

# Event Sponsorship Application

This form must be submitted no later than 4pm on the 31st July.



## How to apply

Send your application to [info@capel.wa.gov.au](mailto: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 (President, Treasurer if applicable)

Phone Number

Address

Email

Signature

## Section 2 – Event Details

Event Name

Contact Person (if different from above)

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

Is your group registered for GST?

Yes

No

Applicant ABN

### Section 4 – 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 5 – 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 attend the event and its economic turnover, or a measure of local business/industries that generate income because of this event (150 words or less)

**Social Impact** – This can be measured by the 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 takes into consideration environmentally friendly messages and practices. This can include reuseable, 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 6 - Event

Who will be involved with the coordination of this event?

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 7 – 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
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### 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 may 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.)

VALUE (exc GST)

Promotional Costs (Advertising Flyers etc.,)

Other Costs associated with this event

TOTAL EXPENDITURE

\$

INCOME

Fees (Admissions, Registrations)

VALUE (exc GST)

\$

Other funding sources

VALUE (exc GST)

\$  
Status:  
 Approved  
 Pending

\$  
Status:  
 Approved  
 Pending

Your organisations in kind contribution (Labour, machinery, etc)

VALUE (exc GST)

Your organisations contributions (Cash)

INCOME TOTAL

\$

### Section 8 – 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 Requested  
(exc GST)

TOTAL

\$

## Section 9 – Grants Checklist

Before you submit your application, have you:

- Checked your Budget?
- Attached quotes for items over \$1,000
- Spoken to a Shire Officer?

Name:

Date:

Organisation

Position

Signature

Date