nsw.gov.au)

**Please confirm that the survey has been completed \***

Yes

## Completion Report

At the final acquittal of the grant you will be required to submit a Completion Report that provides evidence of delivery and outcomes for each event.

All completion reports are due to the Department within 30 days from the date of the final event being completed.

**34. Please confirm that you will have data collection mechanisms in place for the following: \***

- number of local businesses sub-contracted to deliver the event, and the value of the grant provided to those businesses
- number of local businesses that participated in the event
- number of local community members who participated in each event
- participant satisfaction and outcomes

All four choices must be selected.

## Measuring participant satisfaction and outcomes for Reconnecting Regional NSW - Community Events Program

Grantees may use different mechanisms and metrics to collect this data, but we strongly encourage you to include the 5 questions included [here](#).

## Terms and Conditions

\* indicates a required field

## How to submit your Funding Agreement

**STEP 1:** Ensure the "Funding Checklist" section of this page has been selected and understood.

# CEP Application & Funding Agreement

## Form Preview

**STEP 2:** Click '**Review & Submit**' on the top right hand corner of your screen in SmartyGrants. Any unanswered mandatory questions will be marked in red for you to complete. Once completed, you need to click '**Review & Submit**' again.

**STEP 3:** Click the '**Download PDF**' button at the **beginning or the end** of your Funding Agreement. Print a PDF copy of the Funding Agreement. Make sure the signature box is signed and dated clearly with a black or blue pen.

### **STEP 4:**

- Scan and save the entire signed Funding Agreement to your computer for uploading back into SmartyGrants.
- Click '**Attach**' in the **section below** to upload the signed Funding Agreement.
- Once uploaded, click the '**Submit**' button at the bottom of the screen. You will receive an email confirmation if your submission is successful. Attached to the email confirmation is a copy of the completed Funding Agreement for your record.

Your duly signed Funding Agreement will be executed by the Department.

Once payment has been requested for release, you will receive a copy of the executed Funding Agreement via email to the "user email" listed on your SmartyGrants account. Payment should be disbursed to your nominated account soon after.

### **35. Upload a copy of your Signed Funding Agreement. \***

Attach a file:

## Funding Agreement

### **Terms and Conditions**

**1. Interpretation** 1.1 Unless the context requires otherwise, in this Agreement: (a) where any time limit pursuant to this Agreement falls on a day which is not a Business Day then the time limit will be deemed to have expired on the next Business Day; (b) a reference to a statute, regulation, ordinance or by-law will be deemed to include a reference to all statutes, regulations, ordinances or by-laws amending, consolidating or replacing same from time to time; (c) the meaning of general words is not limited by specific examples introduced by "including" or "for example" or similar expressions; (d) references to persons include bodies corporate, government agencies and vice versa; (e) references to the parties include references to respective directors, officers, employees and agents of the parties; (f) nothing in this Agreement is to be interpreted against a party solely on the ground that the party put forward this Agreement or any part of it; and (g) where an expression is defined, any other grammatical form of that expression has a corresponding meaning.

### **2. Definitions**

2.1 Unless the context requires otherwise, in this Agreement:

**Activity** means the activity(s) described in the Application which aim to deliver the Event.

**Agreement** means the funding Agreement between you and the Department comprising this Agreement, these Terms and Conditions and any documents cross-referenced in them.

**Applicant** and **You** mean the entity which has requested funding for the Event, as named in the Application.

**Application** means your application for funding under the NSW Government's Reconnecting Regional NSW - Community Events Program Fund.

# CEP Application & Funding Agreement

## Form Preview

**Business Day** means any day other than a Saturday, Sunday or public holiday in NSW.

**Claim** means any cost, expense, loss, damage, claim, action, proceeding or other liability (whether in contract, tort or otherwise), however arising and includes legal costs on a full indemnity basis.

**Co-Contribution** means the amount which you must contribute towards the Event, if so specified in the Application.

**Commencement Date** means the date on which the Department counter-signs this Agreement.

**Department** means the Crown in right of the State of New South Wales acting through Regional NSW (ABN 19 948 325 463).

**Event** and **Project** means the event(s) to be funded by the Grant as detailed in your Application.

**Grant** means the total funding amount requested in your Application which the Department agrees to pay to you in two instalments.

