

Event Sponsorship Application 2017/18



Organisation Details

Name	_____		
Contact Person	_____		
Postal Address	_____ _____		
Phone	<u>Home</u>	<u>Work</u>	<u>Mobile</u>
Email	_____		

Event Details

Name	_____		
Location	_____		
Dates	<u>Start</u>	<u>End</u>	
Amount	<u>Total \$ requested</u>	Incl GST ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Financial Details

Is your group incorporated? Yes No

If yes, please provide a copy of your Incorporation Certificate

If no, please provide the name of your auspicing body, which *must* be incorporated _____

Is your group/auspicing body registered for GST? Yes No

Applicant/auspicing ABN* _____

* If no ABN, please complete **Statement by Supplier** form and attach to Application.

Signatures

Group President	<u>Name</u>	_____
	<u>Signature</u>	_____ Date _____
Auspicing Body (If relevant)	<u>Name</u>	_____
	<u>Signature</u>	_____ Date _____

Please send this Application by the closing date (refer to Event Sponsorship Guidelines), along with supporting documents to

Chief Executive Officer
Shire of Capel
PO Box 369
CAPEL WA 6271

Records Office

Event Sponsorship Application

1. Have you spoken to us?

Have you spoken to a member of the Shire's Community Development Team to check your event meets the sponsorship criteria?

Yes No

If yes, who did you speak to? _____

Have you completed an Event Application Form ?

Yes No

2. Event details

Event name _____

Brief description _____

3. Benefits/impact of this event

Economic Impact - This can be measured by the number of new people that visit the Shire as a result of your event, or the number of local people that attend the event and its economic turnover, or a measure of local businesses/industries that generate employment as a result of this event.

Social Benefit - This can be measured by how the event adds social benefit to the local community. This could include, but is not limited to, how the event fosters community pride, teaches people new things and strengthens relationships.

Environmental Impact - This can be measured by how the event takes into consideration its natural environment and minimises its impact.

Promotional Benefit - This can be measured by how the event promotes the Shire of Capel and its assets. This could be how it showcases its people, its environment, public places or community organisations.

Event Sponsorship Application

4. Who is involved in coordinating this event ? (Names & roles)

5. Tell us about your organisation(s)

Total number of members? _____ How many reside in our Shire ? _____

Adult #: _____ Males: _____ Females _____ Under 18 _____

What other groups are involved with the project? _____

6. Other funding

It is considered an advantage if you have applied for funding from other sources. Have you done so? Please list both successful and unsuccessful applications.

Budget notes

Quotes

Please provide quotes for any items over \$500.

Calculating the value of donations

If you have group members working on the project who have trade qualifications or skills and they wish to use those skills/donate items on this project, you will need to :

- Ensure they have relevant qualifications
- Obtain a written quote for the works and include on your estimates page
- List the items as an in-kind donation from your group on the income page

Remember – you must include GST in your budget!

Event Sponsorship Application

Checklist & Declaration

Before you submit your Application, have you....

Checklist

Checked your budget? _____

Included a copy of your Certificate of Incorporation (if applicable)? _____

Included a copy of your Public Liability Insurance _____

Attached quotes for items over \$500? _____

Spoken to a Shire Officer? (name and date) _____

Undertakings and conditions

If your application is successful, these undertakings will form part of your contract with the Shire of Capel.

Our organisation _____

agrees to the following conditions:

- To acknowledge Council's support in any advertising, promotion and media publicity associated with this project;
- Agree to have your event advertised on the Shire of Capel's Website/Facebook Page;
- To utilise the Shire of Capel logo where approved by Council;
- To provide a detailed report at the conclusion of the project which outlines the project's achievements measured against the objectives;
- Provide a detailed statement of acquittal of Council funds expended, and audit if required, and
- Abide by any other conditions placed on the approval of the grant.

I hereby certify that I have been authorised to prepare and submit this application. The information contained herein is true and correct to the best of my knowledge.

Name _____

Signature _____

Position held _____

Date _____