# Destination and Economy Funding

# Application and Acquittal Form

Thank you for proposing your project for Lismore City Council funding support through the Destination and Economy Team. Please follow these steps to apply and report on funding.

1. Review the relevant Guidelines regarding eligibility and selection criteria, which are published at [lismore.nsw.gov.au/business](https://www.lismore.nsw.gov.au/Business)
2. Contact the Destination and Economy team about your proposal idea and potential application opportunities – via phone 02 6625 0500 or email business@lismore.nsw.gov.au.
3. Email this completed form to business@lismore.nsw.gov.au with supporting documentation as outlined in relevant Guidelines. Please keep responses brief and factual, and address how you will track and evaluate your expected outcomes.
4. We aim to have proposals reviewed and outcomes notified within four weeks of closing / submission dates, however delays may be experienced due to assessing Event and/or Development Applications, or other factors. We will keep you informed throughout the process and may request further information as needed.
5. Should your project be funded, we will email an agreement and details regarding next steps. You will be required to -
	1. Acknowledge support, using correct logo and branding materials provided by Lismore City Council
	2. Provide the Destination and Economy team with a copy of promotional content (including images and text) at least 14 days prior to project delivery, to ensure we have appropriate materials for promotions
	3. Evaluate the project and provide this completed acquittal form within 6 weeks of project completion.

## **Project Application**

|  |  |
| --- | --- |
| Name of the funding initiative sought:*- Lismore Business Activation Microgrant**- Lismore Event Activation Sponsorship**- Destination and Economy event sponsorship* | Click or tap here to enter text. |
| Your business or organisation’s name*(If you are a group without an Australian Business Number, you will need to include confirmed support from a partnering organisation to auspice funds)* | Click or tap here to enter text. |
| Australian Business Number: | Click or tap here to enter text. |
| Your name: | Click or tap here to enter text. |
| Position held: | Click or tap here to enter text. |
| Your preferred phone number and email address: | Click or tap here to enter text. |
| Project name: | Click or tap here to enter text. |
| Relevant website and/or social media details: | Click or tap here to enter text. |
| Please briefly outline your activation project (200 words maximum, bullet points permitted).  |
| Click or tap here to enter text. |
| Where is your project located and how do you propose to utilise this space? | Click or tap here to enter text. |
| Date and time details: | Click or tap here to enter text. |
| Support material (optional).Please provide one weblink (URL) that may feature 1-3 images, short video, brief text or other rich media example to help convey the merit of your proposal.  | Click or tap here to enter text. |
| Attendance and participation:* How many people do you expect will participate and/or attend?
* How many attendees do you expect from outside this 2480 area?
* How many people will you engage to deliver the project? (Eg. Paid roles, volunteers, collaborators?)
 | Click or tap here to enter text. |
| How will you measure participation / attendance? (E.g. via ticket sales or other recording mechanism) |  |
| What approvals and engagement do you have in place for delivering this project? Let us know who you’ve spoken with at Lismore City Council. | Click or tap here to enter text. |
| Briefly outline your safety, environmental impact, and risk management plans.  | Click or tap here to enter text. |

## What outcomes and benefits do you envision for key community stakeholders, including CBD businesses?

See assessment criteria in the relevant Guidelines and briefly address the following questions and how you plan to evaluate outcomes. We will consider this information when assessing your proposal and reviewing your acquittal. This will also inform future business activation and economic development initiatives.

| **Outcomes / Benefits** | **Your response – including tracking, performance measures and evaluation approach**  |
| --- | --- |
| How will this project raise the profile of Lismore? *Please outline your marketing, media and documentation plans.* | Click or tap here to enter text. |
| How are you planning to leverage online tools for engagement, marketing and participation? | Click or tap here to enter text. |
| What economic impact of this project do you expect for the Lismore community – specifically benefits for CBD and urban fringe businesses? | Click or tap here to enter text. |
| Are local 2480 businesses, producers and service providers used in the delivery of this project? *Please provide details.* | Click or tap here to enter text. |
| What potential benefits for the local community do you aim to achieve? *(E.g. engaging community participation, cultural development, achieving social impact, contribution to a cause, education, awareness raising)* | Click or tap here to enter text. |
| Please add any further relevant comments about how your proposed project can boost economic development, CBD vibrancy and promotions, or other priorities you identify. | Click or tap here to enter text. |

## Please provide a summary of your estimated budget

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Funds - GST Exclusive** | **CASH or IN-KIND?** | **Notes about income / expenditure** |
| a) Lismore City Council funding amount | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| b) Your funding contribution | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| c) Other funding sources | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL Project Income** | Click or tap here to enter text. |  |  |
| Projected expenditure- summary including: Wages / contractor feesSuppliersEquipmentMarketingAdministration and overheadsOther | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL Project expenditure** | Click or tap here to enter text. |  |  |
| Other notes for consideration if relevant. | Click or tap here to enter text. |

## Declaration

On behalf of Click or tap here to enter text., I declare that the information and financial details supplied are a true and accurate account of the project proposed for funding support through Lismore City Council.

