2021-22 Event Sponsorship Application Round 2

**The Borough of Queenscliffe advises all applicants to:**

* Read the CP022 Event Sponsorships policy before you complete the Application Form
* Contact the Economic & Community Development team on 5258 1377 or email [info@queenscliffe.vic.gov.au](mailto:info@queenscliffe.vic.gov.au) to discuss your proposal prior to completing application form

If you are unsure about any of these requirements, please contact the Economic and Community Development team on 5258 1377 for assistance

**\*Incomplete applications will not be assessed\***

## Applicant Details?

|  |  |
| --- | --- |
| Name of Organisation: |  |
| Postal address of the organisation undertaking the project: |  |
| Contact person for this project: |  |
| Business hours telephone number of the contact person: |  |
| Mobile: |  |
| Email address: |  |
| Incorporation number of the organisation:  (if you do not have an incorporation number please state the nature of your organisation – only groups which are incorporated or similar legal entities can receive funding) |  |
| Australian Business Number (ABN) of the organisation: |  |
| K. Please identify your GST Tax status: | Registered for GST 🞏 |
| Not registered for GST 🞏 |
| L. Public Liability Insurance may be required for your grant to be approved. If your group or auspicing organisation has public liability insurance, please forward the Certificate of Currency as part of your application: | Certificate of Currency attached to application:  Yes 🞏  No 🞏 |
| A COVID Safe Plan may be required for sponsorship to be approved | Is your COVID Safe Plan attached to application:  Yes 🞏 No 🞏 |

*\* Privacy Statement-* *Council collects personal information to fulfil its statutory obligations, and to ensure that it can provide services to you. In some instances Council cannot provide some of its services unless you provide us with necessary information. Council will only use personal information for the purposes for which it was collected. Council staff are happy to discuss your privacy queries, however if you require further assistance you should contact our Privacy Officer on 5258 1377.*

## Project Details

|  |  |
| --- | --- |
| **Title of the Event:** |  |
| Sponsorship category: | 🞏 Local Event (Up to $5,000)  🞏 Minor Event (Up to $10,000)  🞏 Major Event (Over $10,000) |
| Amount requested: | $ |
| Location of the event: |  |
| Date and time: |  |
| Cost to participants (if applicable): |  |
| Please advise what age groups your event/project/service will be involved in the activity: |  |

|  |
| --- |
| Please provide a brief description of your proposed project/event activity:  (maximum of 300 words)   * Please include the aims and objectives of the project/event/activity |

## Describe how you meet the following Selection Criteria?

|  |
| --- |
| **Strengthen the Visitor Economy –** describe how the event will stimulate the economy |
| Boosting off-peak visitation, overnight stays and expenditure |
| Identify opportunities where the Borough of Queenscliffe can be promoted |
| The level of involvement of local businesses in the event both pre or during the event |
| The ability of the event to trigger repeat visitation to the Borough of Queenscliffe |
| Respond to and support the value & culture of the Borough of Queenscliffe. (heritage, arts, maritime, environment, sustainability) |

## Strengthen Social Connection- detail the community benefits provided by the event- short and long term including:

|  |
| --- |
| How will the event create positive social gathering opportunities in a safe and meaningful way |
| Describe how your event promotes access to diverse groups, abilities and ages |
| Describe opportunities for locals to volunteer |

## Environmental Sustainability- does the event plan for and contribute to:

|  |  |
| --- | --- |
| Positive environmental sustainable outcomes in the short (event specific) or longer term | 🞏 Yes No  Describe: |
| Provide an element of environmental education or awareness for attendees | 🞏 Yes No  Describe: |
| A level of excellence in event management from an environmental aspect (includes rubbish removal, waste, recycling ie to minimise the carbon footprint of the event) | 🞏 Yes No  Describe: |
| Minimisation of single use of plastic bottles, plastic bags and plastic straws | 🞏 Yes No  Describe: |

## Project Budget?

Please complete the table below and **supply quotes where possible**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of funds/income** | **$** | **Expenditure\*** | **$** |
| eg. club contributions |  | eg. promotion and publicity |  |
| Participant fees |  | General administration – photocopying, word processing, etc. |  |
| Other funding |  | Labour/consultants fees |  |
| “In kind” support\*\* (please explain how you have calculated this) |  | Hire fees – venue and equipment |  |
| Sponsorship |  | Project costs – materials |  |
| Fundraising |  | Travel costs |  |
| Borough Grant (not confirmed) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Income** |  | **Total Expenditure** |  |

***NB - Income should equal expenditure***

## Authorisation/Funding Agreement

I affirm, on behalf of, \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that any funds provided by the Borough of Queenscliffe will be expended in accordance with the formal Sponsorship Agreement

I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge and the application form has been submitted with the full knowledge and agreement of the applicant organisation. I acknowledge that I have read the Council policy CP022 Event Sponsorships.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHAIRPERSON/PRESIDENT**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REPRESENTATIVE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\* Please insert the name of your group or organisation.***