

2024/25 - Local Events Grant - Progress Report - Round One Form Preview

Local Events Progress Report

* indicates a required field

As per the Local Events Grant guidelines, Tier 2 - Incubator Grant recipients must submit this progress report 3 months after receiving funding. Should you have any questions or require assistance, please contact Council's Events Team on 02 4732 7777 or sponsorship@penrith.city.

Parts of this progress report will be prepopulated from your application form.

Event Overview

Application Number

This field is read only.
The identification number or code for this submission.

Event Title

This question is read only.

Event Start Date *

Must be a date.

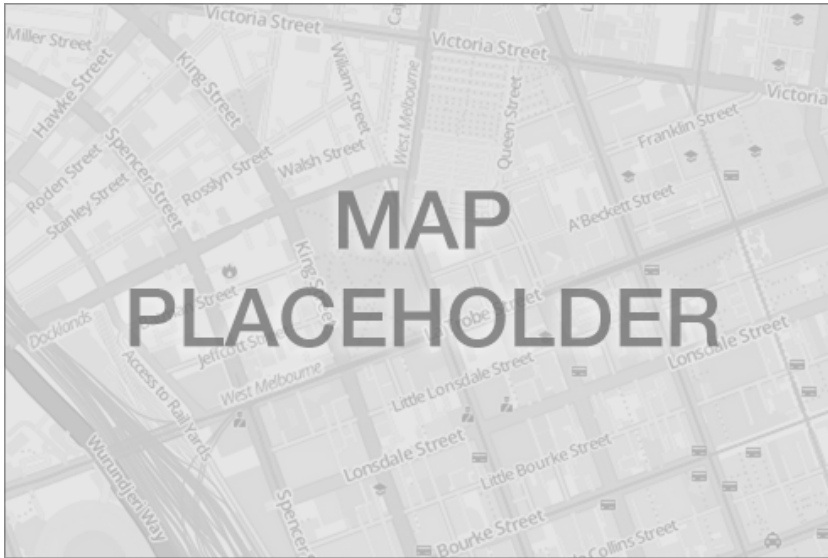
Event End Date *

Must be a date.

Where will the event take place? *

Address

2024/25 - Local Events Grant - Progress Report - Round One Form Preview



Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Short Event Description

This question is read only.

If there any changes from your application, please provide an update here.

Event Details

* indicates a required field

Is event planning on track? *

- Yes
- No

Event Progress Summary

Please complete table below to provide Council an update on how the event is progressing. For example:

Task Name
Start Date
End Date
Status
Comments

2024/25 - Local Events Grant - Progress Report - Round One

Form Preview

Book venue

1/7/24

1/7/24

Completed

Venue booked

Licenses and approvals

2/7/24

12/7/24

In progress

Licenses and approvals lodged with Penrith City Council 2/7/24. Awaiting approval.

Task Name	Start Date	End Date	Status	Comments
List each task that must be completed to deliver the event	Date the task was started or is anticipated to start Must be a date.	Date the task was completed or is anticipated to be completed by Must be a date.	Task status (not started, in progress, complete)	Add any additional commentary to demonstrate progress on event

Comment on event planning status *

Budget

Please confirm any expenditure to date.

Expenditure

\$

Budget Totals

Total Expenditure Amount

2024/25 - Local Events Grant - Progress Report - Round One Form Preview

This number/amount is calculated.

Supporting Documentation

Please provide your supporting documentation here. Note: Council's Community Funding webpage has some helpful templates and resources which may assist you - penrith.city/grants.

Site Plan *

Attach a file:

Risk Assessment *

Attach a file:

Any other supporting documentation

Attach a file:

Contact Details

Name *

Position *

Best Contact *

Phone or email.