If this proposal is accepted, I agree to be involved in future promotions, and to provide text and images for Lismore City Council media stories and promotions.

**Signed:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

## **Acquittal Report**

## Introduction

Thank you for completing this report about the outcomes and benefits of the funding support your project has received through Lismore City Council. Please refer to your project application above, noting actual outcomes in context of proposed benefits. Your report informs future business activation and economic development initiatives.

This report is required within 6 weeks of project completion, and you are encouraged to make your responses factual and succinct. Please be aware that this acquittal will have a bearing on any future Proposals or Expressions of Interest you may wish to make.

## Overview

|  |  |
| --- | --- |
| Your business or organisation’s name: | Click or tap here to enter text. |
| ABN: | Click or tap here to enter text. |
| Your name: | Click or tap here to enter text. |
| Position held: | Click or tap here to enter text. |
| Your preferred phone number and email address: | Click or tap here to enter text. |
| Event / Project name: | Click or tap here to enter text. |
| URL and/or social media details: | Click or tap here to enter text. |
| Please briefly outline your event / project (200 words maximum, bullet points permitted)  |
| Click or tap here to enter text. |
| Where was your event / project located? | Click or tap here to enter text. |
| Date and time details: | Click or tap here to enter text. |
| As applicable for your event or project, please outline how many people -* Attended
* Were engaged as paid contractors
* Were engaged as volunteers
* Visited from outside 2480 area?

How did you arrive at these figures? How does this compare with previous events / activities? | Click or tap here to enter text. |

## Promotions and media

We may use these materials for reporting or promotional purposes, and we may contact you to request further text and images for Lismore City Council media stories and promotions.

* **Advertising and publicity collateral:** please attach copies of posters, advertisements, social media, flyers or other collateral
* **Media coverage:** please attach copies of press coverage and a description of electronic media coverage
* **Documentation:** please attach 3 – 4 digital photographs of the event.

## Outcomes and benefits

Reflecting on your funding proposal and the actual event / project delivered, please provide brief responses and evidence where possible.

| **Outcomes / Benefits** | **Your response – including tracking, performance measures and evaluation approach**  |
| --- | --- |
| What was the economic impact of this project for the Lismore community – specifically benefits for CBD and urban fringe businesses? | Click or tap here to enter text. |
| How has this event/project raised the profile of Lismore?  | Click or tap here to enter text. |
| To what extent have event attendees visited for part or all of the day, stayed overnight and/or visited other Lismore attractions? | Click or tap here to enter text. |
| Which local 2480 businesses, producers and service providers have been used in the delivery of this event/project? *Please provide details.* | Click or tap here to enter text. |
| What other benefits for the local community have been achieved? (*E.g. engaging community participation, cultural development, achieving social impact, contribution to a cause, education, awareness raising etc.)* | Click or tap here to enter text. |
| Please add any further relevant comments about how your proposed event has boosted the vibrancy, experience, promotion and/or business support opportunities for Lismore? *See the* [*Lismore Business Activation Plan*](https://www.lismore.nsw.gov.au/Business/Business-support/Promoting-activating-our-business-centres) *to find out about these goals.* | Click or tap here to enter text. |

## Financial report

Please outline overall financial outcomes below, and attach copies of invoices paid matching your proposed budget.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Funds - GST Exclusive** | **CASH or IN-KIND?** | **Notes about income / expenditure** |
| a) Lismore City Council funding amount | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| b) Your funding contribution | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| c) Other funding sources | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL Project Income** | Click or tap here to enter text. |  |  |
| Actual expenditure - summary including: Wages / contractor feesSuppliersEquipmentMarketingAdministration and overheadsOther | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL Project expenditure** | Click or tap here to enter text. |  |  |
| Other notes for consideration if relevant. | Click or tap here to enter text. |

## Declaration:

On behalf of Click or tap here to enter text., I declare that the information and financial details supplied are a true and accurate account of the project which received Lismore City Council funding support.

**Signed:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.