**GST Law** means *A New Tax System (Goods and Services Tax) Act 1999*.

**Notice** means any approvals, consents, instructions, orders, directions, statements, requests and certificates, or other communication one party gives to another party under this Agreement.

**Personal Information** has the same meaning as in the *Privacy and Personal Information Protection Act 1998 (NSW)*.

**Program Guidelines** means the guidelines for the NSW Government's Reconnecting Regional NSW Community Events Program available at [www.nsw.gov.au/CommunityEvents](http://www.nsw.gov.au/CommunityEvents)

**Project Material** means material created as part of or in delivery of the Event including any documents or data.

**Site** means the location where the Event will be held, which site must be within an eligible Local Government Area (as defined in the Program Guidelines) in New South Wales.

### 3. Formation of Agreement

3.1 If the Department accepts your Application, by counter-signing your Agreement, a binding legal agreement is formed between you and the Department.

3.2 This Agreement will commence on the Commencement Date.

3.3 Unless terminated earlier, this Agreement will end once you have completed the Event and all obligations under this Agreement to the Department's satisfaction and the Department has paid all of the Grant.

### 4. Your general obligations

4.1 You must:

- (a) make your Co-Contribution (if specified in the Application) towards the Event;
- (b) ensure the Grant is used only for the Event;
- (c) ensure that the Event is held physically in an eligible Local Government Area in New South Wales, as specified in the Program Guidelines;
- (d) ensure each Activity is completed on time;
- (e) comply with all Commonwealth, State and Local government laws that are relevant to the Event, this Agreement, or your registration as an entity;

# CEP Application & Funding Agreement

## Form Preview

(f) comply with the Program Guidelines and all other policies, guidelines and reasonable directions the Department provides to you;

(g) manage the Activities with all due skill and care including in relation to financial management, project planning and risk management; and

(h) if applicable to the Event, ensure that your officers, employees, agents, subcontractors and volunteers engaged in child-related work have working with children check clearance.

4.2 You must undertake your own identification and analysis of all work health and safety risks associated with the Event. You must ensure the health and safety of all people whom the Activities may affect, in compliance with work health and safety laws.

### **5. Event**

5.1. You warrant that the Event will:

(a) be held before **31 March 2023**;

(b) be open to all members of the public;

(c) be free, or minimal cost, to attend;

(d) have a primary purpose of reconnecting communities and improving social cohesion of the local community;

(e) be planned and delivered in accordance with applicable Public Health Orders and a COVID-19 safety plan; and

(f) ideally be accessible and inclusive, aligning with your disability action plan and community strategic plan (or equivalents).

### **6. Variation**

6.1 If you wish to vary the Event, including any Activity, you must first make a written request to the Department and provide such information as is reasonably required by the Department.

6.2 The Department will consider whether to approve your request and make a decision in its sole discretion. No variation is approved unless and until the Department approves the variation in writing.

### **7. Consent of landowner**

7.1 If you are not the owner of all or part of the Site, you agree and warrant that you have obtained the written agreement of the landowner to:

(a) conduct the Event at the Site; and (b) notify you immediately of any proposal to sell or lease the Site prior to the Event.

### **About the Grant**

#### **8. No overlap of funding**

8.1 You acknowledge that you have not received funding from the NSW Government or any other source for the Activities. There must be no overlap between the Activities funded under the Agreement and activities covered by any other funding arrangements.

#### **9. Event costs**

9.1 You must spend the Grant only on eligible costs as defined in the Program Guidelines and as itemised in your Application.

9.2 You must not spend the Grant on costs which you incurred prior to 7 April 2022.

# CEP Application & Funding Agreement

## Form Preview

9.3 You are responsible for any costs for the Event that exceed the Grant (whether you expected to incur such costs or not at any time before or after you submitted the Application).

### **10. Paying the Grant**

10.1 The Department will pay the Grant in two instalments on condition that the Department receives from you a tax invoice (in the format required by the Department) and any other relevant information which the Department has requested.

10.2 The Department will pay the first instalment to you within 30 days of the Department receiving the required documentation.

10.3 Payment of the Grant does not constitute an admission that the performance of the Event is in conformity with this Agreement and no payment will be deemed to release you from your obligations under this Agreement.

