**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.