

Community Sponsorship Program

Ad Hoc Application - 2019/20



The Community Sponsorship Program has been developed to provide funds to assist community based organisations within the Shire of Broome for the development of social, cultural, economic, recreational, environmental, and reconciliation projects and initiatives that benefit the local community.

Ad Hoc Sponsorship is available to a **maximum of \$1,000** and is at the discretion of the Chief Executive Officer, subject to funds being available. Requests for 'in-kind' contributions will not be accepted however organisations may apply for the equivalent cost.

Venue hire sponsorship is available for community groups and not-for-profit organisations seeking a fee waiver, to host an event at the following Shire of Broome facilities – Civic Centre, BRAC - complex or a sporting competition, season or game at Male Oval, Haynes Oval, Father McMahon and Joseph "Nipper" Roe fields. Venue hire sponsorship is subject to venue availability and relevant event permits and approvals.

Any organisation that has received Sponsorship in the Annual funding round is not eligible for Ad Hoc Sponsorship during the same year. Organisations may only receive one Ad Hoc Sponsorship each financial year.

Please make sure you submit your application at least 4 weeks before you require sponsorship.

The Shire of Broome will endeavor to provide support to projects, activities and events that are consistent with the values and strategies contained within the Shire of Broome Plan for the Future. Which category does your project address? (please tick all that apply)

- Social and Cultural Development
- Reconciliation
- Sport and Recreation
- Natural Environment
- Economic Development

Are you applying for sponsorship for the cost of venue hire for a Shire owned facility?

Venue:

PART A – ORGANISATION

Name of Organisation:

Postal Address:

Contact Person: Position:

Phone: Mobile:

Email:

ORGANISATIONAL PROFILE

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 accounts in this name. Documentation acknowledging this arrangement must be attached.

Name of sponsor organisation (if applicable):

Does your organisation or sponsor organisation have an ABN? Yes No ABN number (if applicable):

Is your organisation registered for GST? Yes No

Does your organisation operate on a not for profit basis? Yes No

Has your organisation received sponsorship from the Shire of Broome in the last 12 months? Yes No

If yes, please provide details of the amount, when the funding was granted and what the sponsorship was used for:

Click or tap here to enter text.

PART B – PROJECT DETAILS

Name of Project:

Click or tap here to enter text.

Date of commencement:

Click or tap here to enter text.

Date of completion:

Click or tap here to enter text.

Note: Projects funded in this funding round are to be completed between July 2019 and June 2020.

Venue/ Location: Number

Click or tap here to enter text.

of Participants:

Click or tap here to enter text.

Total project cost: Amount

Click or tap here to enter text.

requested:

Click or tap here to enter text.

PROJECT OVERVIEW

Please provide a brief overview of you project (who/ what/ when/ where).

Click or tap here to enter text.

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

Click or tap here to enter text.

What benefits will the project bring to the Broome community and specifically, who will it benefit?

Click or tap here to enter text.

Please describe the community support demonstrated for your project, including established partnerships.

Click or tap here to enter text.

Will there be volunteers involved with this project? Yes No If yes, how many?

Click or tap here to enter text.

How will the Shire of Broome's sponsorship be acknowledged?

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Radio Announcement | <input type="checkbox"/> TV Advertising | <input type="checkbox"/> Newspaper Advertising | <input type="checkbox"/> Brochures / Flyers / Posters |
| <input type="checkbox"/> Logo Branding | <input type="checkbox"/> Media Release | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Website |
| <input type="checkbox"/> Certificate | <input type="checkbox"/> Banner / Signage | <input type="checkbox"/> Event Invitation | <input type="checkbox"/> Speech Acknowledgement |
| <input type="checkbox"/> Other – Please List: | | | |

Click or tap here to enter text.

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.

The Shire of Broome encourages all 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.

Please indicate how you intend to use the Community Sponsorship Program funding by completing the Sponsorship Funding column on the far right.

	Budget (\$)	Confirmed/ Pending
PROJECT INCOME <i>(delete or edit rows as applicable)</i>		
<i>Shire of Broome Community Sponsorship Program</i>		
<i>Organisation Cash Contribution</i>		
<i>Other Funding – Please Specify Amount and Organisation</i>		
<i>Other (include any in-kind support, donation, value of service)</i>		
<i>Fees/ Ticket Sales</i>		
TOTAL PROJECT INCOME		
PROJECT EXPENDITURE	Budget (\$)	Requested Contribution from the Shire of Broome
TOTAL EXPENDITURE		
SURPLUS*/DEFICIT	0	

Total Project Income - Total Project Expenditure = Project Surplus / Deficit

APPLICATION CHECKLIST

Before submitting please ensure that you have included all necessary information and attachments with your application.

- Completed all sections of this application
- 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 quote for venue hire (required for venue hire sponsorship)
- Included evidence of public liability insurance
- Attached any additional information about your organisation or project that would support your application
- Retained a copy of this 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 to shire@broome.wa.gov.au

Post to Chief Executive Officer, Shire of Broome, PO Box 44, Broome WA 6725

Hand deliver to Shire of Broome Administration Office, 27 Weld Street, Broome