**KEY INFORMATION**



Club Events, Trophies and Sponsorship – Information and Application form

* Sporting clubs and other incorporated, not-for-profit organisations resident within the City of Bayswater boundaries can apply for funding to support trophies, events or sponsorship to a maximum value of $200 per financial year subject to **eligibility criteria**.
* Requests for donations over $200, or other initiatives that are not aligned to the above categories may be considered at the discretion of the City (to a maximum value of $5,000).
* You can help us by providing **typed or neatly handwritten** information so that we can assess it quickly and provide you with a response.
* Applications for donations can be made **at any time** but are subject to strict conditions as many requests are received but not all can be supported.
* If you require **assistance** with your application please contact the City's Donation Contact Officer, on telephone (08) 9272 0622.

**ELIGIBILITY CRITERIA**

* Preference will be given to events that encourage new services and resources, increase community participation and create a vibrant cultural and community life in the City of Bayswater.
* The City's contribution needs to be acknowledged on all promotional materials and copies of these provided to the City.
* Where City services are requested, including the waiver of venue hire, rubbish collection and other charges, the cost of providing these services will be deducted from the donation.
* Only one eligible donation or grant of any kind per eligible organisation will be considered during a financial year across all funding streams; and
* Charitable, religious and other organisations which are exempt from local government rates are not eligible for this funding.

**OTHER FUNDING**

Given the set amount of funding available through the City's Donations Program, applicants are encouraged to seek additional funding from other funding sources, as required.

*Applicants must complete ALL sections. Please contact (08) 9272 0622 for any queries.*

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|  **APPLICANT'S DETAILS**  |  |
| Name of organisation:   |   |
| Is your organisation registered with the Australian Charities and Not for Profit Commission?   | YES [ ]  NO [ ]  |
| ABN:   |   |
| Street Address:   |   |
| Postal Address (if different from above):   |   |
| Telephone Number:   |   |
| Mobile Telephone Number:   |   |
| Email Address:   |   |
| Website Address of club/group:   |   |
| Signature:  |   |
| Date:  |   |

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| **APPLICANT'S BANK ACCOUNT DETAILS**  |  |
| Name of bank:   |   |
| Suburb:   |   |
| Branch code (BSB Code):   |   |
| Account Name: (Name of the applicant or contact person acting on behalf of the applicant receiving funding)   |   |
| Account number: Up to 9 digits (do not include BSB Code)  | \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_  |

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| **EVENTS, TROPHIES AND SPONSORSHIP** |
| Name of activity/event:  |     |
| Description of the activity/event including key dates and locations: |           |
| Expected Benefits and Outcomes: |    |
| Where can the City’s contribution be acknowledged?  Example: flyers, photo’s, newspaper articles, social media posts, speeches etc.   |   |

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| **ACTIVITY/EVENT FUNDING**  |
| What is the estimated total cost of the activity/event? *(Please provide a breakdown of costs)* | $  |
| How much are you requesting from the City of Bayswater?  | $  |
| What will this funding specifically be used to provide?  | [ ]  Trophies [ ]  Sponsorship of a particular activity [ ]  Venue hire [ ]  Rubbish collection [ ]  Other  |

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| **DECLARATION**  |
| I acknowledge and agree that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the City of Bayswater may publicly disclose information in relation to this Application, including its terms and the details of any related Organisation or Individual.  The City of Bayswater may wish to provide certain information to the media for promotional purposes. For example the applicant name, location, donation purpose and donation amount.  [ ]  I declare that this organisation is resident within the City of Bayswater. [ ]  I declare that I have not received any other funding from the City during the current financial year. [ ]  I declare that all information provided in this application form is accurate. [ ]  I give permission to City of Bayswater, if applicable, to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate [ ]  If this application is successful, I am aware the Terms and Conditions as outlined in this form will apply to ensure accountability requirements are met.   |

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| --- | --- |
| Signature:  |   |
| Date:  |   |

**Upon receipt of your application, an acknowledgement email will be sent to you by the City to confirm receipt. Please provide your email details on Page 2 of this document.**