

OFFICIAL 2024 Multicultural Festival Grants - Stall Application Form

Form Preview

Multicultural Festival Grants

* indicates a required field

Funding category: Stall

Funding available: Up to \$250

Eligible projects: Cultural food and drinks, cultural displays or sales, and small cultural demonstrations or activities

Types of stalls to apply for:

- Cultural display *AND/OR* pre-cooked food stall
- Lower-risk cooking stall
- Higher-risk cooking stall

Stall set-up includes:

- Every successful group will be allocated **one whole stall of 3m x 3m** in size - plus one stall sign, one trestle table and two chairs
- Some stalls may be allocated a small amount of additional space for cooking only, if available
- The exact size and location of stalls will be confirmed by event organisers with successful participating groups closer to the event

Important requirements

The following applies to all applications in every category of the Multicultural Festival Grants:

- Organisations must ensure that its activities and stalls promote Australia's multicultural diversity and its model of integration and social cohesion.
- Participating groups will be required to adhere to all risk management, Work Health and Safety, Safe Food Handling requirements, City of Adelaide Guidelines, and COVID Safe requirements at the time of the event.
- Community group representatives and group coordinators will be required to attend mandatory information sessions in the lead up to the event.
- Community group representatives are required to share all relevant information with their group members who are participating on the day.
- Participating groups will be required to submit a detailed online Requirements Form for approval by the deadline.
- All community group members participating on event day will be required to complete an online Pre-event Registration Form.
- Participating groups must provide and seek approval for all printed materials to be used and/or displayed at the event, prior to the event.

Important guidelines to consider when applying for a stall

Cultural guidelines:

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- Stallholders not promote religious or political objectives that do not advance the interests of an intercultural and cohesive society.
- Stallholders must not display any article, clothing, flag, sign, picture or printed material that is either not eligible for display or is considered offensive or substandard.
- Costumes, decorations, activities, and all other conduct of participants within the stall must reflect that of the group's own cultural heritage and identity.
- ALL food offered at stalls must be reflective of the community group's culture/ origins/ traditions.
- NO non-cultural pre-packaged commercial food products are permitted (e.g., packets of popcorn, chips, non-cultural biscuits, chocolate bars or sweets, etc.).
- Commercial drinks are permitted (e.g., canned or bottled drinks such as water, Sprite, Pepsi, etc), however, drinks that represent your community group or culture are preferred and recommended.
- Groups must be able to communicate and promote their culture. Consider which members of the community group would be able to run the stall and share the required information and cultural knowledge with the Festival's visitors.
- Stallholders are required to wear dress reflective of their culture when within the stall (with reasonable safety considerations).

Stall safety guidelines:

- Stallholders must not sell, use or display toy or replica weapons at the event.
- Stallholders will be responsible for adhering to all safety and protective requirements as instructed by event organisers, for example the use of protective equipment to prevent damage to the venue, lawns or event equipment.
- Stallholders will be required to arrive and set-up at a designated arrival time and location.
- Stallholders will be responsible for having all electrical equipment tagged and tested prior to the event or use of the equipment will not be permitted at the venue.
- Stallholders must not bring equipment that will not fit within their designated stall space. This means all cooking and menu plans must also be suitable for the space available.
- If a space bigger than 3m x 3m is required for a cultural activity, groups are encouraged to apply under the activity category.
- Stallholders are required to remain and keep their stall open until the end of the event, even if items are sold out.

Food and cooking Stall guidelines:

- All alcohol is strictly prohibited.
- Cooking stalls may serve up to **a maximum of six (6) food menu items**, however, multiple serving size options can be provided for each menu item (e.g., one chicken curry dish could be offered in entrée and main size).
- The cooking and sale of food, and menus, must be approved by the event organisers and the venue. Event organisers may request updates to menu items before providing approval.
- Limited number of onsite cooking stalls are available.
- All cooking methods and menus will be subject to approval by event organisers and the venue. Please provide as much detail as possible in your application about your menu items and what onsite cooking equipment you would like to use at the event (please note, some cooking equipment is prohibited and will be discussed with successful participating groups, if required).
- If planning to cook or sell food, members running the stall must be aware of food safety standards and Safe Food Handling requirements.