10.4 Unless otherwise indicated, all consideration for any supply under this Agreement is exclusive of any GST imposed in relation to the supply.

### **11. Repayment**

11.1 You must repay within 28 days of a demand being sent:

- (a) any Grant spent in breach of this Agreement;
- (b) all unspent Grant as at the completion of the Event;
- (c) any overpayment; and
- (d) any interest earned on any Grant required to be repaid.

11.2 Any repayment the Department claims from you under this clause will be a debt due and owing by you to the Department.

### **Material and Information**

#### **12. Communications**

12.1 Both parties must communicate Notices by SmartyGrants only.

12.2 You acknowledge acceptance of execution of this Agreement under the provisions of the *Electronic Transactions Act 2000 (NSW)*.

#### **13. Reporting Requirements**

13.1 You may be asked to provide the Department with a report on the status of the Activities and Event every six months from the Commencement Date.

13.2 You must provide the Department with a completion report, in the format specified in SmartyGrants, within 30 days of the Final Event being held. The report must include:

- (a) evidence of expenditure of the Grant;
- (b) summary of the Activities that were funded; and
- (c) data relating to the outcomes achieved through the Event.

13.3 You must participate in program evaluation activities and reporting as and when requested by the Department.

13.4 You must keep complete and accurate records and books of account with respect to your expenditure of the Grant and must retain such records for a minimum of seven (7) years after the end of the Agreement. You authorise the Department to undertake audits, to examine and inspect those records at reasonable times and on reasonable notice.

#### **14. Intellectual Property**



# CEP Application & Funding Agreement

## Form Preview

14.1 Intellectual property rights in all Project Material vests in you.

### **15. Confidential Information**

15.1 Each party must maintain the confidentiality of all commercially sensitive information it receives from the other party, except in accordance with **clause 17** (Public Announcements) or as otherwise agreed in writing.

### **16. Privacy**

16.1 You must:

(a) ensure that Personal Information that is provided by the Department or collected by you under or in connection with this Agreement is used only for the purposes of this Agreement and is protected against loss, unauthorised access, use, modification and disclosure, or against other misuse;

(b) comply with the Information Protection Principles applying to NSW public sector agencies under the *Privacy and Personal Information Protection Act 1998 (NSW)* when doing any act or engaging in any practice in relation to Personal Information as if you were an agency directly subject to that Act; and

(c) include equivalent requirements regarding Personal Information (including this **clause 16**) in any subcontract entered into for the provision of any of the Activities under this Agreement.

### **17. Public Announcements and Acknowledgement**

17.1 You must:

(a) acknowledge the support of the Department of the Event in accordance with the NSW Government Funding Acknowledgement Guidelines available at [www.nsw.gov.au/CommunityEvents](http://www.nsw.gov.au/CommunityEvents), in any public statements about the Event and on the home page of any web site established in connection with the Event;

(b) include the NSW Government logo on all marketing collateral and advertising associated with the Event; and

(c) obtain written consent from the Department of all marketing and advertising material containing the NSW Government logo at the artwork stage (prior to printing or publication).

17.2 You must:

(a) provide the Department with at least 15 Business Days' notice of any proposed announcements, launches or public events relating to the Event ("Promotions");

(b) provide an opportunity for a representative of the NSW Government to attend and speak at any such Promotion; and

(c) offer the NSW Government signage opportunities at any Promotion and then at the Event.

17.3 In addition to its obligations under **clause 18** (Disclosure of Information), the Department may publish the title and brief description, including outcomes, of the Event and the amount of the Grant.

17.4 The Department may use any information in connection with this Agreement and the Event to develop case studies.

### **18. Disclosure of Information**

18.1 You acknowledge that, under the *Government Information (Public Access) Act 2009*, the Department may be required to publicly disclose information about this Agreement at <https://tenders.nsw.gov.au>.

# CEP Application & Funding Agreement

## Form Preview

### Dealing with Risk

#### 19. Insurance

19.1 You must maintain, during the term of this Agreement a broadform public liability policy of insurance to the value of at least **\$20 million** in respect of each claim and in the aggregate as to the number of occurrences in the policy period.

