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| **DEVELOPMENT AND TOWN PLANNING SERVICES**  **TOURISM OFFICE**  Tel 051 603 1300  Email: mbobog@senqu.gov.za  19 Murray Street  Private Bag X03  Lady Grey  9755 |

“A Leading Rural Municipality with a viable and modern Economy”

**TOURISM EVENTS SUPPORT**

Senqu Municipality hereby invites the submission of applications for financial and/or non-financial support for hosting a tourism related events during the 2024/2025 financial year. This call for proposals is aimed at providing funding to existing tourism events/festivals, within the Senqu jurisdiction, which require additional funding in order to grow.

Financial- and non-financial support will be based on the following criteria

* Tourism initiatives including, but not limited to, music festivals, arts and cultural festivals, heritage events, marathons, trail runs/walks and fly-fishing will be considered
* The event/festival must employ locals as part of the supporting staff and organizing members.
* The tourism event/festival must support the hospitality sector and contribute to the increase in occupation of overnight accommodation establishments.
* The tourism event/festival must promote the Senqu Tourism brand, and the tourism logo must be featured in all the event/festival marketing material.
* The event organizer must be a registered entity e.g. Non-Profit Organisation, Non-Governmental Organization or private company with proof of registration attached.
* The tourism event/festival must be sustainable and hosted annually.
* The tourism event application form and corresponding risk assessment form must be completed and submitted on time.
* The tourism event/festival must submit a detailed event proposal and budget along with the application.
* The event should take place between July 2024 and June 2025
* A post-event report will be required by the municipality within 30 days after the event

NOTE: Incomplete and late submissions will be disqualified

Application forms are available on the Senqu municipality website  [www.senqu.gov.za](https://eur03.safelinks.protection.outlook.com/?url=http://www.explorersgardenroute.co.za/&data=05|02|didi@hessequa.gov.za|92431ca789454af67d6708dc6a86ca89|0726fd36d4f74324831a795d8da86f6a|0|0|638502374981988215|Unknown|TWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0=|0|||&sdata=Xe+VIOsauWiV/koaF8lT1da87QgQmXMWjq67tvtPT2o=&reserved=0) and also at the Senqu Tourism offices in Lady Grey

Applications must be submitted at the Senqu Tourism offices in Lady Grey or emailed to [mbobog@senqu.gov.za](mailto:mbobog@senqu.gov.za) no later than 9 September 2024



**TOURISM EVENTS SUPPORT APPLICATION FORM**

Name of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Events date and venue\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Events start and end times \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short description of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Applicant’s name (business or entity)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details (cell and email)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New or existing event, how long\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Events sector\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected number of attendees, local and outside of Senqu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where will event be marketed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post event benefits\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How will event benefit local tourism and business? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Financial support needed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| YES | NO |

The following documents will be required. Please tick the relevant box.

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| Application form |  |  |
| Event/festival proposal |  |  |
| ID copy |  |  |
| Company registration |  |  |
| Proof of residence |  |  |
| Event risk assessment form (if applicable) |  |  |
| Health and safety plan (if applicable) |  |  |
| Police, traffic, fire and EMS departments involvement |  |  |
| Liquor licence and food preparation permit if selling food and/or liquor (if applicable) |  |  |
| Noise exemption (if applicable) |  |  |
| Annual event |  |  |
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