

Background

Burnie City Council has allocated \$20,000 to support discrete promotional activities involving partnerships of Burnie businesses during the 2018/19 Financial Year. The promotional activity must be completed by June 30, 2019.

The program:

- a) Provides for grants of up to \$2,500,
- b) Requires a cash or in-kind co-contribution of 50% of the funds being sought,
- c) Requires a partnership involving a minimum of five businesses,
- d) Can include the provision of Council equipment free of charge to support promotional events if required.

This is a rapid response program, with a response time of two weeks from Council receiving the application.

Funding will be distributed on a "first come, first served" basis until the budgeted funds are expended, however Council would prefer to see funds

distributed across as many businesses as possible and may limit the opportunity for the same group of businesses to access further funding depending on demand.

The application will be required to name a lead business who will be paid the funds, and who will provide a short report on the event including evidence of how the total funds were spent.

If the application includes a promotional event activity, the lead business will need to provide evidence of a current Public Liability Insurance certificate.

Any regular Council or other permits required for a promotional event activity will still need to be applied for as normal.

It is recommended that applicants discuss their application prior to submission with Council's Director Community and Economic Development by phoning 6430 5715.

APPLICANT DETAILS			
Lead Business Name			
ABN		Registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Note: The lead Business will be responsible for holding and spending the funds on behalf of the group of businesses.</i>			
Contact Person		Surname	
Telephone (BH)		Mobile	
Email			

Participating Businesses: (must include at least a further four businesses - If insufficient space please attach additional details)				
Business Name	ABN Number	Contact Name	Contact Email	Contact Number

Privacy Statement

1. Council is committed to upholding your right to privacy. 2. Personal information collected by Burnie City Council is used in the provision of services. 3. Information collected will be retained confidentially and disposed of in accordance with requirements of the Personal Information Protection Act 2004. 4. You have the right to access your own personal information on request.

PROMOTIONAL ACTIVITY	
Name of Activity:	
Date/s and duration	
Description	<i>(If insufficient space please attach additional details)</i>

COST BREAKDOWN <i>(If insufficient space please attach additional details)</i>	
Item	\$Cost
	\$
	\$
	\$
	\$
	\$
Total Cost:	\$
Funding amount required from Council	\$

Note: Council will fund half the cost of the promotional activity up to a limit of \$2,500

EVENTS	
Is the promotional activity an Event?	<input type="checkbox"/> Yes – Complete details below <input type="checkbox"/> No – Skip to Declaration section
Location of Event	
Will food and/or alcohol will be available	
Estimated number of persons in attendance	
Are any regulatory permits required? (eg: Council permits)	

Note: Funding of your event should not be taken as regulatory approval. It is the responsibility of the business group to apply for any permits.

PUBLIC LIABILITY INSURANCE			
Insurer		Certificate Number	
Name of Insured			
Expiry Date		Amount of Cover (minimum \$10 million)	

*Note: Copy of current Public Liability Insurance Policy **MUST** be enclosed with this application.*

EVENT EQUIPMENT <i>(If insufficient space please attach additional details)</i>		
Do you require Council equipment for the event activity	<input type="checkbox"/> Yes – detail below	<input type="checkbox"/> No

Note: Equipment will be provided free of charge, however it is the responsibility of the businesses to collect and return. Should the equipment be required to be delivered and picked up, a cost will be incurred and the Lead Business invoiced. The Lead Business will be responsible for any damage to equipment.

DECLARATION			
As the representative of the Lead Business, I certify that all the information provided in this application is true and accurate.			
I will ensure the funds provided by Council will be spent for the purpose for which they are granted.			
I will provide a short report on the promotional activity within one month of its completion, as well as evidence that the total funds have been spent as per the application.			
Signature:		Date:	
Name (print):			
Position Lead Business			

Office Use Only			
Received By		Date Received	
Refer to	Manager of Community and Economic Development	File to	17/9/36
Decision	[] Approved / [] Refused	Date Issued	
Special Conditions			
Signed By		Position	
Others Notified:	Works		M&E
	Caretaker		LES