



FUNDING APPLICATION FORM

How to use this interactive form

- Step 1: Download this pdf to your computer and rename using a description of your event
- Step 2: Fill out the form electronically
- Step 3: SAVE
- Step 4: Send application to the email address at end of form. Make sure to attach saved application to your email

We encourage applications for funding to be submitted at least 3 months prior to your event.

In order to be able to complete your funding application, you will be required to know the following:

Event Checklist

Please answer Yes or No to the following in relation to your event:

- | | YES | NO |
|--|-----|----|
| 1. Are you able to accurately estimate the total number of attendees? Funding requests will only be given consideration for events with a minimum of 150 people. | | |
| 2. Are you able accurately estimate the number of players, participants and officials? | | |
| 3. Are you able to estimate the average length of stay of attendees? | | |
| 4. Are you able to estimate the daily expenditure of attendees? | | |
| 5. Are you able to estimate the daily expenditure of attendees? | | |
| 6. Are you aware that you will be required to obtain the necessary permits from the Rottneest Island Authority? | | |
| 7. Are you able to accurately provide an event budget detailing revenue and expenditure forecasts? | | |
| 8. Will this event promote Rottneest Island through mainstream domestic and/or international media coverage? | | |
| 9. Will the event be held anywhere else in Australia? | | |

Contact Details

Organisation Name:

Postal Address:

Suburb:

State:

Postcode:

Primary Website

Contact for Application:

Title:

First Name:

Last Name

Position Held:

Contact Number (Business Hours):

Contact Email:

Event Details

Event Name:

Venue or Location:

Tell us in 300 words or less what is your event about and who it is targeting.

Does your event rotate to other cities?	YES	NO	
Is this a new or existing event held in Western Australia?	NEW	EXISTING	
Event Frequency	ANNUAL	OTHER	_____
Event dates for proposed funding	START DATE	END DATE	
What percentage of growth do you envisage as being achievable in subsequent years?			
Have you obtained the relevant approvals from the Rottneest Island Authority?	YES	NO	

Funding Details

Amount Requested \$

Proposed Use of Funds

Tell us in 300 words or less how you propose to use the funds – include specific details and where relevant, provide examples of activities to which the funding will be allocated, including specific examples of who you intend to target. Please note the proposed use of funds should be tied to activities that will elevate/improve/develop the event

Describe in 300 words or less how the proposed use of funding will elevate/improve/develop the event. Funding tied to activities that elevate event and align with funding criteria will be more competitive.

Short description of funding use	Amount

Has your event previously received funding from the RICC? YES NO

Economic & Tourism Benefit

How many people do you expect at your event?

Participants (refers to athletes/performers, support staff, media, sponsors, officials and volunteers)

- Athletes / Performers (enter 0 if nil)
- Support staff, media, sponsors, officials, stall holders and volunteer

Spectators/Audience (the number of visitors whose main reason to travel to Rottnest Island was because of the event.

- Total spectators

Visitor Nights

Events can encourage visitors to stay longer and overnight visitors are particularly important to the island's economy.

Ratio of attendees who stay overnight

Potential length of stay for overnight visitors on Rottnest Island nights

Visitor Expenditure

This may include:

- Overnight accommodation (for overnight visitors)
- Meals, food and beverages

- Tourism, entertainment and other leisure activities
- Transport (including ferry ticket)
- Any other expenses at all such as retail, gifts, books, clothing, toiletries, groceries etc.

Average expenditure for day trip visitors \$

Average daily expenditure for overnight visitors \$

Would you be prepared to instigate a small post-event survey and share the results with the RICC in a debrief session or report? YES NO

Please tell us in 100 words or less how you plan to market your event.

Please provide an estimate of the ratio of your event's total expenditure that are sourced from Rottnest Island.

Please tell us in 100 words or less how the RICC would be acknowledged as an event sponsor.

Declaration and Privacy Statement

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I agree that I will contact the Rottnest Island Chamber of Commerce immediately if any information provided in this application changes or is incorrect.

The Rottnest Island Chamber of Commerce respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. This document is to assess funding request only and the RICC are in no way liable for any events held on Rottnest Island.

Authorised Person's Name

Title First Name Last Name

Position Held

Date of Declaration

Please return completed form via email to admin@ricc.org.au