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- Stallholders are required to follow all Single Use Plastic guidelines at the time of the event and are encouraged to use biodegradable and sustainable packaging to reduce environmental impacts.
- We ask all stallholders to be conscious of fuel, food, water, and power wastage. It is important to plan and coordinate the equipment and food for your stall accordingly.

Important instructions:

- If successful, all stallholder groups will be required to provide proof of public liability insurance – a minimum of \$1 million or as required in your agreement.
- Provide all relevant information in the application to assist the assessment panel, including the number of people running the stall throughout the day, and the timelines anticipated for setting up the stall and packing up at the end of the day.
- Provide detailed information and diagrams of what equipment the group need to bring and how would it fit into the stall space provided (for example, cooking and refrigeration facilities).

Who is eligible?

To be eligible for funding, multicultural organisations must:

- be non-government and not-for-profit, and
- have a registered Australian Business Number (ABN), and
- provide satisfactory evidence that their core purpose is to deliver initiatives, services or support for culturally and linguistically diverse communities in South Australia, and
- South Australian based, and
- incorporated under the *Associations Incorporation Act 1985* or
 - Australian Public Company Limited by Guarantee under the *Corporations Act 2001*, or
 - a Statutory Authority established through an Act, or
 - registered with the Australian Charities and Not-for-Profit Commission with a comparable legal status.

Not for profit multicultural groups that are unincorporated or do not have an ABN may be sponsored by an eligible multicultural organisation who applies on their behalf.

There is no limit to the number of times an eligible organisation may sponsor other organisations.

Who is not eligible?

The following are ineligible for funding:

- organisations that have outstanding acquittal reports for previously awarded grants
- educational institutions or related representative bodies, e.g., schools and/or their parents' associations, universities, and for-profit childcare centres
- individuals or organisations applying on behalf of an individual
- Commonwealth, State or Local Government department and agencies
- Organisations that have demonstrated religious or political advocacy that is not aligned with intercultural cohesion.

What applications will not be supported?

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The following will not be supported:

- activities primarily aimed at meeting religious or political advocacy that do not advance the interests of an inclusive and cohesive Australian society
- engaging in, or promoting/demonstrating, activities that are deemed unlawful
- engaging in, or promoting/demonstrating, activities that may be a risk to public safety
- engaging in, or promoting/demonstrating, activities that have potential to cause damage to the Government Parties reputation.
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Eligibility Check

Before you continue your application please ensure you can answer YES to the following questions:

- I **have** read the [funding guidelines](#)
- I will **abide** by the funding guidelines
- The applicant is a **multicultural** not-for-profit organisation
- The applicant **has** a registered Australian Business Number (ABN)
- The application is **not** for reimbursement of funds that have already been spent
- The application is **not** for an event that is aimed at meeting religious or political objectives that do not advance the interests of an inclusive and cohesive Australian society
- The application is **not** for an event that may be a risk to public safety.

I have read and will abide by the Multicultural Festival Grants Program 2024 Funding Guidelines and believe that the applicant organisation is eligible to apply for a Multicultural Festival Grant. *

☐ Yes ☐ No

I agree to share the Multicultural Festival Grants Program 2024 Funding Guidelines and relevant materials with the management committee of this application and other relevant community members participating in this event. *

☐ Yes ☐ No

How did you hear about this grant?

Please tell us how you heard about the 2024 Multicultural Festival Grant applications. *

- ☐ Email newsletter
- ☐ Website news article
- ☐ Multicultural Affairs Facebook
- ☐ SA Gov Facebook
- ☐ LinkedIn
- ☐ Instagram
- ☐ Word of mouth
- ☐ Media

At least 1 choice must be selected.

