

# Small Events Sponsorship Application Form 2023-2024

## Form Preview

### ELIGIBILITY

\* indicates a required field

#### Important Information

##### Before applying, please:

- Preview the Application Form, so you can gather all information needed;
- Contact the Community Development area on **(08) 9411 3444** during business hours or email **commdev@cockburn.wa.gov.au** to determine your eligibility, ensure you are applying under the correct category, and to answer any questions.

##### Incomplete applications will not be considered.

The following sections MUST be completed by the Applicant Organisation. This page of the form is designed to help you, and us, understand if you are eligible for Small Event Sponsorship funding. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for unsuitable funding.

#### Community Development Contact

**Did you contact a City of Cockburn Community Development Officer to discuss your potential application? \***

- YES  NO

**Name of Community Development Officer \***

**Date of contact \***

**Method of contact \***

- Phone  Email  In person  Other:

#### Eligibility Questions

**Is your organisation a not-for-profit entity? \***

- YES  NO

If NO, you are not eligible for Small Events Sponsorship. Check here: [is your organisation not-for-profit?](#)

**Is your organisation an incorporated legal entity OR are you being auspiced by an incorporated organisation? \***

- YES  NO

If YES, you must supply a copy of the organisation's Certificate of Incorporation (if you haven't previously done so). If NO, you are not eligible for Small Events Sponsorship. You may only apply for

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funding through an organisation or auspicing body that is an incorporated, not-for-profit organisation. The auspicing body receives funding on behalf of the applicant organisation, and is ultimately responsible for ensuring the funded event is completed and the funding is acquitted.

**Is your organisation based in the City of Cockburn OR primarily providing services in the City of Cockburn, AND looking to hold an event in Cockburn that will benefit the Cockburn community? \***

YES  NO

If NO, you are not eligible for Small Events Sponsorship.

**Is your organisation or auspicing organisation financially viable? \***

YES  NO

Applicants must provide a recent bank statement from within the last two months.

**Does your organisation have the capacity to undertake all the required planning, bookings, permits and approvals processes, marketing and promotion to ensure the success of your event? \***

YES  NO

Please review the [City of Cockburn Guide to Community Events](#) for additional information and assistance.

**Does your organisation have appropriate insurance for this event? \***

YES  NO  Not applicable

For example: volunteers, public liability.

**If your organisation is a school, P&C or P&F association, you must satisfy the following additional criteria:**

- There is an identified community need for the event.
- The event is accessible to the wider Cockburn community outside of school hours.
- You are able to provide at least 50% or more either as an in-kind or financial contribution to the event.

**If your organisation is a school, P&C or P&F association, can you satisfy all of the above additional criteria? \***

YES  NO  Not applicable

If NO, you are not eligible for Small Events Sponsorship.

**If you answered NO to any of the above eligibility questions, you may not be eligible for funding and should contact Community Development on (08) 9411 3444 before proceeding with this application.**

## Previous Funding

**Has your organisation previously received funding from the City of Cockburn? \***

YES, this financial year  YES, in previous years  NO

If you have received funding in this financial year, contact Community Development on (08) 9411 3444 to confirm your eligibility before proceeding with this application.

**If you have received previous funding from the City of Cockburn, please provide details of your most recent successful application**

Please include approximate date, category of funding, project title and amount.

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**Does your organisation have any outstanding City of Cockburn acquittal reports?**  
\*

YES  NO  Not applicable

Applicants that have been successful previously are eligible to apply provided all previous funding has been satisfactorily acquitted. Acquitted means you have provided a detailed report of how the funding was used, including providing receipts and evidence such as photos or media, using the appropriate Acquittal Form.

## APPLICANT DETAILS

\* indicates a required field

### Applicant Organisation Details

**Applicant organisation name \***

Organisation Name

**Describe your organisation and its purpose \***

Word count:

Must be no more than 200 words.

**Street Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

**Postal Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Organisation phone number \***

Must be an Australian phone number.

Must include area code.

**Organisation primary email \***

Must be an email address.

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### Applicant Organisation Contact Person

**Contact name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position held in organisation \***

**Contact phone number \***

Must be an Australian phone number.  
Must include area code.

**Contact email \***

Must be an email address.  
This is the address we will use to correspond with you about this application.

**Is your organisation incorporated? \***

YES  NO

If NO, you must fill out the Auspice Organisation Details.

**Does your organisation have an ABN? (Australian Business Number) \***

YES  NO

If you do not have an ABN, please complete and submit a Statement by a Supplier Form with your application; if this form is not submitted, the Australian Taxation Office will require 48.5% of an approved grant to be withheld. Download the form [here](#).

**Please upload your organisation's Certificate of Incorporation \***

Attach a file:

Max 25mb

**Applicant Organisation ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type

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Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

### Please upload your completed Statement by a Supplier Form \*

Attach a file:

Max 25mb

## AUSPICE DETAILS

\* indicates a required field

### Auspice Organisation Details

#### Auspice organisation name \*

Organisation Name

#### Street Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

#### Postal Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

#### Organisation phone number \*

Must be an Australian phone number.  
Must include area code.

