

SPONSORSHIP APPLICATION FORM (Individuals)



Before completing this form, please contact the City of Cockburn on 9411 3583 to discuss your application.

Sponsorship is an arrangement where the City of Cockburn makes a financial contribution to an individual for a specific activity and in return, the City receives public recognition for its contribution. Sponsorship creates mutually beneficial partnerships between the City and the community; it is both an opportunity to add value to the community and an investment in recognition opportunities that will advance the long term interests of the City of Cockburn and the recipient.

Please read the following to see if you are eligible to apply for City of Cockburn Sponsorship.

You can apply if you meet one or more of the following criteria:

- You are a resident of the City of Cockburn
- You are able to provide examples of community support for your proposal
- You are attending a significant event or activity at a National or International level of which you have been selected on the basis of your own individual endeavours in your chosen activity
- You are attending or completing a significant activity that benefits the community
- You are presented with a significant opportunity, however due to disadvantage you are unable to take part

You cannot apply if:

- Your activity or event will be divisive in communities by denigrating, excluding, or offending community groups
- Your activity or event may present a hazard to the community or environment
- You have not acquitted any previous City of Cockburn funding
- You are attending a student exchange program
- You are eligible for the City of Cockburn Junior Travel Assistance Program
- You are eligible for a City of Cockburn Youth Art Scholarship

Applications are invited year round. The maximum amount of sponsorship provided to an individual will be \$2,000, however sponsorship will generally be approved for a lesser amount.

The successful request for sponsorship in any year does not imply any ongoing commitment of the same or similar contribution in following years. Requests for sponsorship in following years are dependent upon the satisfactory acquittal of all previous year's funding.

Applicants who are able to contribute toward the activity in cash or in-kind will be considered favourably, as will those who source funding from other sources.

ALL APPLICANTS

STEP 1: Individual details

Name: _____

Street Address: _____

Suburb: _____ Post Code: _____

Telephone (Business Hours): _____

Email: _____

Contact Person (*if applicant is under 18*): _____

Relationship to Applicant: _____

Telephone (Business hours): _____

Name of Organisation you are representing (*if applicable*):

(a letter of selection from the above organisation must accompany your application)

Contact Person: _____

Position/Title: _____

Telephone (Business Hours): _____

Email: _____

Who in your community supports you and how? Letters of support will strongly assist your application.

What is a letter of support?

A letter of support is written by an organisation, business or individual telling of the positive impact of your activity and how and why they support you to attend.

ALL APPLICANTS

STEP 2: Tell us about any previous funding

If the Applicant has previously received funding from the City of Cockburn this step MUST be completed.

Has the applicant previously received funding from the City of Cockburn?
Yes No

If NO, please proceed to next step
If YES, please specify funding category:

- Youth Art Scholarship
- Junior Travel Assistance
- Sponsorship
- Other

Please specify date funding was received?

- 1) ___ / ___ / ___
- 2) ___ / ___ / ___
- 3) ___ / ___ / ___

How much funding was received?

- 1) \$ _____
- 2) \$ _____
- 3) \$ _____

What was the funding used for?

- 1) _____

- 2) _____

- 3) _____

Do you have any outstanding City of Cockburn acquittals?
Yes No

What does 'acquitted' mean?
Acquitted means you have provided a detailed report of how the funding was used, including proof/evidence of the outcomes of the event or project.
The City of Cockburn requires funding to be acquitted before applying for further funding.

ALL APPLICANTS

STEP 3: Tell us about your Proposal

What is the name of your Proposal? (what project/event/organisation will funding be for)

Date of activity: _____

Proposed sponsorship start date: / /

Proposed sponsorship finish date: / /

What is the level of sponsorship being requested? (naming rights, official sponsor, supporting, other) _____

What is the TOTAL cost of your Proposal?

\$ _____

What is the investment you are applying for from the City of Cockburn?

\$ _____

You are required to provide a cost breakdown of the **TOTAL** cost.

Item	Expense
Total Cost	\$

Please describe your proposed activity and its aims and expected outcomes: (i.e. what you intend to achieve with the proposed funding)

How will you achieve your aims and expected outcomes?

What is the TOTAL cost of your proposal?

The total cost of your proposal includes all the expenses associated with your activity including what you are paying for and what you are fundraising for.

You are required to provide evidence to support your TOTAL cost breakdown.

ALL APPLICANTS

STEP 3: Tell us about your Proposal (cont.)

What benefits does the proposal offer to the Cockburn community? (e.g. increased involvement in community life, supports community groups). Please explain.

How will you promote and publicise the sponsorship?

What branding benefits will the City of Cockburn receive? (media coverage, logo inclusion and sponsorship recognition on media and promotional material e.g. flyers, posters, website, etc.). Please explain.

Please list any other benefits or opportunities the City of Cockburn will receive in return for support (e.g. tickets to the event, opportunity to present a speech, opportunity to distribute publications).

List of Attachments:

ALL APPLICANTS

STEP 4: Tell us about other sponsors

Please fill in the following table and provide details of any other funding contributions you have sourced, including other sponsors, grants and donations. DO NOT include GST.

CONTRIBUTION FROM OTHER SOURCES:	AMOUNT / VALUE (\$)	CONFIRMED:
Personal Contribution:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount Requested from City of Cockburn:		
TOTAL INCOME		

ALL APPLICANTS

STEP 5: Declaration

I _____,
do hereby declare that all of the information supplied in this application form is, to the best of my knowledge, accurate and complete, and that the City of Cockburn will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

I understand that any decision made by the City of Cockburn is final and is not subject to an appeals process.

Signed: _____ Date: ____ / ____ / ____

Name of parent or guardian (if applicant is under 18):

Name: _____

Relationship to applicant: _____

Signed: _____ Date: ____ / ____ / ____

Who can sign the declaration?

The application must be signed by the individual who is applying for Sponsorship. If the applicant is under 18, the declaration must be signed by a parent or guardian.

OPTIONAL

STEP 6: Bank account details

If your application is successful you will receive electronic funds transfer. Please provide the following information.

Name Of Bank: _____
Branch Location: _____
Branch Code/BSB Number: _____
Account Name: _____
Account Number: _____

ALL APPLICANTS

STEP 7: Checklist

Have you:

- Spoken to a City of Cockburn officer. You **MUST** contact the Council to be eligible for Sponsorship.
- Completed Step 5 with your signature (and the signature of your parent or guardian if you are under 18).
- Kept a copy of your signed application and inclusions.

Have you included the following documents with your application: (Please submit only copies of your original documents)

- A letter of selection from the organisation which you are representing (see step 1)
- Letter/s of Support (see step 1)
- A 'cost breakdown' (see step 3)
- Proof of financial contributions (see step 4)

If you have completed all of the above, you are ready to hand in your application.

Please submit your application including attachments:

In Person:

Manager Community Services
City of Cockburn
9 Coleville Crescent
Spearwood WA 6163

By Mail:

Manager Community Services
City of Cockburn
PO Box 1215
Bibra Lake DC WA 6965

By Email:

Manager Community Services
communitygrants@cockburn.
wa.gov.au

What happens next?

- 1) Your application will be assessed using the Sponsorship criteria.
- 2) You may be asked to supply additional information to support your application.
- 3) The City of Cockburn will let you know if your application has been successful or unsuccessful within eight weeks after the application close date.