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Organisation and Contact Details

* indicates a required field

Eligibility

Does your organisation meet the eligibility criteria? *

☐ Yes ☐ No

Is this application being sponsored by an eligible organisation *

☐ Yes ☐ No

Eligible Organisation

The Eligible Organisation (sponsor) will be responsible for the legal and financial accountability of the grant by signing a grant agreement and receiving and acquitting the funding.

Eligible Organisation Incorporation Number *

[Click here](#) to search for your incorporation or registered number

Eligible Organisation Australian Business Number (ABN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Need to update your ABN? [Click here](#) for more information.

Organisation Name *

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Organisation Name

Your applicant organisation name must be the same as registered/incorporation name and the same as the ABN Entity Name or trading name linked to the ABN.

Office Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant Primary Website

Must be a URL.

Organisation Social Media

Please provide social media handles for any social media accounts for the **organisation**.

For example: Facebook@ multiculturalalsa

Facebook@

Twitter@

Instagram@

Registered Public Officer

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Please provide the name and email address of your organisation's Public Officer, Company Office Holder or Responsible Officer.

Public Officer Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Public Officer Primary Phone Number *

Must be an Australian phone number.

Public Officer Primary Email *

Must be an email address.

Application Contact Person

Please provide details of the main contact person for this application

Contact Person Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Person Position *

Contact Person Phone Number *

Must be an Australian phone number.

Contact Person Email *

Must be an email address.

Community Group Contact Details

Organisation Name *

Organisation Name

Incorporation Number (If applicable)

ABN (If applicable)

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Sponsored Organisation Website

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Must be a URL.

Community Group Social Media

Please provide social media handles for any social media accounts for the **community group**.

For example: Facebook@ multiculturalalsa

Facebook@

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Twitter@

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Instagram@

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Community Group Contact Person

*

Title

First Name

Last Name

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Position *

Phone Number *

Must be an Australian phone number.

Primary Email *

Must be an email address.

Main contact for event coordination

Please provide the main contact person for the event coordination.

*

Title

First Name

Last Name

Position *

Organisation / Community Group Name *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Additional contact for event coordination

*

Title

First Name

Last Name

Position *

Organisation Community / Community Group Name *

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Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Project Details

* indicates a required field

Culture and Ethnicity

Please list the ethnicity focus of the project *

Please list the relevant country of origin *

Group Name

This name will be used for event promotions and signage.

Small changes may be made by event organisers to meet style guide requirements.

IMPORTANT NOTE: commercial business names are not permitted (for example, restaurant names).

Please provide the organisation or community group name that you want printed in the event program. *

Please ensure correct spelling.

Stall Type

Type of stalls available to apply for:

- **Cultural Display AND/OR Pre-cooked Food Stall** – includes:
 - no sale of food or drinks
 - OR sale of pre-cooked or pre-packaged food, or pre-made drinks only (for example, premade cakes, sweets, cold donuts, biscuits, lollies, can or bottle cold drinks, pre-made cold traditional drinks, such as ice teas)
 - no onsite cooking at all
 - showcase or sell art, craft, traditional clothing, paintings, or other quality culturally specific items

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- display educational material, interesting information and facts about the community's origins, traditions, and culture
- small cultural activity that can be completed within the 3m x 3m stall (e.g., henna painting, hair braiding, turban tying, craft activity, trying on clothes, etc.)
- **Lower-risk Cooking Stall** – includes:
 - sale of food or drinks
 - onsite cooking, heating or food preparation
 - the use of ONLY electrical cooking equipment (e.g., air fryers, electric frypans, rice cookers, kettles, toasters, electric ovens, microwave, bain maries, etc.)
 - no use of higher-risk cooking equipment permitted
 - please note, if applying for this stall you may not be approved to also have large cultural displays or any activity in your stall due to limited space and safety (you will still be required to decorate your stall to showcase your culture).
- **Higher-risk Cooking Stall** – includes:
 - sale of food or drinks
 - the use of higher-risk cooking equipment with an open flame, use of gas, or hot oil (e.g., gas BBQ, coal BBQ, deep fryers, hopper cookers, paella pans, etc.).
 - in addition to higher-risk cooking equipment, you may also use electrical cooking equipment (e.g., air fryers, electric frypans, rice cookers, kettles, toasters, electric ovens, microwave, bain maries, etc.).
 - please note, if applying for this stall you may not be approved to also have large cultural displays or any activity in your stall due to limited space and safety (you will still be required to decorate your stall to showcase your culture).

