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# Event Partnership Request to be lodged via info@alburycity.nsw.gov.au or

# Customer Service Centre

AlburyCity

553 Kiewa Street, Albury NSW 2640

Tel: (02) 6023 8111

www.alburycity.nsw.gov.au

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| **Office Use Only** |
| Date Received |  |
| Received By |  |
| TRIM Reference |  |

**APPLICATION FORM - EVENT PARTNERSHIP REQUEST**

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| **APPLICANT DETAILS**  |
| Legal Name (if applicable) | Click or tap here to enter text. |
| Trading Name (if applicable) | Click or tap here to enter text. |
| ABN/Incorporate Registration Number | Click or tap here to enter text. |
| First Name | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Position/ Title | Click or tap here to enter text. |
| Street Address | Click or tap here to enter text. |
| Postal Address | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Contact Numbers | Click or tap here to enter text. |

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| **EVENT INOFRMATION** |
| Event Name | Click or tap here to enter text. |
| Event Date/s | Click or tap to enter a date. |
| Event Location/s | Click or tap here to enter text. |

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| **EVENT DETAILS** |
| Please select the most appropriate category for your event |  [ ]  Active/Sport [ ]  Active/Sport-cause related [ ]  Arts [ ]  Cause related | [ ]  Community[ ]  Community Arts[ ]  Community/Cultural[ ]  Cultural | [ ]  Food [ ]  Design/Heritage[ ]  Sport[ ]  Christmas |
| Venue/s | Click or tap here to enter text. |
| Venue Booked | Click or tap here to enter text. |
| Ticketing Details (if applicable) | Click or tap here to enter text. |
| Start and Finish Times | Click or tap here to enter text. |
| Previous Attendance (if recurring) | Click or tap here to enter text. |
| Expected Attendance | Click or tap here to enter text. |
| Target Audience |  Click or tap here to enter text. |

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| EXPECTED AUDIENCE DEMOGRAPHICS |
| Albury Wodonga participants | Click or tap here to enter text. |
| Intrastate/Interstate participants (excluding Albury Wodonga residents)  | Click or tap here to enter text. |
| International participants  | Click or tap here to enter text. |
| Total Participants(Albury Wodonga residents + Intrastate/Interstate + International Visitors) | Click or tap here to enter text. |

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|  OVERVIEW OF EVENT |
| Please provide a description of the event, its background, purpose, expected outcomes and a proposed program:(Attach images, plans or other information from previous events if applicable) | Click or tap here to enter text. |

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|  FINANCIAL RETURN |
| Has your organisation previously received AlburyCity Event Partnership Program cash or in-kind funding for any events? | Event | Click or tap here to enter text. |
| Year | Click or tap here to enter text. |
| Cash Amount | Click or tap here to enter text. |
| In-kind Contribution | Click or tap here to enter text. |
| Event | Click or tap here to enter text. |
| Year | Click or tap here to enter text. |
| Cash Amount | Click or tap here to enter text. |
| In-kind Contribution | Click or tap here to enter text. |
| Event | Click or tap here to enter text. |
| Year | Click or tap here to enter text. |
| Cash Amount | Click or tap here to enter text. |
| In-kind Contribution | Click or tap here to enter text. |
| Has your organisation received funding or recently applied for funding for THIS Event or activities related to the Event via any other AlburyCity grant or sponsorship program? | Click or tap here to enter text. |  |
| Please provide the level of sponsorship/funding received or applied for | Click or tap here to enter text. |
| In what year did you receive/apply for this funding? | Click or tap here to enter text. |

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| COMMUNITY BENEFIT |
| Detail the benefits that the event provided to the broader Albury community e.g. engagement of community groups, spectator participation, education, cultural experience etc. | Click or tap here to enter text. |

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| SUPPORT |
| What is the requested total cash sponsorship amount?  | Click or tap here to enter text. |
| What percentage of the Event’s total income does this amount for?  | Click or tap here to enter text. |
| What is the requested in-kind support from AlburyCity?  | Click or tap here to enter text. |
| Please indicate how you proposed to allocate the requested amount | Click or tap here to enter text. |
| What is the total annual cash amount the Event usually (or expects to) receive from other organisations including commercial sponsors or other government grants? |  | Click or tap here to enter text.  |
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|  | Click or tap here to enter text. |
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|  | Click or tap here to enter text. |

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| CRITERIA |
| Please detail how the Albury community will benefit from the Event | Click or tap here to enter text. |
| Please provide detail on the Event’s publicity exposure across all relevant channels and how AlburyCity will be featured | Click or tap here to enter text. |
| Please describe how the Event will enhance the image of AlburyCity | Click or tap here to enter text. |

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| APPLICANT DECLARATION |
| I/We, as the undersigned, authorise AlburyCity to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct and understand the Council’s policy on confidentiality, commercial in-confidence and privacy statement.I/We, * agree to comply with the terms and conditions of the funding agreement, evaluation criteria outcomes and the required timelines if successful;
* have reviewed the acquittal report (attached) and understand AlburyCity’s post-event requirements if I am successful in receiving sponsorship;
* agree to complete the acquittal report within the specified due date;
* acknowledge and understand that the level of sponsorship offered to an event (if any) is determined by the available budget and how well the event supports the Council to achieve its goals and that this amount may differ to the amount requested.
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| Signature | Click or tap here to enter text. |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |