

# INFORMATION REQUIRED

The following information will be required to submit an application. The level of detail will depend on the type of funding requested. Outstanding Representation applications only require the invite to participate at nominated event, event information and various contact details.

## ALL APPLICATIONS

- organisation details, including ABN and/or registration status (Not-for-profit, tax structure etc)
- committee or board information (if applicable)
- primary contact details
- project/event title
- detailed project/event details including start and finish dates
- details of how funding will be utilised specifically
- intended outcomes and how these achievements will be measured
- project/event location information
- target audience/community impacts
- expected attendee numbers (if applicable)
- alignment with the Shire of York Strategic Community Plan (SCP) 2020 – 2030
- how Shire of York support will be publicly recognised
- project/event budget including other financial contributions and costings
- environmental impact (if applicable)
- approvals required (if applicable)
- letters of support (if applicable)

## TOURISM GROWTH APPLICATIONS

In addition to the “All Applications” information required, applications for Tourism Growth funding will also require:

- an event project plan with timelines.
- detailed visitor numbers (including an assessment of visitors from intrastate, interstate and international) with rationale for numbers.
- probity mechanisms for management of funds.
- previous experience in running events, if any.
- overall marketing plan for event promotion including outlining public acknowledgement of Council sponsorship.



## HOLDING AN EVENT?

When holding an event in York, whether it is aimed at local participation or tourism attraction, please refer to the York Public Events Guide and view the Shire of York Planning Your Event in York page to ensure you are aware of all requirements. If after reading the guide, you are unsure what applies to your intended event, please discuss this and your Event Application Approval with the relevant Shire representative listed at the end of these guidelines. This is separate to any funding applications for events.