

Event Sponsorship Application



Greater Taree
City Council

Please review the Sponsorship Policy and Guidelines before completing this application.

This form is to be completed in full by event organisers who are requesting financial assistance from Council.

Part A - General Event Details

Event Name

Event Location

Event Details and Purpose (description and purpose of the event)

Event Date(s)

From

To

Has GTCC Event Application been completed?

Yes

No

Part B - Event Contact Details

Name of organisation (legal status ie Inc, Pty Ltd)

Is your organisation registered for GST?

Yes

No

Contact Name

Mailing Address

Email

Telephone No

Mobile No

Part C - Sponsorship Level (please refer to the Sponsorship Guidelines)

Indicate the level of sponsorship you are applying for:

Level 1 - under \$1,000

Level 2 - \$1,000 - \$3,000

Level 3 - over \$3,000

What is your proposal for meeting the requirements?

Part D - Assessment Criteria

Sponsorship amount requested

What will this sponsorship amount be used for?

What will happen if this sponsorship is not successful?

How will GTCC be acknowledged?

Is this event annual? Yes No

Is this event one-off? Yes No

If the event is annual, what was the profit last year?

Where would the profit for the event go to?

How will the event become self-supporting?

Part E - Event Budget

Income

Item	Source	Amount
Fundraising		
Grants		
Sponsorship		
Event income		
Other		
Total		

Expense

Item	Source	Amount
Marketing		
Insurance		
Infrastructure		
Other		
Total		
Profit / Loss		

Part F - Banking details

Please provide banking details for direct credit of the sponsorship amount.

BSB (Branch name and No)

Account (Name and No)

Part G - GTCC logo

What file type would you require the GTCC logo in?

eps ai jpg pdf

Please complete the attached 'Logo Use Permission Form'

Applicant Signature

Date



Privacy Notice: Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450.

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Appendix 1

Logo Use Permission Form

Greater Taree City Council's (GTCC) name and corporate logo are the property of GTCC and may only be used with permission and will not be granted until this form has been completed and approved by Council's Communications Team.

Please complete all fields below, sign and return to tareecouncil@gtcc.nsw.gov.au. For further information please contact us on 6592 5399.

Organisation

Contact Name

Phone/Mobile

Email

Date lodged

Describe where and how the logo will be used

Duration of use

Start date

End date

I agree that:

- 1 I have read the Fact Sheet on Using the Council Logo and understand that any use of the GTCC logo must be fully in accordance with the instructions in this Fact Sheet;
- 2 Permission to use the GTCC name or logo is granted for a specific purpose and duration. I agree that I will not use the GTCC name or logo after this time without again seeking permission;
- 3 I will use the GTCC logo in the format that it is provided and not alter it in any way (apart from re-sizing);
- 4 I will not distribute or forward the GTCC logo to any other person or organisation without first obtaining the permission of GTCC;
- 5 If requested, I will provide a proof or copy of the document in which the GTCC logo is proposed to be used for approval by the Communications Team before publication/application.

In signing below, I agree not to use the GTCC name or logo other than in accordance with this form and the Using the Council Logo Fact Sheet.

Signature

Date

Appendix 2 Sponsorship evaluation

This form is to be completed in full by the Event organisers **within one month** following your event and submit to Council. It is part of our sponsorship requirements and is used for any future sponsorship requests.

Event Name

Event Date

How was Council acknowledged before, during and after the event?

How many people attended the event in total?

How many people attended or participated in the event from outside the Council area?

Where did the visitor spectators/participants originate from?

Please provide the final profit and loss

What aspects of the event went well?

What needs to be improved to make the event more successful and sustainable in the future?

Did you receive funding from any other source? (State source and amount)

Do you intend to apply for Council event sponsorship in the future?

Did any unexpected benefits / events occur? If so, what were they?

Were there any adverse occurrences? (Please attach the incident report)

Any other comments?

Contact Details

Name of organisation

Contact Name

Phone/Mobile

Signature

Date