

Event Sponsorship Application



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

How to apply

Send your application to info@capel.wa.gov.au or PO Box 369 Capel WA 6271 or deliver to the Shire of Capel Administration Building, 31 Forrest Road, Capel For further information please contact the office on 08 9727 0222

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 Event Cost (exc GST)

\$

Funding Requested (exc GST)

\$

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).

Attendees Section 7 – Event

Who will be involved with the coordination of this event?

What is your total group/organisation number of members?

Who is your target audience for the event?

Is your event open to the general public?

Is there an event entry / participation fee?

How are you promoting the event?

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

Equipment / Materials (Purchase, Hire, etc.,)

VALUE (exc GST)

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 (exc GST)

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

Your organisation's contribution (Cash)

Income

TOTAL

Combined total

Other Funding

Funding body or organisation

Amount requested (exc GST)

\$

Status:

Approved Pending Unsuccessful

\$

Status:

Approved Pending Unsuccessful

\$

Status:

Approved Pending 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.

Item	Amount Request (exc GST)

Section 10 – 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