#### Organisation primary email \*

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## Form Preview

Must be an email address.

### Auspice Organisation Contact Person

#### Contact name \*

Title      First Name      Last Name

            

#### Position held in organisation \*

#### Contact phone number \*

Must be an Australian phone number.  
Must include area code.

#### Contact email \*

Must be an email address.

#### Is your organisation incorporated? \*

YES       NO

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

#### Does your organisation have an ABN? (Australian Business Number) \*

YES       NO

If you do not have an ABN, please complete and submit a Statement by a Supplier Form with your application; if this form is not submitted, the Australian Taxation Office will require 48.5% of an approved grant to be withheld. Download the form [here](#).

#### Please upload the Auspice Organisation's Certificate of Incorporation \*

Attach a file:

Max 25mb

#### Please attach a letter signed by the Auspice Organisation office bearer verifying the auspice arrangement \*

Attach a file:

Must be the President, Chair, CEO, Secretary or Treasurer. Letter must include name, position, signature and date, and confirm the arrangement is valid and current. Max 25mb

#### Auspice Organisation ABN \*

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

**Please upload your completed Statement by a Supplier Form \***

Attach a file:

Max 25mb

## EVENT DETAILS

\* indicates a required field

**Event Title \***

### Timing and Location

**Event Date \***

Funding will not be provided retrospectively for events that have already occurred, or due to occur within two months of lodging this application.

**Where will the event take place? \***

Please detail all locations if being held at multiple venues.

**Has the venue(s) been confirmed?**

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YES

NO

Not applicable

### Project Details and Benefits

#### Event description (What are you planning?) \*

Word count:

Must be no more than 200 words.

Describe your proposed event and what you aim to achieve.

#### Event rationale (Why are you doing it?) \*

Word count:

Must be no more than 200 words.

Describe the issue or needs that your event will address.

#### Please indicate which theme/s your project meets from the City's Strategic Community Plan \*

- Local economy – a sustainable and diverse local economy that attracts increased investment and provides local employment
- Environmental Responsibility – a leader in environmental management that enhances and sustainably manages our local natural areas and resources
- Community, Lifestyle and Security – a vibrant, healthy, safe, inclusive and connected community
- City Growth and Moving Around – a growing City that is easy to move around and provides great places to live
- Listening and Leading – a community focused, sustainable, accountable and progressive organisation

For more information or a further breakdown of the themes into objectives, please refer to the [City of Cockburn Strategic Community Plan](#)

#### What are the planned activities? How will you achieve the event aims? (What? How?) \*

Word count:

Must be no more than 200 words.

Describe your event planning, list the specific activities that will take place to carry out your event and meet your aims.

#### Who will benefit from the event? (Who? How many?) \*

Word count:

Must be no more than 200 words.

Describe how the Cockburn community will benefit.



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### Community Support

**List the organisations and Cockburn community members that support your event**

\*

Word count:

Must be no more than 100 words.

### Letters of support or referees

Attach a file:

Letters of support will strongly assist your application. They are written by another organisation or individuals telling of the positive impact of your organisation, and how or why they support you and/or this event. They must be printed on the supporter's letterhead and be signed by the Chair, President or CEO. Max 25mb

### Promotion and Acknowledgement

**How will your event be promoted? How will you encourage attendance?** \*

Word count:

Must be no more than 150 words.

Describe types of media or other means to be used, and ways the event will be promoted and participants reached.

**How will the City of Cockburn's support be recognised?** \*

Word count:

Must be no more than 150 words.

Describe the ways support received will be acknowledged.

## BUDGET AND FINANCIAL DETAILS

\* indicates a required field

### Financial Details

**Total event cost** \*

What is the total budgeted cost of your event?

**Sponsorship amount requested** \*

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What is the total financial support you are requesting from the City of Cockburn in this application?  
Max. \$3,000.

### **Please note:**

Requests for Small Events Sponsorship are to a **maximum of \$3,000**.

Applicants who are able to contribute toward the event in cash or in-kind will be considered favourably.

There are also funding caps for Christmas Carols or equivalent annual community events to a maximum of \$3,000, which also applies under the Community Grants category.

## Budget Information

Outline your event budget including details of other funding that has been confirmed and/or applied for. Clear item descriptions must be given (e.g. equipment hire, venue hire, advertising, etc.)

The budget **MUST** balance (**TOTAL INCOME = TOTAL EXPENDITURE**).

All figures are GST exclusive.

### **Please note:**

1) INCOME must include:

- all fees being charged for the event.
- all funding received or pledged. Please note: schools, P&C and P&F associations must contribute at least 50% or more of the financial contribution to the event.
- in-kind contributions. These are donations of goods/materials and services that have a value; these may include a venue, materials donated and volunteer staff time. Please calculate volunteer labour at \$25/hour.

