

Sponsorship Application Form

Sponsorship applications are available for requests over \$10,000.00 (exc. GST).

If your organisation would like assistance with the sponsorship, please contact the Governance team on cq@eastpilbara.wa.gov.au or 9175 8000.

Aim

The Shire of East Pilbara may provide sponsorship to events and activities that create opportunity for commercial leverage, promotion, activation or exposure to achieve defined outcomes from the Shire's Strategic Community Plan; promoting the region and assist to build a vibrant community.

Timeline

Applications can be submitted anytime but must be submitted at least four months before the event.

The Shire recommends applications be submitted by the 31st March for any requests in the following financial year. Applications submitted by 31st March will go to Council in April for consideration in next financial year's budget. Applicants who are successful will receive funding once the budget is approved.

Budget limitation may see some applications, despite having merit and meeting the criteria, being unsuccessful. Some applications may not be able to receive the full amount requested due to budget restrictions.

Project's eligible for Sponsorship?

- Benefit to the local community
- Provide brand exposure and positive public recognition benefits to the Shire of East Pilbara
- Positively increase awareness and raise the profile of the Shire of East Pilbara
- Meet an identified need for the Shire of East Pilbara
- Not duplicate an activity already available in the local area
- Make every effort not to run on the same date as another event in the Shire of East Pilbara
- The Shire of East Pilbara expects to receive an agreed reciprocal benefit beyond a modest acknowledgement. The Sponsorship will provide tangible and mutual compensation for all parties in the arrangement.

What are the eligibility requirements?

- Be an Australian legal entity with an Australian Business Number (ABN)
- Submit an application through the Shire's approved method

- Have all appropriate insurances and licence's – and applicants must ensure its sufficient for the event
- Be applying for a project or initiative which either occurs within the Shire of East Pilbara or an initiative which demonstrates that it directly supports the Shire of East Pilbara's goals as identified in its Strategic Community Plan
- Must present a marketing / promotional plan with the application, outlining how the Shire will be recognized for its sponsorship. Value of the recognition must be deemed to benefit beyond a modest acknowledgement
- Organisations can only receive either one grant or one sponsorship per financial year, not both

Terms and conditions

- Have no outstanding debts (greater than 60 days) with the Shire of East Pilbara
- Have no outstanding acquittals from previous Shire grants / sponsorships
- Funds must be used for the purpose for which they were approved. Unspent funds are to be returned to the Shire at the conclusion of the activity/program
- Funds must be utilized solely for the provision of benefits to residents within the Shire of East Pilbara
- Shire of East Pilbara must be acknowledged during the course of the event and in any publications or publicity that arise as a result of the event/activities/programs as agreed through the sponsorship endorsement process
- Any unspent allocated funds are to be returned to the Shire within 28 days of the completion of the event/project
- All sponsorship thresholds are exclusive of GST

How to apply?

To apply for Sponsorship, the following steps must be taken:

1. Contact the Governance department to discuss your project and eligibility.
2. Applications must be made on the relevant application form available from Shire Offices or Website – www.eastpilbara.wa.gov.au
3. Application must be complete in full and signed by an office bearer of the organisation (and by an Office Bearer of any organisation which is auspicing the grant)
4. Applications must be received by Shire of East Pilbara, at least four months before the event

Funding Agreement

Successful applicants will be required to sign the appropriate Funding Agreement and formally acquit within 28 days of the completion of their project/activity.

Read the full guidelines to check your organisation is eligible [here](#).

Applicant details:

Name of Organisation: _____

Primary Contact

Name: _____

Contact number: _____

E-mail: _____

Address: _____

Phone: _____

Date of event: *(please include start and finish dates of each year)*

Does your organisation operate with the Shire of East Pilbara? Yes No

Incorporation status: Incorporated Not incorporated

Registered for GST: Yes No

Organisations public liability insurance attached: Yes No

Organisation ABN: _____

Type of request: Cash In-Kind Combination

Will you project promote public health?

Smoke Free Event

Alcohol Free Event

Neither

Please explain the project you wish to fund through the Shire of East Pilbara's Sponsorship:

If you are seeking in-kind support, what equipment, services or amenities would you like to

use? *(Example: use of oval/green spaces, courts, buildings, equipment)*

Final Check List:

Before submitting the application please ensure you have:

- Provided your Certificate of Incorporation/Registration
- Provided your Certificate of Currency
- Clearly defined purpose of the Sponsorship
- Included quotes for any requested expenditure
- Provided any letters of support or other documents that support the application
- Provided a marketing / promotional plan with the application, outlining how the Shire will be recognized for its sponsorship.

Please attach any additional information about your organisation or project that would support your application.

Declaration:

Please red, tick the boxes and sign:

- I acknowledge that I am authorised to make this application on behalf of the organisation.
- I acknowledge that the information in this application is true and correct
- I acknowledge that I may be required to supply further information prior to consideration of this application by the SOEP
- I give permission for the Shire of East Pilbara to promote this Sponsorship as part of any communications and public relations activities
- If applying for in-kind support, relevant booking form is attached

Signature

Date

Print Name