

Information to be submitted with your application

	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input type="checkbox"/>
A copy of Event Plan / Checklist, including or concept plans	<input type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u>	<input type="checkbox"/>
Where applicable provide letters of support for the event	<input type="checkbox"/>
Where applicable provide a letter/email from the head of the organisation supporting the application	<input type="checkbox"/>

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for sponsorship. The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

*To avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered***