

Sponsorship Application Form

Form Preview

1. Sponsorship Information and Eligibility

INSTRUCTIONS FOR APPLICANTS

The **Sponsorship Program** provides funding up to **\$1,000 to support community events** and programs or up to **\$500 for minor works** that Council recognises as having significant economic and social benefit to the Wollondilly Community and the Wollondilly Local Government Area.

The Wollondilly Shire Council Sponsorship Program provides funding to support community events or programs or minor works that Council recognises as having economic, tourism and social benefit to the community.

Organisations are responsible for investigating all event or project requirements (e.g. Traffic Management).

To be eligible for funding an organisation must meet all of the following:

- Be a not for profit community organisation
- Be an incorporated body or be auspiced (sponsored) by an incorporated body
- Be based within the Wollondilly LGA and have economic benefit to the local economy
- Offer an annual event or project in the Wollondilly LGA,
- Have no outstanding debts to Council
- Not be a political party or political lobby group, and
- Not be a Government Agency

Sponsorship will not provide funds for applications that:

- duplicate existing services
- are for existing funded events, services or programs,
- do not meet identified priority needs,
- directly contravene Council policies,
- request retrospective funding
- include recurrent costs of the organisation e.g. salaries, general administration costs

All applications must be submitted via the Smarty Grants portal. Any other form of submission will not be accepted.

Applicants must ensure Council receives an appropriate level of benefit for its sponsorship contribution.

Lobbying of Councillors or Council Officers for a successful grant outcome once an application is submitted may result in the project being ineligible for consideration.

Please note Council may contact you if more information is required to support your application. Contact Council's Community Development Team for any assistance in completing your application on 4677 1100 or email community@wollondilly.nsw.gov.au

Assessment Criteria

Applications will be assessed against the following criteria:

Sponsorship Application Form

Form Preview

- Eligibility for financial assistance program
- Organisation is based within the Wollondilly Shire and provides economic benefit to the local community
- Demonstrates clear linkages to Council's Community Strategic Plan
- Demonstrates a strong community development aspect that involves and benefits the broader community through participation or access
- Reflects and enhances Wollondilly's sense of place and local identity
- Attracts broad or new participation from local residents
- Uses an innovative approach to the proposed event
- Can be completed in the financial year specified in the application
- Can be achievable within the planned budget

Conditions of Sponsorship

Successful applicants are required to undertake an acquittal process and provide Council with:

- Information on how the sponsorship was spent
- Evaluation of the event or works carried out
- Membership / Participation rates
- Copies of any promotional material and media coverage
- Details of the acknowledgement of Council's sponsorship within the community

Funding will only be paid against a recipient created Tax Invoice inclusive of any GST by way of a direct deposit.

2. Contact Details

* indicates a required field

Privacy Notice

Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application form in accordance with [Council's Privacy Management Plan](#). This information is required by law and failure to provide the information may lead to rejection or delays of your application.

At any time you have the right to access, view or correct the personal information that you have provided. Please also note that information supplied on this document may be the subject of a request to access information under the Government Information (Public Access) Act 2009.

* indicates a required field.

Application Number

Grant Round Name

Grant Program Name

Sponsorship Application Form

Form Preview

The identification number or code for this submission. This field is read only.	The round this submission is in. This field is read only.	The program this submission is in. This field is read only.

Before You Start

You will need to upload the following documents and provide the following information when filling out your application form -

- You will need to know the structure of your organisation (e.g. NFP, incorporated association, community group)
- Incorporated Association number (if applicable)
- ABN details (or you can download a [Statement by Supplier form](#) if you do not have an ABN)
- Public Liability Insurance certificate of insurance of \$20,000,000 or over
- Your organisation's bank account details
- Applications for minor works must attach plans/quotes
- Successful applicants must lodge a tax invoice for payment - bank details on the invoice must match those in the application form
- Successful applicants must acquit the sponsorship grant and provide information and evaluation including participation rates and promotional material with Council's acknowledgement.

It is recommended you have these details on file prior to starting your application form. You are able to save your application and return to it at any time.

Please note you will not be able to submit the form without answering certain questions or uploading your Public Liability Insurance.

Please contact community@wollondilly.nsw.gov.au should you have any questions relating to the grant application form.

Tip - create a folder on your desktop for your insurances and quotes for an easy upload when filling out your application.