IMPORTANT NOTE:

If allocation for the stall type you select is exhausted, you may be allocated a different stall type by the panel. This will be discussed with successful applicants by event organisers closer to the event.

The final decision on the group's allocated stall location will be made by event organisers in line with the finalisation of the program.

Select the type of stall *

☐ Cultural Display and/or Pre-cooked Food Stall ☐ Lower-risk Cooking Stall ☐ Higher-risk Cooking Stall

No more than 1 choice may be selected.

Please select the most appropriate type for your plans.

Cultural Display and/or Pre-cooked Food Stall

Important information to consider when applying for this stall type:

- If applying for this stall type, you will not be permitted to cook, heat or prepare food onsite at the event
- ALL food offered at stalls must be reflective of the community group's culture/ origins/ traditions
- All alcohol is strictly prohibited
- NO non-cultural pre-packaged commercial food products are permitted (e.g., packets of popcorn, chips, non-cultural biscuits, chocolate bars or sweets, etc.)

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- Commercial drinks are permitted (e.g., canned or bottled drinks such as water, Sprite, Pepsi, etc.), however, drinks that represent your community group or culture are preferred and recommended

Will you sell or serve any pre-cooked or pre-packaged food, or pre-made drinks? *

☐ Yes ☐ No

For example: premade cakes, sweets, cold donuts, biscuits, lollies, can or bottle cold drinks, pre-made cold traditional drinks, such as ice teas

If YES - please provide a DETAILED description of the pre-cooked or pre-packaged food, and pre-made drinks, that you plan to sell or serve.

Provide as much detail as possible.

Will you conduct any cultural activities in your stall? *

☐ Yes ☐ No

For example: henna painting, hair braiding, turban tying, craft activity, trying on clothes, etc.

If YES - please provide a DETAILED description of the cultural activity planned for your stall. *

Provide as much detail as possible. Include how many people can participate, etc.

Please provide a DETAILED description of any cultural displays or demonstrations in your stall. *

Provide as much detail as possible.

Will you sell any cultural items in your stall? *

☐ Yes ☐ No

For example: cultural art, craft, traditional clothing, paintings, or other quality culturally specific items

If YES - please provide a DETAILED description of the cultural items you plan to sell in your stall.

IMPORTANT: Please remember **the stall is only 3m x 3m** and already includes one trestle table and two chairs.

ALL of your equipment **MUST FIT INSIDE** your allocated stall space. This means your display, demonstration and activity plans must be suitable for the space available.

Stalls may be located side-by-side.

Lower-risk Cooking Stall

Important information to consider when applying for this stall type:

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- If applying for this stall type, you will not be permitted to use any higher-risk cooking equipment onsite at the event.
- If applying for this stall type, you may not be permitted to also have a cultural display or activity in your stall for safety reasons (you will still be required to decorate your stall to showcase your culture).
- Due to the limited number of cooking stalls available at the event, applying for this stall type does not guarantee you will be successful for this stall type.
- Event Organisers will discuss the allocation of cooking stalls with successful applicants.
- ALL food offered at stalls must be reflective of the community group's culture/ origins/ traditions.
- All alcohol is strictly prohibited.
- NO non-cultural pre-packaged commercial food products are permitted (e.g., packets of popcorn, chips, non-cultural biscuits, chocolate bars or sweets, etc.).
- Commercial drinks are permitted (e.g., canned or bottled drinks such as water, Sprite, Pepsi, etc.), however, drinks that represent your community group or culture are preferred and recommended.
- All cooking methods will be subject to approval by event organisers and the venue.

