

SPONSORSHIP APPLICATION FORM

Through sponsorship, eligible community groups and clubs can apply for funding to support their projects, activities and events, or seek assistance in purchasing vital equipment. It's all part of a commitment to helping the community grow and become self-sustainable over time.

Before completing and submitting this application form, please be sure to read the accompanying Sponsorship Guidelines.

To enable approved sponsorship funding to be provided in a timely manner, please be sure to **submit this application at least two months before** your project/activity/event is scheduled or in advance of when the equipment is required.

PART 1: APPLICANT DETAILS

- 1a) **Organisation name:** _____
- Contact person:** _____
- Position:** _____
- Organisation street address:** _____
- Organisation postal address:** _____
- Contact person telephone (preferred number):** _____
- Contact person email:** _____
- Organisation website:** _____

1b) **Is this your first application for funding from estate name?**

- Yes
 No...

Year/s of previous funding: _____



Name of previous
project / event:

Amount received (\$):

1c) Does your organisation have Public Liability Insurance?

Yes*

No...

**Please submit a copy of your Public Liability Certificate of Currency with this application.*

PART 2: SPONSORSHIP REQUEST/INFORMATION

2a) Select sponsorship category:

Please refer to the Sponsorship Guidelines for more information

Project/activity/event sponsorship

Equipment sponsorship

Amount requested (excl. GST):

Name of project/activity/event:

2b) Brief summary of your project, or activity/event

Date:

Time:

Location:

Target audience:

Expected attendance
numbers:

Further information (if any):



2c) How will the project benefit the relevant estate / the community?

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2d) Is there scope for the estate and/or sponsorship representative be involved in the actual project/activity/event? (I.e. estate could have a stall, sponsorship representative could attend and present etc. – please specify)

2e) What are the proposed marketing and promotional activities that you will undertake to support the project/activity/event and where will the estate name and logo be shown as a sponsor? (Please select those relevant)

- Promotional flyer/posters
- Event program
- Newspaper advertising or editorial
- Radio advertising
- Television advertising
- Newsletter/s
- Website
- Social media (i.e. facebook)
- Other (please specify below)

2f) Is there an opportunity for us to supply you with any of the following? (Please select those relevant)

- | | |
|---------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Pull-up or vinyl banners for display | <input type="checkbox"/> Merchandise giveaways |
| <input type="checkbox"/> Sales information | <input type="checkbox"/> Stall |



2g) Are any other sponsors involved in the project/activity/event?

- No
 Yes (please specify below)

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PART 3: REFEREES

3a) Please provide two (2) referees that can be contacted to confirm details relating to this project event/activity. (Suitable examples include: teachers, employers, sporting club members, community group members. Please do not list family and / or friends.)

Referee 1	
Full name:	
Organisation:	
Position:	
Address:	
Phone:	
Email:	
Referee 2	
Full name:	
Organisation:	
Position:	
Address:	
Phone:	
Email:	



PART 4: BUDGET AND OTHER FUNDING CONTRIBUTIONS

4a) Income/expenditure breakdown:

Income	Amount (ex GST)	Source
Requested from estate (ex GST)		Estate
Other – (sponsorship/grant/donation)		
Other – (sponsorship/grant/donation)		
Other - (sponsorship/grant/donation)		
Your monetary contribution		
In-kind labour/contribution* (estimated monetary value)		
Total income		
Expenditure (list key items/components)	Amount (ex GST)	Source
Total cost		

* All applicants are expected to make a contribution whether monetary or in-kind, to the project/activity/event in order for their application to be successful. Volunteer time can be quoted at \$25/hour.

4b) From the expenditure items above, please list the key items for which you are seeking funding from the estate? (I.e. what will the estate's sponsorship funds be used towards specifically?)

Expenditure item	Amount (ex GST)



Total amount requested from estate*	

* This figure should match the amount listed in section 4a).

4c) Is your group / organisation registered for GST?

- Yes
 No

**If unsure, please check using the ABN look up to find out whether your organisation is registered for GST here - <http://abr.business.gov.au/>*

PART 5: DECLARATION

- My group's membership resides in and/or services residents of the estate.
- If my application is successful then I will spend sponsorship funds on exactly what is indicated in this submission. Should any circumstances arise which necessitate changes to the project/activity/event, I will discuss this with the sponsorship representative as soon as possible.
- In receiving sponsorship funding, I/we understand that in no event can Satterley Property Group or it's estate entities be held liable for any direct, consequential, special, incidental or indirect loss or damages arising out of the use of sponsorship funds. Should our organisation be successful in this sponsorship application, we agree to indemnify Satterley Property Group and its estate entities insofar as any activities relevant to the sponsorship funds are concerned.
- Where I have selected "Yes" in question 1c) to having Public Liability Insurance, I can confirm that I have attached a copy of our Certificate of Currency with this application.
- I agree to complete the acquittal form provided by the sponsorship representative within **one month** from the conclusion of the sponsored project/ activity/event OR receipt of the funds (whichever is the latest).
- I certify that the information I have given in this application is true and correct.
- I have authority on behalf of the applicant group to apply for and administer the sponsorship funds.

Applicant signature:

Date:



SUBMISSION INSTRUCTIONS

By post: Satterley Property Group ATTN: Community Development Dept PO Box 1346, West Perth WA 6872	Email: sponsorship@satterley.com.au
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For further information on the sponsorship process or to discuss your request in more detail, please call the Sponsorship Officer on 9368 9184 or email sponsorship@satterley.com.au