

# Community Assistance Program Major Sponsorship Scheme Application Form



**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of receiving and considering your organisation's request for funding under Council's Community Assistance Program. Personal details will not be disclosed to any other person or agency external to Council without individual consent, unless required or authorised by law. Program funding details will be published by Council and summarised in Council's annual report.

**This form is to be completed when requesting financial support for major events. Please refer to the Major Sponsorship factsheet for further information.**

**P:** 07 4932 9000 | **E:** [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | **W:** [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | **ABN:** 59 923 523 766

## Applicant Details

Organisation name:

ABN:

Contact name:

Postal address:

Preferred contact number:

Email:

Incorporation number: *(if not an incorporated association please provide name and incorporation number of sponsoring organisation)*

Public liability insurance:

Insurer:

Level of cover:

Membership numbers:

Full members:

Associate/social members:

Other grant funding previously received from Council:

Yes

No

Please provide details:

## Declaration

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.

*(Note: This form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for the project or event.)*

Name:

Name:

Position in Organisation:

Position in Organisation:

Signature:

Signature:

Date:

Date:

## Supporting Documentation

The following attachments must be provided to allow for consideration of your application:

- Application form fully completed and signed by two approved officers;
- Copy of current Public Liability Insurance Cover Statement;
- Copy of Certificate of Incorporation/Certificate of Registration of a business name;
- Copy of relevant quotes (at least two for all expenditure items);
- Copy of any completed plans for the event (business, marketing, etc); and
- Copy of required permits/approvals.

<b>Event Details</b>	
Event name:	
Event location:	
Event date and time:	
Event description: <i>Response must include full details of:</i> <ul style="list-style-type: none"> <li>▪ <i>Event objectives; and</i></li> <li>▪ <i>What event will do.</i></li> </ul>	
<b>Needs and Outcomes</b>	
Need for event: <i>Response must include:</i> <ul style="list-style-type: none"> <li>▪ <i>Need and how it was determined;</i></li> <li>▪ <i>Similar events already held and how this is different or builds on;</i></li> <li>▪ <i>Cooperation with other groups in developing proposal of event; and</i></li> <li>▪ <i>Which community sectors will be involved eg. youth, seniors, etc.</i></li> </ul>	
Community outcomes: <i>Response must include:</i> <ul style="list-style-type: none"> <li>▪ <i>Details of Community or economic benefits to region;</i></li> <li>▪ <i>Number of expected participants, including visitors from outside Rockhampton Regional Council area;</i></li> <li>▪ <i>Number of visitors requiring paid accommodation and length of stay; and</i></li> <li>▪ <i>How Council's contribution will be acknowledged.</i></li> </ul>	
Organisational capacity: <i>Response must include:</i> <ul style="list-style-type: none"> <li>▪ <i>How organisation will manage the event – detailed project plan;</i></li> <li>▪ <i>Experience with similar events;</i></li> <li>▪ <i>Details of any required plans or approvals (eg. traffic management, food and liquor licensing);</i></li> <li>▪ <i>How event will be marketed (marketing plan required); and</i></li> <li>▪ <i>How event will proceed if full amount of request funding not obtained.</i></li> </ul>	
Value for money	Please complete the budget template on the next page. Please include details of projected income for the event (eg tickets, other sales, etc).

**Event Budget** *(Must include details of all costs relevant to the event)*

Income		Expenditure	
Source	\$	Expense	\$
Organisation contribution		Venue hire	
Grant requested from RRC		Food/beverage	
Other cash grants or sponsorship <i>(please list)</i>		Merchandise for sale	
		Permits/approvals/licenses	
		Entertainment	
In-kind sponsorship <i>(please detail)</i>		Travel and accommodation	
		Equipment hire	
Entrance fee		Marketing and promotion	
Additional ticket sales, including workshops/ activities <i>(please list)</i>		Additional wages <i>(other than staff already employed)</i>	
		Cleaning	
Food/beverage sales		Other <i>(please list)</i>	
Merchandise/product sales			
Other income including raffles, etc. <i>(please list)</i>			
<b>Total income:</b>	<b>\$</b>	<b>Total expenditure:</b>	<b>\$</b>

# FACT SHEET

## Major Sponsorship Scheme

### Council Support

Rockhampton Regional Council is committed to supporting eligible organisations to undertake projects or events that provide economic and community development outcomes for the local area, and makes a funding allocation available in its budget each year.

