

# SPONSORSHIP APPLICATION FORM (Groups)



**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 a group or organisation or for a specific purpose, project, activity or event 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 based in the City of Cockburn and you primarily serve the Cockburn community
- You are able to provide examples of community support for your proposal
- You are able to show experience at managing your affairs

You cannot apply if:

- x Your activity or event will be divisive in communities by denigrating, excluding, or offending community groups
- x Your activity or event may present a hazard to the community or environment
- x You have not acquitted any previous City of Cockburn funding
- x Your activity or event commences within two months of the application close date

Applications for sponsorship close on the **31st March** and **30th September** each year. Late applications will not be accepted.

The maximum amount of sponsorship provided to any one group, in the form of a cash contribution, will be \$20,000 per financial year 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 dependant 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: Tell us about your organisation

Name of Organisation: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Telephone (Business Hours): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Does your organisation have an ABN (Australian Business Number)? Yes  No

Yes, the ABN is: \_\_\_\_\_

Is your organisation registered for GST (Goods and Service Tax)? Yes  No

Is your organisation a not-for-profit organisation? Yes  No

*If NO, you are not eligible to apply for sponsorship*

Is your organisation incorporated? Yes  No

*If YES, you must supply a copy of your Incorporation Certificate.*

*If NO, you may apply for a sponsorship through an auspicing body. You will need to provide evidence that the auspicing body supports your application.*

*If you do not have an auspicing body, you cannot apply for a sponsorship.*

Auspice Organisation Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Telephone (Business Hours): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Does your organisation have an ABN (Australian Business Number)? Yes  No

Yes, the ABN is: \_\_\_\_\_

Is your organisation registered for GST (Goods and Service Tax)? Yes  No

Is your organisation a not-for-profit organisation? Yes  No

Is your organisation incorporated? Yes  No

*If NO, you are not eligible to auspice this application.*

*If YES, you must supply a copy of your Incorporation Certificate.*

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please answer the following in 150 words or less. Describe your organisation and its purpose.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Does your group have an ABN and is it GST registered?**

If YES, you are liable to pay GST. If this applies to you, the City of Cockburn will automatically increase successful funding applications by 10%. A completed Recipient Created Tax Invoice Agreement or Tax Invoice must be provided by funds recipient (either applicant or auspicing body)

### **ABN but not GST registered?**

If YES, you are not liable to pay GST.

### **If you do not have an ABN?**

If your group is not required to have an ABN, you will need to complete a "Statement by Supplier" form. If this form is not supplied, up to 48.5% of the funding may be withheld.

### **What is an auspicing body?**

An auspicing body is an incorporated group that applies for funding on behalf of an unincorporated group. The auspicing body is responsible for the financial management of the funding e.g. your local community or residents group.

### **What is a letter of support?**

A letter of support is written by another organisation or business telling of the positive impact of your group or project and how and why they support your operation or project.

# ALL APPLICANTS

## STEP 2: Tell us about any previous funding

If the Applicant and/or the Auspice Organisation has received funding from the City of Cockburn you MUST complete this step.

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

If NO, please proceed to next step

If YES, please specify funding category and whether funds were received by the Applicant (APP) or Auspice Organisation (AO):

- |   |  |
|---|--|
| <input type="checkbox"/> Community Grant                                | APP <input type="checkbox"/> AO <input type="checkbox"/> |
| <input type="checkbox"/> Sustainable Events Grant                       | APP <input type="checkbox"/> AO <input type="checkbox"/> |
| <input type="checkbox"/> Cultural Grant (Co-Express)                    | APP <input type="checkbox"/> AO <input type="checkbox"/> |
| <input type="checkbox"/> Donation                                       | APP <input type="checkbox"/> AO <input type="checkbox"/> |
| <input type="checkbox"/> Alcoa/City of Cockburn Community Projects Fund | APP <input type="checkbox"/> AO <input type="checkbox"/> |
| <input type="checkbox"/> Sponsorship                                    | APP <input type="checkbox"/> AO <input type="checkbox"/> |
| <input type="checkbox"/> Other  | APP <input type="checkbox"/> AO <input type="checkbox"/> |

Please specify date funding was received?

- |                          |  |
|--------------------------|--|
| 1) _____ / _____ / _____ | APP <input type="checkbox"/> AO <input type="checkbox"/> |
| 2) _____ / _____ / _____ | APP <input type="checkbox"/> AO <input type="checkbox"/> |
| 3) _____ / _____ / _____ | APP <input type="checkbox"/> AO <input type="checkbox"/> |

How much funding was received?

- |             |  |
|-------------|--|
| 1) \$ _____ | APP <input type="checkbox"/> AO <input type="checkbox"/> |
| 2) \$ _____ | APP <input type="checkbox"/> AO <input type="checkbox"/> |
| 3) \$ _____ | APP <input type="checkbox"/> AO <input type="checkbox"/> |

What was the funding used for?

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

Does your organisation 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 providing receipts.