Important information about food menus:

- Cooking stalls may serve **up to a maximum of six (6) food menu items**.
- Multiple serving size options can be provided for each menu item (e.g. one chicken curry dish could be offered in entrée and main size).
- All menus will be subject to approval by event organisers and the venue.

Please provide as much detail as possible about each menu item you plan to sell or serve at your stall, including:

- The dishes name
- If it is sweet or savory
- Describe the ingredients
- Describe the cooking methods

Menu item 1

Provide as much detail as possible.

Menu item 2

Provide as much detail as possible.

Menu item 3

Provide as much detail as possible.

Menu item 4

Provide as much detail as possible.

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Menu item 5

Provide as much detail as possible.

Menu item 6

Provide as much detail as possible.

IMPORTANT: Please remember **the stall is only 3m x 3m** and already includes one trestle table and two chairs.

ALL of your equipment **MUST FIT INSIDE** your allocated stall space. This means your cooking and menu plans must be suitable for the space available.

Stalls may be located side-by-side.

Higher-risk Cooking Stall

Important information to consider when applying for this stall type:

- If applying for this stall type, you may not be permitted to also have a cultural display or activity in your stall for safety reasons (you will still be required to decorate your stall to showcase your culture).
- Due to the limited number of cooking stalls available at the event, applying for this stall type does not guarantee you will be successful for this stall type.
- Event Organisers will discuss the allocation of cooking stalls with successful applicants.
- ALL food offered at stalls must be reflective of the community group's culture/ origins/ traditions.
- All alcohol is strictly prohibited.
- NO non-cultural pre-packaged commercial food products are permitted (e.g., packets of popcorn, chips, non-cultural biscuits, chocolate bars or sweets, etc.).
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- The dishes name
- If it is sweet or savory
- Describe the ingredients
- Describe the cooking methods

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Menu item 1

Provide as much detail as possible.

Menu item 2

Provide as much detail as possible.

Menu item 3

Provide as much detail as possible.

Menu item 4

Provide as much detail as possible.

Menu item 5

Provide as much detail as possible.

Menu item 6

Provide as much detail as possible.

What higher-risk cooking equipment do you plan to use in your stall? *

- ☐ Gas BBQ
- ☐ Coal BBQ
- ☐ Deep fryer / hot oil
- ☐ Pallela pan
- ☐ Hopper maker
- ☐ Other:

IMPORTANT: Please remember **the stall is only 3m x 3m** and already includes one trestle table and two chairs.

ALL of your equipment MUST FIT INSIDE your allocated stall space. This means your cooking and menu plans must be suitable for the space available.

Stalls may be located side-by-side.

Stall Facilities

Will your stall require access to electricity? *

- ☐ Yes ☐ No

If YES - please provide a DETAILED description of ALL equipment, including electrical equipment, that you plan to bring and use at the event.

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Please provide as much detail as possible.

Will your stall require access to a shared coolroom or shared freezer onsite? *

☐ Yes ☐ No

If NO - please provide a DETAILED description of how plan to safely store your food onsite at the event.

Provide as much detail as possible.

Stall Presentation and Support

How many people will be working in your stall at any one time? *

Must be a number.

IMPORTANT: ALL community members working in your stall are required to wear dress reflective of their community group or culture (as safe to do so).

Please provide a DETAILED description of the costume, national dress, traditional dress or uniforms the people working in your stall will be wearing. *

Please provide as much detail as possible.

Please provide a DETAILED description of how you plan to decorate your stall to showcase your culture. *

Previous Multicultural Festival Participation

Has this group participated in the Multicultural Festival before? *

☐ Yes ☐ No

If YES - please provide details about this previous participation.

