

## Application Form



### **BEFORE YOU BEGIN: Before completing this application form you should read the Community Event Sponsorship Program – Guidelines and Eligibility Criteria booklet.**

**MAKING A VALID APPLICATION** To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered. - Use the form provided; - Make sure you include all attachments and essential documentation where requested; - Putting together a strong application takes time and energy, so it is important that you read the guidelines carefully, complete this application in full, and ensure that all of the information to be submitted with your application is provided; - Applicants are encouraged to contact the Community Planner: Place Activation prior to submitting an application to determine suitability for sponsorship; - An information session will be held for potential applicants, please contact the Community Planner: Place Activation for details; - Have the Declaration section of the Application Form signed by two authorised representatives of the organisation; one signature must be the current President/Chairperson; - Email, Post or personally deliver the completed application form with all of the essential supporting documentation to the City of Salisbury.

Address for submission of applications: Community Event Sponsorship Program, City of Salisbury, PO Box 8, SALISBURY SA 5108 Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au). It is essential that all applicants confirm the eligibility of projects prior to commencing their application. All applicants must contact the Community Planner: Place Activation to assess the eligibility of projects. Phone 8406 8222 or Email [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au).

### 1. ORGANISATION INFORMATION

Name of the organisation: Required

As it appears on the Certificate of Incorporation

ABN: Required

Facility Name/Address: Required

Postal Address: Required

Suburb: Required

## 2. CONTACT PERSON DETAILS

Person Responsible for the Sponsorship: (Select 1 or more options) Required

- Mr
- Mrs
- Ms
- Dr
- Other

Name Required

Title/Office: Required

Phone **Required**

Email **Required**

Please use an e-mail address that will be checked at least once a week.

### 3. ABOUT YOUR TARGET AUDIENCE

Age

What percentage (%) of your target population reside in City of Salisbury? **Required**

List both primary and secondary if applicable

### 4. ABOUT YOUR ORGANISATION'S ABILITY AND EXPERIENCE

What events has your organisation held before? **Required**

Please list Event, Year, and No. of attendees.

### 5. SPONSORSHIP

Sponsorship category (please select one only): (Select 1 or more options) **Required**

Organisations planning to host an event within the City of Salisbury boundaries may apply for Community Event Sponsorship.

up to \$5,000

up to \$10,000

**Have you sought, or intend to seek funds from another source for this project? (Select 1 or more options)**

**Required**

(If Yes – Where from and the amount of sponsorship requested)

Yes

No

**Source/s:**

**Amount/s:** **Required**

## 6. ABOUT THE EVENT

**Name of event:**

**Date of Event:** **Required**

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**Location of Event:**

**Has this organisation held this event before? (Select 1 or more options)**

Yes

No

**If yes to the above, please provide dates of previous events:** **Required**

**Brief description of your Event:** Required

Describe what you are planning

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**Why is the event needed?** Required

Eg. Does the proposed event: - increase participation opportunities - provide additional avenue for revenue - add to community and cultural life within the City of Salisbury

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**How will your event increase participation opportunities for community and economic development?** Required

Eg. Does the proposed event: - address a gap in community participation / activation - allow the event to increase economic opportunities

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**How will you promote and advertise the Event?** Required

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**Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?** Required

Attach letters of support where applicable


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**Community Group / Business** Required

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**How they will benefit** Required

**Attach letters of support where applicable**


 Please attach all files to the end of this form before submitting it.

**\*\*Events seeking over \$10,000\*\* What is the regional or state-wide significance of this event?:**


**\*\*Events seeking over \$10,000\*\* What is the long term vision and sustainability of the event in the City of Salisbury:**

## 7. BUDGET INFORMATION

**Please upload your budget spreadsheet from the template provided.** Required

 Please attach all files to the end of this form before submitting it.

**Please upload any additional documents that you want to include.**

 Please attach all files to the end of this form before submitting it.

## 8. TERMS AND CONDITIONS OF SPONSORSHIP

All applications are administered according to the following conditions. 1. CESP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of sponsorship must be made in writing and is at the discretion of the Council. 2. A risk management plan will be completed and adhered to. 3. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works. 4. City of Salisbury is not responsible for any loss or expense endured during event planning and implementation or in relation to the completed event. 5. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST. 6. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant. 7. Organisations that are not registered for the GST will not have the grant grossed up. 8. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration. 9. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant sponsorship. 10. Unspent funds are to be returned to City of Salisbury. 11. The City of Salisbury will be recognised as a major sponsor of the event in all media, speeches, MC notes and programming (noting any use of logos must be approved by the City of Salisbury communications and customer relations team).

**Position:** Required

**9. APPLICATION DECLARATION** Required

Declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the Community Event Sponsorship Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which sponsorship for this project is offered.

**Name**

**We agree to abide by the terms and conditions of sponsorship (Select 1 or more options)**

Yes

**On behalf of (Group/Organisation)**

**Name:**

**Date:**

D	D	M	M	Y	Y	Y	Y
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*End of form*

*Don't forget to attach all files before submitting this form*