



# Event Sponsorship Scheme Application

Round Two applications must be submitted no later than 4.00pm Friday 18<sup>th</sup> October 2024

## 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)

\$



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## Section 2 – 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 due to your event, the number of local people attend the event and its economic turnover, or measure of local business/industries that generate income because of this event (150 words or less)



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**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 strengths 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 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 this event?

Is your event open to the public?

Yes

No

Is there an event entry / participation fee?

Yes

No

How are you promoting the event?



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## 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

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

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

- The provider of the labour donation should hold relevant qualifications, where applicable in the field of service they are providing. (ie. Electrician, plumber registered trade)

### **EXPENDITURE**

Equipment / Material (Purchases, 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	\$
<b>TOTAL EXPENDITURE</b>	<b>\$</b>

### **INCOME**

Fees (Admissions, Registrations)	\$
Other funding sources	\$
	Status: Approved      Pending
Your organisation in kind contribution (Labour, machinery, etc)	\$
Your organisations contributions (Cash)	\$
<b>TOTAL INCOME</b>	<b>\$</b>



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## Section 8 – Sponsorship Amounts

### Total Requested Amount

This is the total amount requested from the Shire of Capel. Please list what items you intend to fund with the sponsorship.

Items	Amount Requested (exc GST)
	\$
	\$
	\$
	\$
Total	\$

## Section 9 – Grant 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