**In order for a grant to be released, you need to satisfactorily complete this application form and return it to:**

**Mr Ron Harrington OAM, Director**

**Royal South Street Eisteddfod,**

**PO Box 33, BALLARAT 3353**

**1. 2018 EISTEDDFOD Grant Details**

Please enter the organisation details here.

|  |  |
| --- | --- |
| **Full Name of Organisation:** |  |
| **Street Address:** |  |
|  |  |
|  | Postcode |
| **Postal Address (if different):** |  |
|  |  |
|  | Postcode |
| **Contact Details:** |  |
| Salutation |  |
| First Name of Contact Person |  |
| Family Name of Contact Person |  |
| Position of Application Contact Person |  |
| Business Hours Phone | Alternative Phone/Mobile |
| Fax | Email |
| Organisation website |  |

|  |  |
| --- | --- |
| **Eisteddfod Details:** |  |
| Trading Name |  |
| ABN |  |
| Are you GST Registered?  | 🞎 Yes 🞎 No |
| Legal Status of Organisation |  |
| Under its articles or constitution, is the organisation a not-for-profit body?  | 🞎 Yes 🞎 No |
| In what year was the organisation formed? |  |

|  |  |  |
| --- | --- | --- |
| **Key Personnel/Permanent/**Senior Staff | Position | Name (Salutation/First Name/Family Name) |
| President/Equivalent |  |  |
| Secretary/Equivalent |  |  |

**2. EISTEDDFOD PROGRAM INFORMATION**

|  |  |
| --- | --- |
| **Eisteddfod Name:** |  |
|  |  |
| **Names of Adjudicators:** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Eisteddfod’s Duration:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date:** |  | **End Date:** |  |
|  |  |  |  |
| **Agreed Eisteddfod’s Grant Acquittal Due Date \*:**  |
| *\* Your Grant’s Acquittal due date will be 60 days after your event’s* End Date) |
| Eisteddfod Overview: |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **Estimated Number of Entries:** |
| **Eisteddfod Location:** |
|  |
|  |
|  |
| **Grant Amount:**  |  | **Estimated Total Expenditure:** |  |

**3. EISTEDDFOD FINANCIAL BUDGET**

**Please attach a separate sheet for budget notes to show how figures are arrived at e.g. 50 entrants at $5 each = $250**

|  |  |  |  |
| --- | --- | --- | --- |
| **Eisteddfod Income** | **$ Budget** | **Eisteddfod Expenditure** | **$ Budget** |
| **Earned Income (**[**1**](#Notes)**)** |  | **Project / Production Costs (**[**4**](#Notes)**)** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Project Contribution (**[**2**](#Notes)**)**(please specify**)** |  |  |  |
| **Cash** |  |  |  |
|  |  | **Marketing & Promotion (**[**5**](#Notes)**)** |  |
|  |  |  |  |
| **In-kind** |  |  |  |
|  |  |  |  |
| **Government grants & support** |  |  |  |
|  |  |  |  |
| **Other Federal Government** |  | **Administration (**[**6**](#Notes)**)** |  |
|  |  |  |  |
| **State Government** |  |  |  |
| **Creative Victoria** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Local Government Grant** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Local Government In-kind** |  |  |  |
|  |  |  |  |
| **Other** (please specify) |  |  |  |
|  |  |  |  |
| **Non Government grants & support (**[**3**](#Notes)**)** (please specify) |  | **Adjudicators Salaries, Fees, On-costs (**[**7**](#Notes)**)** |  |
| **Cash** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **In-kind** |  |  |  |
|  |  |  |  |
| **Total Income** |  | **Total Expenditure** |  |

#### Definition of terms in Eisteddfod financial worksheet:

1. **Earned Income: Entry Fees, Program Sales, Door Takings,** (provide details on how this figure was calculated)

2. **Project Contribution:** your Society’s contribution to the event.

3. **Non-Government Grants & Support**: Sponsorship/ Donations/Fundraising/Philanthropic.

4. **Eisteddfod Costs**: Development costs/production/ Technical/Materials/Freight/Insurance/Visas.

5. **Marketing & Promotion**: Promotions/Publicity/Advertising/Printing and design/Programs.

6. **Administration**: Office costs/
Admin overhead/Insurance.

7. **Adjudicators Salaries, Fees, On-costs**: salaries and costs (List all principal personnel and breakdown of salary/costs living allowance).