For example: Years participated, type of participation, previous stall type.

Previous Stallholder Experience

Has this group worked together on a stall at a different event before? *

☐ Yes ☐ No

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If YES - please provide details about this previous participation.

For example: Name of other event, years participated, type of participation, previous stall type.

Supporting Evidence

Please upload any examples that demonstrate your past event participation and the group's experience that will support your application.

For example, photos, videos, reviews, news articles, or letters of support.

Links

Must be a URL.

File Upload

Attach a file:

Supporting Documentation - Constitution

Please upload a copy of your organisation's Constitution. *

Attach a file:

A minimum of 1 file must be attached.

Applicant Organisation Declaration

* indicates a required field

Alternative Participation Options

If your stall application is unsuccessful, would you like to be considered for one of the other Multicultural Festival categories?

If yes to any of the following, you may be contacted for further information.

*

☐ Yes - Performance ☐ Yes - Activity ☐ No

Declaration

We agree that if successful in obtaining a grant, the **Eligible Organisation** will not:

- sell, use or display toy or replica weapons
- engage in activities primarily aimed at meeting *religious* or *political* objectives that do not advance the interests of an inclusive and cohesive society
- engage in, or promote/demonstrate, activities that are deemed *unlawful*

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- engage in, or promote/demonstrate, activities that may be a risk to public *safety*
- engage in, or promote/demonstrate, activities that have potential to cause *damage* to the Government Parties reputation.

We certify that the information provided in this application is true and accurate, and does not include false, misleading or incorrect information.

We certify that the **Eligible Contact Person, Registered Public Officer, Executive Members and/or the Eligible Organisation** have never committed and/or are being investigated for any fraud or dishonesty offences.

We certify the application is endorsed by two persons, one being an executive member of the board or management, and the **Registered Public Officer**, of which both are from the **Eligible Organisation**.

We agree that if successful in obtaining a grant, the **Eligible Organisation** will enter into an agreement that will include grant terms and conditions relating to the expenditure of funds, reporting and compliance with specified requirements.

We understand the submission of an application does not guarantee a place in the 2024 Multicultural Festival.

We understand the submission of an application does not guarantee funding and does not involve ongoing government funding.

We understand by submitting an application we are agreeing that our organisation's name and participation in the festival can be used in event promotion if the application is successful.

We understand we will be required to adhere to all risk management, Work Health and Safety, Safe Food Handling requirements, City of Adelaide Guidelines, and COVID Safe requirements at the time of the event.

We understand we will be required to submit a detailed online **Requirements Form** by the deadline.

We understand we must **seek approval for all printed materials** to be used and/or displayed at the event, prior to the event.

We understand community group representatives and group coordinators will be required to **attend mandatory information sessions** in the lead up to the event.

As authorised representatives we agree to these conditions on behalf of the eligible organisation

*

☐ Yes ☐ No

Principal Office Bearer Declaration (President, CEO, Chair)

Principal Office Bearer Name *

Title First Name Last Name

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Principal Office Bearer Position *

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Principal Office Bearer Primary Phone Number *

Must be an Australian phone number.

Principal Office Bearer Primary Email *

Must be an email address.

Declaration Date *

Must be a date.

Second Authorised Personnel's Details

(must be different to the Principal Office Bearer)

Second Office Bearer Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Second Office Bearer Position *

Second Office Phone Number *

Must be an Australian phone number.

Second Office Bearer Primary Email *

Must be an email address.

Declaration Date *

Must be a date.

Disclosure of Name and Contact Details for the Organisation

Your personal information (name, organisation, phone and email) may be included in a list for circulation to our sponsors, government agencies or individual/ organisations interested to contact you for any future events. You may also receive further information related to future events, sponsor's activities and products.

Your decision will not affect the outcome of your application.

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Please tick this box if you do not want to receive future marketing offers from our partners / third parties.

☐ No