

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

### ELIGIBILITY

\* indicates a required field

#### Important Information

##### Before applying, please:

- Preview the Application Form, so you can gather all information needed.
- Contact Community Grants on **(08) 9411 3444** during business hours or email [communitygrants@cockburn.wa.gov.au](mailto:communitygrants@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 Community Grants to discuss your potential application? \*

- YES  NO

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

##### Name of Council 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 incorporated? \*

- YES  NO

If YES, please upload your Certificate of Incorporation. If no, you require an auspicing organisation that is an incorporated, not-for-profit organisation. The auspicing body receives funding on behalf of the

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

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.

**Does your organisation have appropriate insurance for this event e.g. volunteer insurance, public liability insurance? \***

YES  NO

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

**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

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 Small Events Sponsorship.**

**For further information contact Community Grants by emailing [communitygrants@cockburn.wa.gov.au](mailto:communitygrants@cockburn.wa.gov.au)**

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

Attach a file:

Max 25mb

**Please upload Public Liability Certificate of Currency**

Attach a file:

Max 25mb

## 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, please contact Community Grants by emailing [communitygrants@cockburn.wa.gov.au](mailto:communitygrants@cockburn.wa.gov.au) to confirm your eligibility before proceeding with this application.

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

**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.

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

\*

YES

NO

If YES, please contact Community Grants by emailing [communitygrants@cockburn.wa.gov.au](mailto:communitygrants@cockburn.wa.gov.au)

## 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.

**Postal Address \***

Address

  

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

**Organisation primary email \***

Must be an email address.

### Applicant Organisation Contact Person

**Contact name \***

Title      First Name      Last Name

            

**Position held in organisation \***

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

### Contact Mobile Phone Number

Must be an Australian phone number.

### Contact email \*

Must be an email address.

This is the address we will use to correspond with you about this application.

## Applicant Organisation Status

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

YES  NO

If YES, please complete the ABN lookup. If NO, 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. For further information and the form go to <https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn>

### 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	
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

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

\* 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 \***

Must be an email address.

### Auspice Organisation Contact Person

**Contact name \***

Title      First Name      Last Name

            

**Position held in organisation \***

**Contact Mobile Phone Number**

Must be an Australian phone number.

**Contact email \***

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

Must be an email address.

### Auspice Organisation Status

**Is your organisation incorporated? \***

YES  NO

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

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

Attach a file:

Max 25mb

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

YES  NO

If YES, please complete the ABN lookup. If NO, 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. For further information and the form go to <https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn>

**Auspice 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	
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 Organisation Letter of Confirmation

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

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

Attach a file:

Letter must include name, position, signature and date, and confirm the arrangement is valid and current. 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 one month of lodging this application.

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

Please detail all locations if being held at multiple venues.

**Has the venue(s) or location been booked?**

YES  NO

If no, application won't proceed until venue/location is confirmed.

### Project Details and Benefits

**Event description (What are you planning, include activities) \***

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 e.g. identified need, community support) \***

Word count:

Must be no more than 200 words.

Describe the issue or needs that your event will address.

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

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

- Our Economy - attracting investment, supporting business and visitor growth and boosting local jobs through vibrant hubs.
- Our Environmental - valuing natural assets, building climate resilience and using resources sustainably.
- Our Community - a diverse, active, and connected community that feels safe and has access to local services.
- Our Places - enhancing distinctive, liveable areas with well-connected, safe transport options.

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

### 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.

## 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 \*

Total cost of event, not just the amount requested from the City of Cockburn.

#### Sponsorship amount requested \*

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

\$

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

### 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 \$48/hour (*as per Volunteering WA Volunteer Benefits Calculator-All Ages*).

2) EXPENDITURE must include:

- entertainment, decorations and services.
- equipment or venue hire.
- advertising.
- in-kind expenses (for goods, materials and services).
- Please calculate volunteer labour at \$48/hour (*as per Volunteering WA Volunteer Benefits Calculator-All Ages*).

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 e.g. food and beverages or personal items e.g. uniforms, trophies.

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.

### Income

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

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

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

		\$	
		\$	
		\$	
		\$	

### Expenditure

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.

## CERTIFICATION AND SUBMISSION

\* indicates a required field

This **MUST** be completed by an appropriately authorised person on behalf of the applicant organisation or if applicable, the auspice organisation.

### Certification

- I am authorised by my organisation to complete and submit this application form.

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

- 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.
- 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 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 [State Governments Disability Access and Inclusion Plan-Outcome 1 Events and Services](#) 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"/>
----------------------	----------------------	----------------------

**Position \***

**Mobile Phone Number**

Must be an Australian phone number.

**Date \***

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

### Certification by Auspice Organisation

**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"/>
----------------------	----------------------	----------------------

### Position \*

### Contact Number

Must be an Australian phone number.

### 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.

Under the PRIS Act 2024 and the City's Privacy Management Policy the City of Cockburn has obligations in relation to how we collect, store, use and access your personal information. For details see the [Privacy Collection Notice](#).

## Feedback

You are now coming to the end of the application process. Before you **REVIEW** and click the **SUBMIT** button please take a minute to provide some feedback. This will help us to continually improve the funding application process for our customers.

**Please indicate how you found the online application process**

Very easy       Easy       Neither       Difficult

**Please suggest any improvements we should consider**

# Small Events Sponsorship Application Form 2026-2027

## Form Preview

Word count:

**Thank you for your application and your feedback.**