19.2 You must not do, permit or suffer any act, matter or thing or omission whereby the insurance policy referred to in this clause may be vitiated, rendered void or voidable.

19.3 On request by the Department, you must provide a copy of valid and current certificates of currency for each or any of the policies described above.

19.4 Without limitation to **clause 19** you warrant that you have and will maintain appropriate insurance to cover any liability you may incur in relation to this Agreement.

#### 20. Indemnities

20.1 You must indemnify and keep indemnified the Department, the Crown in right of the State of New South Wales and their officers, employees and agents from and against any loss (including legal costs and expenses on a solicitor/own client basis) or liability incurred or suffered by, or made against, any of those indemnified arising directly or indirectly from any Claim by any person as a result of or in connection with:

(a) the Grant or the Event; (b) the Site; (c) your breach of this Agreement; (d) any unlawful or negligent act or omission by you, your employees or your subcontractors in connection with this Agreement; (e) any illness, injury or death of any person you, your employees or your subcontractors cause or contribute to, in connection with this Agreement; (f) any loss or damage to real or personal property you, your employees or your subcontractors cause or contribute to, in connection with this Agreement; or (g) any act or omission by you, your employees or your subcontractors in connection with this Agreement that is in infringement of any Intellectual Property, or privacy rights of the Department or any third party.

20.2 Your liability to indemnify the Department under this clause will be reduced proportionately to the extent that any negligent or unlawful act or omission by the Department, its officers, employees or agents contributed to the relevant loss or liability.

20.3 Your liability to indemnify the Department under this clause does not exclude or reduce the liability of, or benefit to, a party that may arise by operation of the common law, statute or the other terms of this Agreement.

#### 21. COVID-19

21.1 You acknowledge the uncertainty arising from the current pandemic COVID-19, the measures taken by State and Commonwealth Governments in relation to the emergency, and the consequential effects on daily activities ("C-19 Emergency").

21.2 If you become aware that your ability to comply with any of your obligations on time will be affected by the C-19 Emergency, you must notify the Department as soon as possible. The parties will attempt in good faith to reach agreement promptly to vary or terminate the Agreement.

21.3 Despite any other provisions in the Agreement, if the Department considers that, as a result of the C-19 Emergency, there is likely to be significant delay before you will be able to complete your obligations or the Agreement is no longer viable, the Department may terminate the Agreement by notice, with effect on the date stated in the notice. You release the Department from any claims in respect of termination under this clause.

#### 22. Terminating the Agreement

22.1 Termination

# CEP Application & Funding Agreement

## Form Preview

22.1 Where a party has breached this Agreement:

(a) the other party may give a Notice to that party requiring it to rectify that breach within 30 days of receiving that Notice; and

(b) if the party which received the Notice fails to rectify that breach in time, the other party may terminate this Agreement immediately by giving a further Notice.

22.2 The Department may terminate this Agreement by Notice, with effect on the date stated in the Notice, if:

(a) the Department considers that you have provided intentionally misleading or incorrect information as part of your Application;

(b) you breach any of the following provisions: **clause 4** (Your Obligations), **clause 13** (Reporting Requirements), **clause 19** (Insurance) or **clause 24.8** (Assignment);

(c) the Department considers the Event no longer viable;

(d) the Department considers that there has been a material change in circumstances in your financial position, your structure or your identity; or

(e) you become insolvent, resolve to go into administration or liquidation, or if a summons for your winding up is presented to a Court or you enter into any scheme of arrangement with your creditors.

22.3 This **clause 22** does not exclude or reduce the rights of a party to terminate the Agreement arising by operation of the common law or statute or the other terms of this Agreement.

22.4 On termination or expiry of this Agreement accrued rights and obligations are not affected.

### Other Legal Matters

#### 23. Dispute Resolution

23.1 If a dispute arises in relation to this Agreement ("a Dispute"), a party must comply with this **clause 23** before starting arbitration or court proceedings except proceedings for urgent interlocutory relief.

23.2 A party claiming that a dispute has arisen must notify the other party in writing giving details of the dispute (Dispute Notice).

23.3 Following receipt of a Dispute Notice, each party must refer the Dispute to a senior representative, who does not have prior direct involvement in the Dispute and has authority to negotiate and settle the Dispute.

