

Community Assistance Program

Major Sponsorship Scheme Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of receiving and considering your organisation's request for funding under Council's Community Assistance Program. Personal details will not be disclosed to any other person or agency external to Council without individual consent, unless required or authorised by law. Program funding details will be published by Council and summarised in Council's annual report.



This form is to be completed when requesting financial support for major events. Please refer to the Major Sponsorship factsheet for further information.

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Applicant Details

Organisation name:

ABN:

Contact name:

Postal address:

Preferred contact number:

Email:

Incorporation number:

Public liability insurance:

Insurer:

Level of cover:

Other grant funding received from Council:

☐ Yes

☐ No

Please provide details:

Declaration

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.

(Note: This form must be signed by two executive officers of the organisation accepting legal and financial responsibility for the project or event)

Name:

Name:

Position in Organisation:

Position in Organisation:

Signature:

Signature:

Date:

Date:

Supporting Documentation

Please ensure that all required attachments are provided to allow for consideration of your application:

- ☐ Application form fully completed and signed by two approved officers
- ☐ Copy of Public Liability Insurance Cover Statement
- ☐ Copy of Certificate of Incorporation/Certificate of Registration of a business name
- ☐ Copy of relevant quotes
- ☐ Completed plans for the event (business, marketing)
- ☐ Permits/approvals

Event Details

Event name:

Event location and date:

Event description:

(Please outline what the event will do and the objectives it will meet)

Needs and Outcomes

Need for event:

(Please outline the need for this event and how this was determined)

Community outcomes:

(Please detail the community outcomes expected from the event, including the number of participants, how it will promote the local area, and how Council's contribution will be acknowledged)

Organisational capacity:

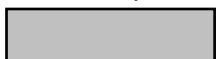
(Please detail the organisation's capacity to undertake the project and obtain any relevant permits and approvals)

Value for money

Please complete the budget template below and provide quotes for all items to be funded. Please include details of projected income for the event (eg tickets, other sales)

Project Budget

Income		Expenditure	
Source	\$	Expense	\$
Organisation contribution		Venue hire	
Grant requested from RRC		Catering	
Other grants or sponsorship <i>(please detail)</i>		Merchandise	
		Permits/licenses	
		Entertainment	
In-kind sponsorship <i>(please detail)</i>		Travel, accommodation	
		Equipment hire	
		Marketing and promotion	
		Additional wages <i>(other than staff already employed)</i>	
Ticket sales		Other <i>(please list)</i>	
Food/beverage sales			
Merchandise sales			
Total income:	\$	Total expenditure:	\$



FACT SHEET

Major Sponsorship Scheme

Council Support

Rockhampton Regional Council is committed to supporting eligible organisations to undertake projects or events that provide economic and community development outcomes for the local area, and makes a funding allocation available in its budget each year.

Support is provided through the Community Assistance Program and Major Sponsorship Scheme, and may be either a cash contribution or in-kind support (for things such as use of a Council venue, additional garbage collection for an event). As Council is required to account for all support provided, in-kind support is still a real cost and must be included in the total value of your application. To enable Council to assist your organisation with in-kind support you will need to provide full details of the costs of the service you require.

Major Sponsorship Scheme

The Major Sponsorship Scheme provides financial assistance to organisations for major events that provide significant benefit to the Region. This may be in cash or in-kind support.

To be eligible to receive funding from the scheme, the following criteria must be met:

The organisation must:

- Be located and/or primarily operate within the Region;
- Be properly constituted and incorporated (if a community organisation);
- Be free of debt to Council;
- Hold public liability insurance cover of \$20,000,000 for the event for which assistance is sought;
- Have properly acquitted previous grants and/or sponsorship provided by Council; and
- Have the capacity to successfully manage the project; including meeting deadlines for grant expenditure and acquittal requirements.

The event must:

- Provide identifiable economic and community development outcomes for the Region;
- Be open for participation by the general community;
- Attract a significant number of visitors, including from outside the Region;
- Promote a positive image of the Region as a 'destination'; and
- Have a solid business and marketing plan.

Applications will be assessed against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required;
- Community need or desire for the event and how this was determined;
- Economic and community outcomes anticipated from the event;
- Number of participants, including out of area visitors; and
- Value for money, including realistic budget with projected cost recovery.

Funding Rounds

Applications for the Major Sponsorship Scheme will be accepted at any time.

The high demand for funding means that not all eligible grant applications may be able to be funded or funded for the amount requested. Success will depend on the number of applications, the relative merit and quality of the application. Council may offer partial funding only.

FACT SHEET

Major Sponsorship Scheme

Application forms are available on Council's website or by contacting the Customer Service Centre.

Advice of Application Outcome

All applicants will be advised of the outcome of their application once a Council resolution has been made. Successful applicants will be required to sign a Funding Agreement detailing the terms and conditions for the receipt and acquittal of the approved funds including acknowledgement of Council funding. This agreement will need to be signed by two executive officers of the organisation and returned by the specified date to allow for payment of any funds to be processed.

Details of all approved funding will be made public via Council's website.

Decisions about the extent and type of assistance are final, and there are no appeal mechanisms.

GST

Depending on the applicant's status with the Australian Tax Office (ATO), funding may attract goods and services tax (GST). Organisations requesting financial assistance are therefore required to declare whether or not they are GST registered and provide an Australian Business Number (ABN).

Organisations which do not have an ABN must supply a 'Statement of Supplier' indicating the reason for not quoting an ABN. Without an ABN or a Statement of Supplier form Council will be required to withhold and forward 48.5% of any approved grant to the ATO.

For advice about GST issues, Statement of Supplier forms or any general enquiries about GST issues, please contact the ATO.

Accountability for Funds Received – Acquittal Report

As a condition of funding, all recipients will be required to complete a final acquittal report which must contain copies of receipts for expenditure and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation. The information contained in acquittal reports help Council to understand the outcome of your project and its benefits to the community.

Before starting your funded project, it is recommended that you read through the acquittal report to ensure that you are familiar with the information that will be required when you complete this report.

It is recommended that you refer to your copy of the original application you made to Council in order to complete your acquittal report. The final report must be returned to Council within **eight weeks** of the project or event completion and all receipts relating to the expenditure of Council funds must be attached.

Unspent Council Funding

Any money not spent on the approved items in the funded project must be returned to Council with this report. Prior approval must be sought for any change to expenditure not in accordance with the signed Funding Agreement.

Further Information

For any further information in relation to the Community Assistance Program, or for assistance with completing your application or acquittal report, please contact the Communities and Facilities section of Council on telephone 4936 8569 or email communitydevelopment@rrc.qld.gov.au.