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) \_\_\_\_\_

What is the TOTAL cost of your Proposal? \$ \_\_\_\_\_

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

Proposed sponsorship start date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Proposed sponsorship finish date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

Will the City of Cockburn have the first right of refusal to a further term? \_\_\_\_\_

Please provide brief background information on the organisation and proposal.  
*Please use attachments if more space is required.*

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

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How will you achieve your aims and expected outcomes?

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Please provide information on the target market/s, expected numbers and demographics of attendees, audience, participants or members. Does it involve a large cross-section of the community or a particular community group?

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

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### **What is the TOTAL cost of your proposal?**

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

# ALL APPLICANTS

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

How will you promote and publicise the sponsorship?

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What branding benefits will the City of Cockburn receive? (advertising, media coverage, logo inclusion on event or organisation signage, opportunity to display City signage at the event, logo inclusion and sponsor recognition on advertising and promotional material e.g. flyers, posters, website, program etc.). Please explain.

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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).

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For events:

- Is it an annual event, or does it have the potential to become an annual event?

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- Is it free for the public to attend? If not, what is the entry fee and where will the profits go?

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- Will it be conducted in the City of Cockburn? Where will it take place?

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List of Attachments:

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# 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. Please include total number of sponsors and each sponsor's contribution value (financial, in-kind or both) and level of involvement. Please tell us if these have been confirmed or not. If none are secured, please outline the proposed sponsorship structure. DO NOT include GST.

CONTRIBUTION FROM OTHER SOURCES:	AMOUNT / VALUE (\$)	CONFIRMED:
Your 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		

You will need to provide a copy of your most recent financial details (either bank statement or balance sheet)

# ALL APPLICANTS

## STEP 5: Declaration

I \_\_\_\_\_

(Position Title) \_\_\_\_\_

of (Organisation Name) \_\_\_\_\_

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Aspicing Organisation Name (if applicable):

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**What does 'In-kind' mean?**  
An 'In-kind' contribution refers to donations of goods or services that have a value. This may include venue, donated materials, advertising or volunteer staff time. Estimate the dollar value for each item to include in the table. For example, donated rent of \$185 per week for 10 weeks equals an In-kind value of \$1850. Proof of financial contributions required.

**What are financial details?**  
Your group's financial details include financial and bank statements. The financial details allow the City to make an informed decision on how your group manages money. For any funding over \$5000, please provide a copy of your most recent audited report.

**Who can sign the declaration?**  
The application must be signed by an individual who is appointed by the group to sign on behalf of the group. If the applicant is an organisation or association, the declaration must be signed by the Chairperson, president or authorised officer.

# OPTIONAL

## STEP 6: Bank account details

If your application is successful you will receive electronic funds transfer.

Please provide the following information.

Organisation Name: \_\_\_\_\_

*(Name of the incorporated organisation applying for the funding)*

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 a signature from your Chairperson, President or authorised officer.
- 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 copy of your Incorporation Certificate (if applicable) (see step 1)
- A letter from your Auspicing Body (if applicable) (see step 1)
- A copy of your Auspicing Body's Incorporation Certificate (if applicable) (see step 1)
- Letter/s of Support (see step 1)
- A copy of your financial statement (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.

## Disability Access and Inclusion Plan and Sustainability Policy Checklist

Attachment for Grants, Donations and Sponsorship Applications

Applicant Name:	
Project Name:	

	OUTCOMES Disability Access and Inclusion Plan (DAIP)	APPLICANT ACTIVITIES/STRATEGIES Please provide examples of how your organisation might help to achieve the DAIP outcomes through the funded activity/ies.
1	People with disabilities have the same opportunities as other people to <b>access services and events</b> .	(e.g. have you considered if parking will be available for people with disabilities at your community event?)
2	People with disabilities have the same opportunities as other people to <b>access buildings and other facilities</b> .	(e.g. have you considered if people with disabilities will have access to the venue where funded activity/ies will be held?)
3	People with disabilities receive information in a format that will enable them to <b>access information</b> as readily as other people are able to access it.	(e.g. will you ensure that advertising for funded activity/ies will not be smaller than 12 point font?)
4	People with disabilities receive the same level and quality of <b>service from volunteers and staff</b> as other people receive.	(e.g. have you considered a brief induction for volunteers and staff about awareness of disability access and inclusion as it relates to funded activity/ies?)



	<p>OUTCOME</p> <p>Sustainability Policy</p>	<p>APPLICANT ACTIVITIES/STRATEGIES</p> <p>Please provide examples of how your organisation might help to achieve environmental, social and economic sustainable outcomes through the funded activity/ies.</p>
1	<p>Meeting the needs of current and future generations through <b>integration of environmental protection, social advancement, and economic prosperity.</b></p>	<p>(Have you considered how your project will deliver:</p> <p>Environmental outcomes – e.g. will recycling bins be provided at your event?</p> <p>Social outcomes – e.g. will the activity/ies provide good networking opportunities for community members and be inclusive of diversity of all kinds?</p> <p>Economic outcomes –e.g. will you be utilising local suppliers for good and services? Are there opportunities to share resources with other groups?)</p>

Signature of authorised representative:			
Name of authorised representative:			
Position/title:		Date:	