23.4 If the Dispute is not resolved within 10 Business Days, from the date the Dispute Notice is received by the party to whom the Dispute Notice is given, the party which gave the Dispute Notice under **clause 23.2** must refer the Dispute for mediation by the Australian Disputes Centre Limited (ADC) for resolution in accordance with the mediation rules of the ADC.

23.5 If the Dispute is not resolved within 40 Business Days after referral to mediation either party may initiate proceedings in court.

23.6 Each party must pay its own costs of complying with this clause and split the costs of the mediator evenly.

#### 24. General

**24.1 Survival:** The following clauses survive termination or expiry of this Agreement: **clause 13** (Reporting Requirements), **clause 15** (Confidential Information), **clause 16**

# CEP Application & Funding Agreement

## Form Preview

(Privacy), **clause 19** (Insurance), **clause 20** (Indemnities), **clause 22** (Termination), this **clause 1** and any other clause which by its nature is intended to survive this Agreement.

**24.2 Subcontractors:** You remain fully responsible for the delivery of the Event if you subcontract the any part of it.

**24.3 Conflict of Interest:** You must not carry on or be involved in any capacity in an activity or business, which may conflict with, or adversely affect, your ability to carry out your obligations under this Agreement, and you will immediately notify the Department in writing if such a conflict or risk of such a conflict arises.

**24.4 Entire Agreement:** This Agreement states all the express terms agreed by the parties as to the matters referred to in this Agreement. It supersedes all prior contracts, obligations, representations, conduct and understandings between the parties relating to the subject matter of this Agreement.

**24.5 Inconsistency:** If there is any inconsistency between provisions of this Agreement then the order of precedence will be: (a) these Terms and Conditions; then (b) the Application; then (c) any documents cross-referenced or attachments.

**24.6 Negation of employment, partnership or agency:** This Agreement does not create a relationship of agency, partnership, and/or employment between the parties. You must not represent yourself as being an employee or agent of the Department or as otherwise able to bind or represent the Department.

**24.7 Waiver:** If a party fails to exercise any of its rights under this Agreement, or delays exercising those rights, that failure or delay will not operate as a waiver of those rights or any future rights or in any respect estop a party from relying on the terms of this Agreement to their full force and effect. Any waiver by a party of a breach of this Agreement must be in writing and will not be construed as a waiver of any further breach of the same or any other provision.

**24.8 Assignment:** You must not assign or novate your obligations or interests under this Agreement, without the prior written consent of the Department.

**24.9 Counterparts:** This Agreement may be signed in any number of counterparts which taken together will constitute one instrument.

**24.10 Governing Law:** The laws of New South Wales govern this Agreement and the parties submit to the non-exclusive jurisdiction of the courts in that State.

## Execution of Agreement

**Signed, Sealed and Delivered for: \***

Name of the Organisation applying for funding.

**ABN \***

Applicant ABN

## Authorised Signatories

**Applicants should have the General Manager or Financial Delegate with signing authority as at least one of the signatories below.**

# CEP Application & Funding Agreement

## Form Preview

**I/we warrant that I/we have authority to sign this Agreement on behalf of my organisation and agree with the terms of this Agreement as set out in this letter.**

Signature of first Authorised Officer \*

Signature of second Authorised Officer (if applicable)

Name & Title of first signatory \*

Name & Title of second signatory

In accordance with its constitution and, if applicable, any requirements for execution contained in the statute that established the recipient organisation in the presence of:

In accordance with its constitution and, if applicable, any requirements for execution contained in the statute that established the recipient organisation in the presence of:

Witness signature \*

Witness signature

Note: Signatories cannot witness each other, must be a 3rd/4th person as the witness

Note: Signatories cannot witness each other, must be a 3rd/4th person as the witness

Name of Witness \*

Name of Witness

Date \*

Must be a date.

Date

Must be a date.

### **GMO USE ONLY - Department Execution Clause**

**Signed, Sealed and Delivered** for and on behalf of the **Crown in right of the State of New South Wales acting through the Department of Regional NSW** below but not so as to incur personal liability.

**Signature of Authorised Officer of the Department**

**Name and Position**

**Signature of Witness**

**Name of Witness**

# CEP Application & Funding Agreement

## Form Preview

**Date of execution**

Must be a date.