



EVENT SPONSORSHIP APPLICATION FORM– IN-KIND SUPPORT REQUEST

When preparing your applications, please remember:

- Supporting documentation (ie Letters of support/partnership and evidence of significant costs ie quotes) will be required as part of your application)
- Equipment Hire Application Form to be attached to your application if applicable
- Keep a copy of your application for your records
- In-kind support is subject to availability
- Applications must be submitted by to:

Cassowary Coast Regional Council, PO Box 887, INNISFAIL Q 4860 Or
Email: enquiries@cassowarycoast.qld.gov.au

In-kind Support: A form of sponsorship where goods and/or services are provided by Council instead of financial support; both parties must agree a financial (cash) value for the items or service to be provided by the Council; an in-kind contribution by the Council does not preclude a separate financial support also being sought or provided; both are to be accounted separately.

1. APPLICANT			
Legal Name of Organisation			Not For Profit Organisation: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach certificate with this application.
Contact Name			
ABN		GST Registered	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address			
Contact Phone Number			
Postal Address			
Town/Suburb			
State		Postcode	
Event /Activity Name			
Event /Activity Start Date		Event /Activity End Date	
Location of Event/Activity		Expected Number of Attendees	
If applicable to your event/activity, please provide the following support material			
	Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events) This demonstrates demand for your event/activity/program		
	Confirmation of significant partnerships		

For further information, please read guidelines and policies:
<http://www.cassowarycoast.qld.gov.au/community-assistance-scheme>

2. In-Kind Support		<input type="checkbox"/> MINOR <input type="checkbox"/> EQUIPMENT HIRE <input type="checkbox"/> MAJOR <input type="checkbox"/> VENUE HIRE	
Item	No. of Days	Details (if necessary – e.g. No of days)	OFFICE USE ONLY Cost (\$)
Meeting Room			
Other			
Equipment Hire Application Form Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	TOTAL -
Date of facility or equipment required.		No. of expected attendees:	
Further information:			

3. Description of activity or event (max 150 words).

4. Please indicate how Council’s In-Kind contribution will be used? (max 150 words).

5. Is your event ticketed?

If yes, what are the estimated ticket sales?

If you are profiting from ticket sales, please detail what the profits will be used for.

6. What Council permits/fees are applicable to this event?

(Eg. Park hire, food permits, temporary entertainment permit etc)

Definitions

Minor Event: A performance, market, festival, rally, or other entertainment, educational or social occasion, including a combination thereof, that is managed by an event organiser which requires few, if any, separate approvals to be held over no more than 2 days of publicly available activities and which requires no more financial support or in-kind support than stated maximum by the Council as referred to in the guidelines. <http://www.cassowarycoast.qld.gov.au/funding-grants>

Major Event: A performance, market, festival, rally, or other entertainment, educational or social occasion, including a combination thereof which is not a minor event and which seeks no more than the maximum direct financial or in-kind support determined by the Council for a major event. <http://www.cassowarycoast.qld.gov.au/funding-grants>

Special Event*: A performance, market, festival, rally, or other entertainment, educational or social occasion, including a combination thereof, which is not a major event or minor event as considered by guidelines and which is likely to require a significant direct financial or in-kind support by Council and which may be proposed over a number of years. <http://www.cassowarycoast.qld.gov.au/funding-grants>

***If you are requesting support for a Special Event, please do not complete this form and contact Council directly as instructed by the Guidelines supplied <http://www.cassowarycoast.qld.gov.au/community-assistance-scheme>**

7. Certification

7.1 Information Privacy and Right to Information

The information you provide in your community assistance application will be used by the Council to process and assess your application and, if successful, to process your in-kind support request. The council may contact other funding agencies to verify support requested from other funding agencies in support of your event/activity.

If your application is successful, the Council may use the following information:

- The information you provide in your application
- The amount of support you receive

The information may be used by the Council for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes. The Council treat all personal information in accordance with the *Information Privacy Act 2009*. The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council.

7.2 Signature - Applicant

I, the undersigned, certify that:

- The statements in this application are true and correct to the best of my knowledge, information and belief. The supporting material is true to the best of my knowledge, information and belief.
- I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Signature

Date

Name in Full and Organisation