

Event Sponsorship Application

This form must be submitted no later than close of business last day of July.



How to submit

Fax this form to Community Development on 9727 0223

Email it to info@capel.wa.gov.au

Hand into 31 Forrest Road, Capel (Shire of Capel Administration Building)

Section 1 – Organisation Details

Applicant / Organisation

Contact Person

Phone Number

Address

Email

Signature

Section 2 – Event Details

Event Name

Contact Person

Event Location

Start Date

End Date

Total Amount

Inc. GST

Yes

No

Section 3 – Financial Details

Is your group incorporated?

Yes

No

If yes, please provide a copy of the Incorporation Certificate

Is your group registered for GST?

Yes

No

Applicant ABN

Section 4 - Signatures

Group President - Name

Signature

Date

Section 5 – Event Application

Have you spoken to the Community Development team to confirm your event meets the Sponsorship criteria?

Yes

No

If yes, who did you speak to?

Does your event require an Event Application form?

Yes - Please visit the Shire of Capel website to download

No

Section 6 – Event Impact

Event description (200 words or less)

Economic Impact - This can be measured by the number of new people that visit the Shire because of your event, the number of local people that attend the event and its economic turnover, or a measure of local businesses/industries that generate income because of this event (150 words or less).

Social Impact - 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, health, and well-being teaches people new things and strengthens relationships (150 words or less).

Environmental Impact - This can be measured by how the event takes into consideration environmentally friendly messages and practices. This can include reusable, recyclable, and minimal waste messages and practices. (150 words or less).

Promotional Impact - 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 (150 words or less).

Section 7 – Event Attendees

Who was involved with the coordination of this event?

Name	Role

Demographic – Group

What is your total number of members?	
Male (Identifying)	
Female (Identifying)	
Other	
Age of members	
0-17	
18-35	
35-50	
50+	

Section 8 – Event Costs

Please note: for quotes

- For items up to \$1,000 – 1 documented verbal quote is to be obtained
- For items between \$1,001 and \$5,000 – 1 written quotation is to be obtained
- For items over \$5,000 – 3 written quotes are to be obtained.

For calculating the value of donated labour, materials, goods, etc.,

Request written quotation from an equivalent tradesperson or supplier to provide similar services and materials/goods to record on both the expenditure page and the income page as an in-kind donation.

**The provider of the labour donation must hold relevant qualifications in the field of service they are providing.*

EXPENDITURE

	VALUE
Equipment / Materials (Purchase, Hire, etc.,)	
Professional Fees (Consultants, Events Coordinator, etc.,)	
Administration Costs (Postage, Stationary, etc.,)	
Promotional Costs (Advertising Flyers etc.,)	
Other costs associated with this event	

INCOME

Other funding sources

VALUE

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Your organisation's contribution (Labour, machinery, etc.,)

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Your organisation's contribution (Cash)

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Income

TOTAL

Combined total

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Other Funding

Funding body or organisation

Amount requested

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\$
Status:
<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

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\$
Status:
<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

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\$
Status:
<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

Section 9 – Sponsorship Amounts

Total Requested Amount

This is the total amount requested from the Shire of Capel.
Please list what you intend to use this requested amount for.

Amount requested

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Total Requested Amount

Item	Cost

Section 11 – Terms and Conditions

Before you submit your application, have you:

- Checked your budget?
- Included a copy of your Certificate of Incorporation? *(If applicable)*
- Included a copy of your Public Liability Insurance?
- Attached are quotes for items over \$1000.
- Spoken to a Shire Officer? Name and Date _____

Organisation

Position

Signature and Date