2.1 Applicant Organisation Details

Applicant Organisation Name *

Organisation Name

If you are an individual being auspiced for the purpose of this grant, please fill in the auspicing organisation's name here

Applicant Project Contact *

Title First Name Last Name

----------------------	----------------------	----------------------

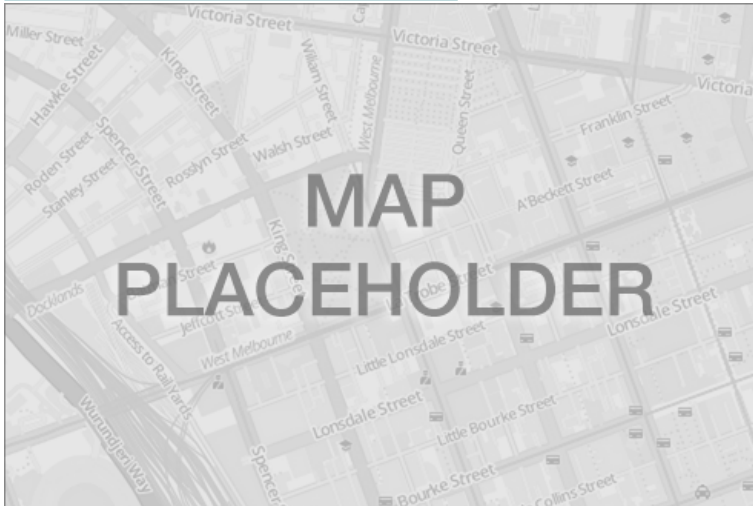
Position in Organisation *

Sponsorship Application Form

Form Preview

Applicant Organisation Primary Address *

Address



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

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

3. Organisation Details

* indicates a required field

Organisation Structure

What is your organisation's legal structure? *

- | | |
|--|---|
| ☐ Unincorporated or auspiced organisation | ☐ Company Limited By Guarantee |
| ☐ Incorporated Association | ☐ Charitable Organisation |
| ☐ Cooperative | ☐ Other: <input type="text"/> |

At least 1 choice and no more than 1 choice may be selected.

Incorporated Association Number *

Sponsorship Application Form

Form Preview

Please provide your Incorporated Association Number

Please upload your Public Liability Insurance *

Attach a file:

To be eligible for this grant, you must have Public Liability Insurance of \$20,000,000 or over

ABN Details

Does your organisation have an ABN Number? *

- ☐ Yes
☐ No

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	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Statement By Supplier

As your organisation does not have an ABN, please submit a completed ATO Statement By Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Please download the form from the [ATO](#).

3.3.3 Please upload your completed Statement By Supplier Form *

Attach a file:

Sponsorship Application Form

Form Preview

Bank Details

Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Outstanding Debt

Do you have any outstanding grant acquittals or debts to Council? *

- ☐ Yes
☐ No

4. Project/event Details

* indicates a required field

Grant Categories

Are you applying for a community event or minor works?

Grant Category *

- ☐ Minor Works (Maximum of \$500)
☐ Community Event (Maximum of \$1,000)

Minor Works Approval

Has approval been granted by building owner or Council regarding minor works taking place?

Approval Granted? *

- ☐ Yes
☐ No

Please note if approval has not been granted the application will be rejected until such time approval is gained.

Please upload written approval for the minor works project

Attach a file:

Project/Event Name and Place

Name of Event or project *

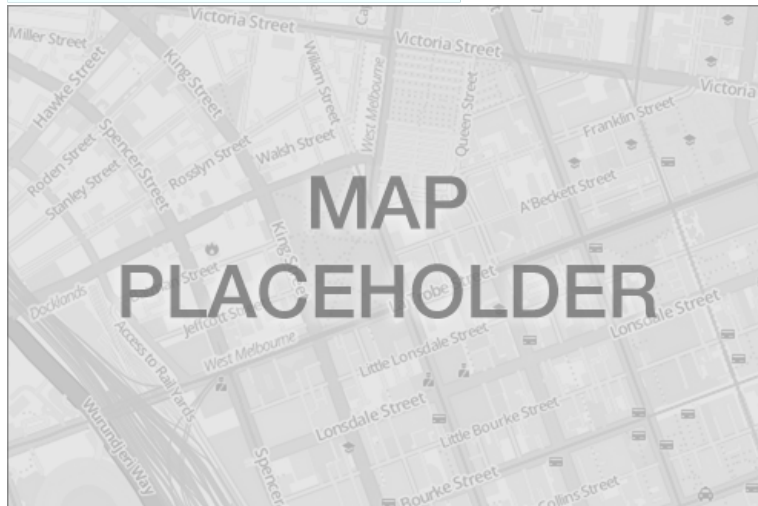
Sponsorship Application Form

Form Preview

Must be no more than 250 characters.

