

Community Sponsorship Program

Round 2 - Annual Application

Funding period 1 April 2012- 31 March 2013

(DUE BY 4PM FRIDAY 10 FEBRUARY 2012)



In which category does your project fall?
(Please tick one or more)

- Social and Cultural Development
- Economic Development
- Sport and Recreation
- Natural Environment
- Reconciliation
- Other – Please specify _____

Annual Sponsorship is available for up to 50% of the total project cost. The maximum amount of funding that will be considered for an individual project is \$10,000.

The Community Sponsorship Assessment Working Group provides recommendations to Council with funding being made available to successful applicants following final adoption by Council. Requests for “in-kind” contributions will not be accepted however organisations may apply for the equivalent cost (eg: venue or banner hire)

ALL SECTIONS MUST BE COMPLETED IN FULL TO BE CONSIDERED FOR FUNDING

PART A - ORGANISATION

ORGANISATION DETAILS

Name of Organisation: _____

Name of Project: _____

Postal Address: _____

Street Address: _____

Contact Person: _____

Position: _____

Phone: _____

Fax: _____

Email: _____

Office Use Only

File No:	FIS06
Action Officer:	Project & Administration Officer
Record No:	

ORGANISATION PROFILE

1. Is your organisation incorporated? YES NO

If no, a Sponsor Organisation may be nominated to be responsible for the legal contractual arrangements and holding bank account in this name. Documentation acknowledging this arrangement must be attached.

Name of Sponsor Organisation (if applicable) _____

2. Is your organisation registered for GST? YES NO

3. What is your organisation's ABN: _____

4. Does your organisation operate on a non-for-profit basis? YES NO

5. Describe the vision and mission of your organisation?

6. List the main sources of funding for your organisation?

7. Describe the organisational structure of your organisation?

8. Has your organisation received sponsorship from the Shire of Broome in the last 3 years?

YES NO Please tick ✓ as appropriate

If yes, please provide details of the date, amount and what the sponsorship was used for?

PART B – PROJECT DETAILS

Project Name: _____

Date of commencement: _____ Date of completion: _____
(funding period 1 April 2012 to 31 March 2013)

Venue/ location: _____ Number of participants: _____

Total cost of project: _____ Amount requested: _____

1. What is the purpose and objectives of this project?

2. What do you propose to use the Shire of Broome funding for?

3. Who is your target group and how will you engage with them? Detail the demographics your project is targeting (i.e. Children, youth, women, people with disabilities, socio-economically disadvantaged, etc...)

4. Will there be volunteers involved with this project? Y / N (If yes, how many) _____
If yes, please describe the role volunteers will play in the implementation of the project?

8. Is this project to be an annual ongoing program?

YES NO Please tick ✓ as appropriate

If yes, please provide details on how you intend to ensure the project is sustainable in the future? The Shire of Broome may not guarantee funding for ongoing projects beyond the initial development stages, therefore applicants must demonstrate planning for financially sustainable projects.

9. Describe how you will promote and market the project to the community?

10. How will the Shire of Broome's contribution to this project be acknowledged?

- | | |
|---|---|
| <input type="checkbox"/> Radio Advertising | <input type="checkbox"/> Logo Branding |
| <input type="checkbox"/> TV Advertising | <input type="checkbox"/> Media Release |
| <input type="checkbox"/> Newspaper Advertising | <input type="checkbox"/> Certificate |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Banners/Signage |
| <input type="checkbox"/> Website | <input type="checkbox"/> Event Invitation |
| <input type="checkbox"/> Brochures/Flyers/Posters | <input type="checkbox"/> Speech Acknowledgement |
| <input type="checkbox"/> Other – please list | |

PART C – PROJECT BUDGET

You may use this form or create a budget document specific to your organisation/project, however please limit your budget proposal to two (2) A4 pages.

CASH INCOME/EXPENDITURE	
PROJECT INCOME	Cash (\$)
Shire of Broome Community Sponsorship Program	
Organisation Contribution	
Other Funding - please specify	
Fees/Ticket Sales	
A Total Project Income	(\$)
PROJECT EXPENDITURE	(\$)
Accommodation & Meals	
Advertising & Publicity	
Administration (telephone, postage, stationery)	
Artist/ Presenters Fees	
Venue Hire	
Equipment Hire	
Insurance	
Purchase Equipment	
Purchase Materials	
Travel/Freight/Transport	
Wages	
Other – please specify	
B Total Project Expenditure	(\$)
C Budget Surplus/Deficit	(\$)

(A) Total Project Income – (B) Total Project Expenditure = (C) Project Surplus/Deficit

IN-KIND CONTRIBUTION		
Organisation	Contribution	In-Kind (\$)
	Total In-Kind Contribution	(\$)

APPLICATION CHECKLIST

Before submitting please ensure that you have included all necessary information and attachments with your application. If you require more space to complete a question please attach an additional page clearly labelled with the question number you are continuing, (i.e. Question 3 cont).

Please tick as appropriate:

- Completed all sections of the application including a detailed project budget
- Included a copy of Certificate of Incorporation (if sponsored by another organisation, please include a letter of confirmation to administer the funding and a copy of their Certificate of Incorporation)
- Included a financial statement for the most recently completed financial year (an audited financial statement may be requested)
- Included evidence of public liability insurance (i.e. Certificate of Currency)
- Provided two quotes for any purchases over \$2,000
- Included letter(s) of support from community organisations and/or other organisations
- Included other supporting material eg: business plan, annual report, presidents report etc
Please list:
 - _____
 - _____
 - _____
- Retain a copy of the application for your records

DECLARATION

I certify that to the best of my knowledge the information provided in this application is true and correct (*Please note the President, Secretary or Treasurer of the organisation must sign this declaration*)

Name: _____

Position: _____

Signature: _____

Date: _____

Please return your completed application form using one of the following options:

- Email: shire@broome.wa.gov.au
- Post: Chief Executive Officer, Shire of Broome, PO Box 44, Broome WA 6725
- In person: Shire of Broome Administration Office, 27 Weld St Cnr Haas St, Broome
- Fax: (08) 9191 3455

For enquiries please contact Shire of Broome Community Development (08) 9191 3456

APPLICATIONS CLOSE 4.00pm Friday 10 February 2012