NSW Bike Week 2017 –  
Funding Application

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| **Contact details** | | | |
| **Name of organisation** |  | | |
| **Contact name** |  | | |
| **Daytime phone no.** |  | **Mobile** |  |
| **Email** |  | | |
| **Do you have Public Liability Insurance?** | Yes | No | |

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| **Event details** | |
| **Name of event** |  |
| **Date** |  |
| **Time** |  |
| **Venue/s** |  |

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| **Event overview** | | |
| **Please provide a short description of the activities to be undertaken at the event.**  i.e. a short bike ride using the new cycleway into town followed by refreshments | | |
|  | | |
| **Which of the NSW Bike Week objectives does your event meet?** | Increase the use of local cycling infrastructure for transport and recreation. |  |
| Provide a safe and secure environment for new and less confident cyclists to improve their cycling skills. |  |
| Educate the community on the importance of road safety and the relevant road rules. |  |
| Promote cycling as a safe mode of transport for short trips. |  |
| **How does your event meet these objectives?**  Events must meet at least one objective |  | |
| **Number of expected participants?** |  | |
| **Amount of funding**  **Requested?**  Funds are only to be used for promotional items |  | |
| **Has this event received NSW Bike Week funding in previous years? Give details?** |  | |

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| **Communications plan** | | | | |
| **What promotional activities will be used?** | Social and online media |  | Radio |  |
| Website |  | Television |  |
| Magazine |  | Billboards/Bus shelters |  |
| Newsletter |  | Flyers |  |
| Posters |  | Branded material |  |
| Newspaper |  | Other |  |
| If ‘other’, please list: |  | | |
| **What other promotional strategies are going to be employed?** |  | | | |
| **What will the allocated funds be used for?** |  | | | |

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| **Event evaluation** | |
| **A *NSW Bike Week* *Event Organiser Evaluation Report* for each of your events is a condition of event funding.**  A participant survey is provided for your use.  What other ways do you plan to collect information to evaluate your event? |  |

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| **Proposed event budget – financial contribution** | | | |
| **Item** | **Value** | **Requested RMS contribution** | **Contribution by other stakeholders** |
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|  |  |  |  |
| **Total** |  |  |  |

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| **Proposed event budget – in-kind\* contribution**  \*In-kind contributions refer to the value of goods and services you will receive but will not be required to pay for i.e. equipment hire fee that has been waived by the vendor | | | |
| **Item** | **Value** | **Requested RMS contribution** | **Contribution by other stakeholders** |
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| **Total** |  |  |  |

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| **Information for NSW Bike Week website**  In the case that your funding application is successful, please provide an event description and contact details to be uploaded onto the NSW Bike Week website | |
| **Short event description** |  |
| **Detailed Location** |  |
| **Date and Time** |  |
| **Contact person** |  |
| **Email** |  |

**NOTE:** It is a condition of funding that the *NSW Bike Week Event Organiser Evaluation Report* is completed and returned to your NSW Bike Week Roads and Maritime Services Regional Coordinator. Grants will not be paid until your evaluation report is received.