2) EXPENDITURE must include:

- purchase of non-consumable and consumable items
- equipment or venue hire
- advertising
- in-kind expenses (for goods, materials and services). Please calculate volunteer labour at \$25/hour.

3) DO NOT add commas to figures, e.g. write \$1000 not as \$1,000 to ensure figures in the table total correctly.

4) Funds will not be provided for consumables or personal items unless the applicant can demonstrate that the general community will benefit from their provision, however, may be included as part of your event budget if they are funded by other sources of income. E.g. Catering is not eligible for funding however would be included in your total budget.

5) Two quotes must be provided for each expense (except in-kind) greater than \$500. Quotes must include the supplier's name, address, phone number and ABN, and indicate whether GST is applicable.

6) Confirmed funding means approval has been given and you can provide written proof upon request that the allocated funding or in-kind contribution has been guaranteed.

7) Here is a [sample budget](#) to view.

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### Income

**Income Description    Confirmed funding?    Income Amount (\$)    Comments**

City of Cockburn Sponsorship		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

### Expenditure

**Please note that all items/services from the same supplier totalling over \$500 will require two quotes to be provided with the application.**

**Expenditure Description    Expenditure Amount (\$)    Calculations**

		e.g. 3x \$40 trestle tables
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

### Budget Totals

**Total Income Amount**

\$

This number/amount is calculated.

**Total Expenditure Amount**

\$

This number/amount is calculated.

**Do your budget totals balance i.e. does the Income Amount total equal the Expenditure Amount total? \***

YES  NO

If NO, please review your budget table before submitting.

### Expenses

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**Did you have any expenses from the same supplier listed in your budget that cost over \$500? \***

YES

NO

For any expenses over \$500 you will be directed to attach two written quotes for each item.

## Quotes

**Please upload two (2) written quotes for all expenditure (cost) items from the same supplier totalling over \$500 \***

Attach a file:

Max 25mb per file attachment. Recommended no more than 5mb per attachment.

## Attachments

**If applicable, please upload proof of other financial contributions (e.g. letters of offer or confirmation from other funding contributors)**

Attach a file:

Max 25mb

**If applicable to your event, please upload Public Liability Certificate of Currency**

Attach a file:

Max 25mb

## CERTIFICATION AND SUBMISSION

\* indicates a required field

This MUST be completed by an appropriately authorised person (e.g. office bearer such as Chair, President, CEO or authorised officer) on behalf of the applicant organisation, and, if applicable, the auspice organisation. This person may be different to the contact person listed earlier in the application.

## Certification

- I am authorised by my organisation to complete and submit this application form.
- I certify that to the best of my knowledge all of the information supplied in this application and attachments is true and correct.
- I will notify the City of Cockburn of any change to the information supplied and any other information or circumstances arising that may affect this application.
- I understand that this is an application only and may not necessarily result in funding approval.

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- I give permission for the City of Cockburn to contact any person or organisation required during the assessment of the application and understand that information may be provided to other agencies, as appropriate.
- I understand that any decision made by the City of Cockburn is final and is not subject to an appeals process.

I understand that if the City of Cockburn approves funding:

- I will be bound by the contents of this application to carry out the event as described in this application, which will form part of the contractual agreement with the City.
- I will be required to accept the conditions of funding in accordance with City requirements, noting that the event cannot be used for political and personal gain including promotion or endorsement of any political candidates (Federal, State and Local)
- I will be required to comply with the City's [Wastewise Event Policy](#) and complete a [Accessible Events Checklist](#) in relation to the funded project.

If successful:

- All necessary permits and approvals will be obtained prior to the beginning of the event.
- The event will be covered by appropriate insurance.
- All relevant health and safety standards will be met.
- The City of Cockburn does not accept any liability or responsibility for the event.
- I will ensure that acquittal requirements are met within 30 days of the nominated event completion date.

**Please fill in your details below as your endorsement of this application and the statements above.**

**I have read and agree to the above certification statements \***

Yes

**Authorised Person Name \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Position \***

**Phone Number \***

Must be an Australian phone number.  
Must include area code.

**Date \***

**Certification by Auspice Organisation**

**I have read and agree to the above certification statements \***

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Yes

### Authorised Person Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Position \*

### Phone Number \*

Must be an Australian phone number.  
Must include area code.

### Date \*

## Privacy Notice

The City of Cockburn will use any information provided for the purpose of processing your application and for remaining in contact with you.

Please note the information provided in your application and any related documentation/discussions may be provided to members of the assessment panel in order to assist the City of Cockburn in processing your application.

By submitting an application you consent to the City of Cockburn publishing the applicant's name, project description and amount funded in promotional material used for promoting the Cockburn Community Fund.

The City of Cockburn values the privacy of its customers and stakeholders. Please [click here](#) for further information on our privacy statement.