Information to be submitted with your application	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	☐
A copy of Event Plan / Checklist	☐
Where applicable supply evidence of cash support (e.g. recent bank statement)	☐
Provide a Certificate of Incorporation demonstrating not-for profit status	☐
Provide a signed copy of committee minutes endorsing the event, authorising an application to the Community Event Sponsorship Program and documenting the authorised project contact	☐
Provide letters of support for the event (external parties to the organisers of the event)	☐
Provide a letter/email from the head of the organisation supporting the application	☐
If attracting more than 1000 people, provide a copy of your COVID Management Plan	☐
Copy of Risk management plan	☐
Copy of any quotes for contractors/furniture hire	☐
Copy of approval of venue location	☐