

**Ad Hoc Community Sponsorship**

**Application**

**Year: 2022/23**

|  |  |  |
| --- | --- | --- |
| **APPLICANT DETAILS** | | |
| **Association/Organisation Name** |  |  |
| **Incorporation Status** | Incorporated | Non- Incorporated |
| **If not Incorporated, Auspice Details** |  |  |
| **Project Name** |  |  |
| **Contact Person for Initiative** |  |  |
| **Position Held** |  |  |
| **Postal Address** |  |  |
| **Contact Number** |  |  |
| **Contact Email** |  |  |
| **Australian Business Number (ABN)** |  |  |
| **GST Registered** | Yes ☐ | No ☐ |
| **Does your organisation operate on a not for profit basis?** | Yes ☐ | No ☐ |
| **Total Amount Requested from the Shire of Broome (ex GST)** | **$** |  |
| **Total Amount Contributed by Applicant or Other Funders (ex GST)** |  |  |
| **Has your organisation received sponsorship from the Shire of Broome in the last 12 months?** | Yes ☐ | No ☐ |

|  |  |  |
| --- | --- | --- |
| **PROJECT DETAILS** | | |
| **Project Name** |  |  |
| **Project Summary**  (max 400 words)  *Tell us about your project. What is the concept? Describe your approach. Who are they key contributors?* |  |  |
| **Project Date** | Start:  Finish: |  |
| **How will the Shire of Broome’s sponsorship be acknowledged?** | Radio Announcement  Logo Branding  Event Invitation  TV Advertising  Media Release  Certificate  Newspaper Advertising  Newsletter Website  Brochures / Flyers / Posters  Banner / Signage  Speech acknowledgement  Other – please specify |  |
| **Summarise any other supporting information here** |  |  |

GRANT EXPENDITURE DETAILS

The Shire of Broome encourages applicants to conduct their own fundraising and seek varied sources of funding for projects.

Please detail your funding sources in the budget, including your organisation's contribution.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Total Cost**  **(ex GST)** | **Contribution requested from the Shire of Broome (ex GST)** | **Other Contributions** | |
| **Contributor** | **Amount (ex GST)** |
| **Eg: Portable toilets hire** | **$2000** | **$500** | **Bill’s Toilets** | **$1500** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL:** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **OTHER DETAILS** | | |
| **Supporting Documentation**  ***Please list all supporting documentation attached to your application (quotes, copy of incorporation status, letters of support, evidence of consultation etc)*** | 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **Application Checklist**  ***Please list all supporting documentation attached to your application (quotes, copy of incorporation status, letters of support, evidence of consultation etc)*** | Completed all sections of the application, including a detailed budget  Included a copy of Certificate of Incorporation (if part of an auspice agreement with another organisation, please include a letter of confirmation to administer the funding and a copy of their Certificate of Incorporation)  Included a quote for venue hire (required for venue sponsorship)  Included evidence of public liability insurance (Certificate of Currency)  Attached any additional information about your organisation or project that would support your application  Retained a copy of this application for your records | |

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

* Email to shire@broome.wa.gov.au

For enquiries or to discuss your application please contact Shire of Broome Youth and Community Development Officer on (08) 9191 3456.