Where is your project/event/activity going to be held? *

Address



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

Dates

Project/Event Start Date

Must be a date.

Project/Event End Date

Must be a date.

Core Beneficiary

Please only pick one focus group for your project

Core Focus of Project Beneficiaries *

- ☐ Children and Families
- ☐ Young People
- ☐ People Living with a Disability
- ☐ People from a Cultural and Linguistically Diverse background
- ☐ Aboriginal and/or Torres Strait Islander Peoples
- ☐ Seniors
- ☐ Women
- ☐ Men
- ☐ Education and Training
- ☐ Health Care and Wellbeing/Social Enterprise
- ☐ LGBTQAI+

At least 1 choice and no more than 1 choice may be selected.

Sponsorship Application Form

Form Preview

Project Information

Please describe your request in detail. *

Word count:

Must be no more than 350 words.

Include how your project or event benefits the residents of Wollon

How does your event/project benefit the residents of Wollondilly?

Please link your project/event to one of Council's Community Strategic Plan Pillars

*

- ☐ People - A safe, inclusive and resilient community, with access to services that support good health and wellbeing.
 - ☐ Environment - Our pristine and beautiful natural environment is protected, responsibly managed and enhanced as we grow and play our part for the future.
 - ☐ Place & Landscape - Wollondilly's unique towns and villages sitting within our beautiful natural landscape.
 - ☐ Economy - We are an emerging and dynamic Shire with a thriving and diverse economy.
 - ☐ Performance - The community recognises we are striving to be a leading local government. We listen to community needs and deliver excellent customer experiences.
- At least 1 choice and no more than 1 choice may be selected.

Council Acknowledgment

How will Wollondilly Shire Council be acknowledged as a funding provider for the purpose of your project or event? *

For example, a social media post for the funding of equipment, logo placement, Councillor invitation to an event

5. Budget

* indicates a required field

Project Requested and Total Cost

Example - If your entire project will be \$3,000 and you're applying for \$3,000 your Total Amount Requested and Total Project Cost will be the same.

However, if your project will cost \$4,500 you must put this in total project cost and note this in the income and expenditure tables (5.3 and 5.4).

Total Amount Requested *

Sponsorship Application Form

Form Preview

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Total Project/event Cost *

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Project Budget (Expenditure)

- Please outline your project expenses in the expenditure table below. Amounts should be **exclusive** of GST.
- Please note business as usual (wages and salaries, ongoing costs etc) will not be funded.
- You can add more lines if required to a maximum of 5.

Expenditure description	Expenditure amount
	Enter the total amount to be expended on this budget item. Must be a dollar amount.

Minor Works Quote

Please note it is up to the applicant to ensure all approvals are gained prior to application being submitted

Please upload your quote for Minor Work application *

Attach a file:

6. Submitting your application and Feedback

Review and Submit

You will find a **'Review and Submit'** button at the bottom of the 'Navigation Panel' on the left hand side of each page. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

You will have received an email confirming that you have started your submission with a submission number.

When you submit your application, you will receive another email as an automated confirmation email with a copy of your submitted application attached.

This will be sent to the email you used to register.

Sponsorship Application Form

Form Preview

If you do not receive an email of confirmation of submission, your application has NOT been submitted and not received by Council.

Feedback

You are nearing the end of this form. Before you review your application and click the **SUBMIT** button, we would really appreciate you taking a few moments to provide some feedback regarding this form.

Please indicate how you found the application process.

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very Difficult

How many minutes in total did it take you to complete this form?

Estimate in minutes (i.e. 1 hour = 60)

Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider.

7. Declaration

* indicates a required field

Declaration

I have read and understood the criteria and guidelines for applicants provided with this application form.

I certify that all details supplied in this application and in any attached documents are true and correct.

I agree that I will contact Wollondilly Shire Council immediately if any information provided in this application changes or is incorrect.

I am authorised to complete this application on behalf of the organisation I am representing and have read and understood this declaration.

Name *

Title First Name Last Name

----------------------	----------------------	----------------------

Position *

Date of Declaration *

Sponsorship Application Form

Form Preview

Must be a date.