Support is provided through the Community Assistance Program and Major Sponsorship Scheme, and may be either a cash contribution or in-kind support (for things such as use of a Council venue, additional garbage collection for an event, etc). As Council is required to account for all support provided, in-kind support is still a real cost and must be included in the total value of your application. To enable Council to assist your organisation with in-kind support you will need to provide full details of the costs of the service you require.

### Major Sponsorship Scheme

The Major Sponsorship Scheme provides financial assistance to organisations for events designed to attract significant numbers of participants including visitors to the region. This may be in cash or in-kind support.

To be eligible to receive funding from the scheme, the following criteria must be met:

The organisation must:

- Be located and/or primarily operate within the Region;
- Be properly constituted and incorporated (if a community organisation);
- Be free of debt to Council;
- Hold public liability insurance cover of \$20,000,000 for the event for which assistance is sought;
- Have properly acquitted previous grants and/or sponsorship provided by Council; and
- Have the capacity to successfully manage the event; including meeting deadlines for grant expenditure and acquittal requirements.

The event must:

- Provide significant identifiable economic and community development outcomes for the Region;
- Be open for participation by the general community;
- Attract a significant number of visitors, including from outside the Region;
- Promote a positive image of the Region as a 'destination'; and
- Have a solid business and marketing plan.

Applications will be assessed against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required;
- Community need or desire for the event and how this was determined;
- Economic and community outcomes anticipated from the event;
- Number of participants, including out of area visitors; and
- Value for money, including realistic budget with projected cost recovery, and quotes for items of expenditure.

### Funding Rounds

Applications for the Major Sponsorship Scheme will be accepted at any time, at least six months prior to the date of the event.

The high demand for funding means that not all eligible grant applications may be able to be funded or funded for the amount requested. Success will depend on the number of applications, the relative merit and quality of the application. Council may offer partial funding only.

# FACT SHEET

## Major Sponsorship Scheme

Application forms are available on Council's website or by contacting the Customer Service Centre.

### Advice of Application Outcome

All applicants will be advised of the outcome of their application once a Council resolution has been made. Successful applicants will be required to sign a Funding Agreement detailing the terms and conditions for the receipt and acquittal of the approved funds including acknowledgement of Council funding. This agreement will need to be signed by two executive officers of the organisation and returned by the specified date to allow for payment of any funds to be processed.

Details of all approved funding will be made public via Council's website.

Decisions about the extent and type of assistance are final, and there are no appeal mechanisms.

### GST

Depending on the applicant's status with the Australian Tax Office (ATO), funding may attract goods and services tax (GST). Organisations requesting financial assistance are therefore required to declare whether or not they are GST registered and provide an Australian Business Number (ABN).

Organisations which do not have an ABN must supply a 'Statement of Supplier' indicating the reason for not quoting an ABN. Without an ABN or a Statement of Supplier form Council will be required to withhold and forward 48.5% of any approved grant to the ATO.

For advice or general enquiries about GST issues or Statement of Supplier forms, please contact the ATO.

### Accountability for Funds Received – Acquittal Report

As a condition of funding all recipients will be required to complete a final acquittal report which must contain copies of receipts for expenditure and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation. The information contained in acquittal reports helps Council to understand the outcome of your project/event and its benefits to the community.

Before starting your funded project/event, it is recommended that you read through the acquittal report to ensure that you are familiar with the information that will be required when you complete this report.

It is recommended that you refer to your copy of the original application you made to Council in order to complete your acquittal report. The final report must be returned to Council within **eight weeks** of the project/event completion and all receipts relating to the expenditure of Council funds must be attached.

### Unspent Council Funding

Any money not spent on the approved items in the funded project/event must be returned to Council with the acquittal report. Prior approval must be sought for any change to expenditure not in accordance with the signed Funding Agreement.

### Further Information

For any further information in relation to the Community Assistance Program, or for assistance with completing your application or acquittal report, please contact the Communities and Facilities section of Council on 4936 8569 or email [communitydevelopment@rrc.qld.gov.au](mailto:communitydevelopment@rrc.qld.gov.au).