**Significant Sporting Events Program**

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| Mandatory Documents | | | |
| Document | Mandatory /  Desired | Submitted | Comments |
| **Event Summary (see template)**  ‘One‑pager’ including:   * scope of event * marketing/promotional milestones * broadcast and/or livestream details * sport development / community engagement opportunities * event schedule/roster | Mandatory | Yes  No |  |
| **Event Budget**   * Must include all income and expenses including financial support beyond the Victorian Government (draft budgets will be accepted). * Budget figures should be GST exclusive. * Income should include the requested SSEP funding. * Where a multi-year application is being submitted, a budget is required to cover each year. | Mandatory | Yes  No |  |
| **Letter of Sanctioning**   * A Letter of Sanctioning from the recognised sporting organisation confirming the level and sanctioning of the event. * For international level events, a letter from the recognised international body is strongly encouraged. * Where a multi-year application is being submitted, a letter of sanctioning is required to cover each year. | Mandatory | Yes  No |  |
| **Desired Documents** | | | |
| **Marketing Plan / Social Media Strategy** | Desired | Yes  No |  |
| **Previous event reports or evaluations** | Desired | Yes  No |  |
| **Sport development and/or community engagement plan** | Desired | Yes  No |  |
| **Evidence of confirmation of other funding sources for event e.g. letter from local council** | Desired | Yes  No |  |

Supporting Document Checklist

This checklist can also be submitted with your application if you wish to provide any additional comments.

* Documents should be attached to your online application in acceptable file types (e.g. Word, Excel, PDF).
* Maximum file size must not exceed 5MB.
* When submitting your application online check carefully to ensure all your attachments have been uploaded correctly.