



APPLICATION FOR COUNCIL SPONSORSHIP OF COMMUNITY EVENT/ACTIVITY

This form should be used by organisations seeking sponsorship from Strathfield Council for a community event or activity. Sponsorship means a contribution of money or “in-kind” resources in support of an activity. Applications are assessed in accordance with Council’s Sponsorship Policy, Business Ethics Policy and Code of Conduct.

Information provided on this form may be used to develop a sponsorship agreement, therefore all information must be true and accurate. In particular, all prospective partners must identify and disclose any potential conflict of interest, especially those involving development and planning applications. Failure to disclose or providing incorrect information may result in termination of current and future agreements with Strathfield Council.

Proposals involving a significant variation to approved management plan program allocations or funding will be presented to Council for consideration.

1. About the event

Name of event _____

Date of event _____

Event times: _____

Location of event _____

2. About the applicant

Name of organisation _____

ABN/ACN _____

Postal Address _____

Contact person _____

Phone _____

Email _____

Fax _____

Is your organisation a ‘not for profit’? Yes No

If yes, please provide details _____

Have you attached your organisation's constitution or similar relevant document? Yes No

Is your organisation located within the Strathfield Local Government Area? Yes No

Please provide details of location _____

3. What is the target audience for the proposed event or activity?

4. How many people do you expect will attend your event?

5. Brief description of your event or one-off activity (attach additional pages if necessary)

6. How does your proposed event/activity provide benefit to the Strathfield community? (provide details of the perceived social, economic and environmental costs)

7. Why are you seeking sponsorship from Strathfield Council? (attach additional pages if necessary)

8. Are all relevant Council or statutory applications completed in relation to this event? (eg traffic management, waste or Development Application if required). Please note if proposals involve traffic management plans or development applications, application must be made at least 8 weeks prior to the proposed event/activity.

9. What amount of cash sponsorship are you seeking from Strathfield Council?

10. Are you seeking 'in-kind' sponsorship? Yes No

If Yes – provide details:

11. Are you proposing use of Council facilities eg parks, halls etc? Yes No

If Yes – provide details:

12. How will sponsorship funding from Council be used for this event?

13. Have you applied for any other sponsorship or grant funding from other organisations including public or private? Yes No

If yes, please list all requests or agreements for sponsorship or grant funding and attach copies of all agreements with other groups or organisations

14. Please provide the following draft or indicate budget for your event as well as any other relevant financial information (attach additional pages, if required)

Expenditure

Section	Item	Total Cost
Venue Hire		
Catering		
Staff		
Entertainment (eg MC, performers, DJ)		
Hire equipment eg stalls, stage, toilets		
Sound & lighting		
Advertising		
Printing		
Cleaning		
Security		
Traffic Management		
First Aid		
Misc		
SUB-TOTAL		

Income

Section	Item	Total Cost
Sponsorship/grant funding		
Entry fees/ticket sales		
Stall Hire		
Entertainment (eg MC, performers, DJ)		
Donations		
Rides		
Other		
SUB-TOTAL		

15. How will your event be promoted?

**16. How do you plan to measure the success of the proposed event or activity?
(Successful applicants must submit an evaluation report within two months of the staging of the event/activity).**

17. What experience does you or your organisation have in organising similar events?

18. Provide names and contact details of two references?

19. How will your project be managed and by whom?

20. In accordance with Council’s Sponsorship Policy, Business Ethics Policy and Code of Conduct?

	Yes	No
<i>Is this event involved in the manufacture, distribution and wholesaling of tobacco related products, pornography and addictive drugs.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Have any of the organisers/promoters/sponsors of this event not been found guilty of illegal or improper conduct by ICAC or any other legal authority</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Is this event involved or promoting political interests [eg political parties]</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Is the event providing services or products are considered to be injurious to health, or are seen to be in conflict with Council’s policies and responsibilities to the Community.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Are any of the promoters or organisers of the event 'Council officials' as described in Council's Code of Conduct or are close relatives or business associates of any 'Council official'?

If any answer is Yes, please supply further information

21. Please provide details of how you would acknowledge Council's sponsorship:

- Council's logo on any publicity
- Acknowledgement by MC
- Opportunity for Council's banners to be displayed at event as provided by Council
- Opportunity for Council to have a presence at the event eg a stall (depending on size of event)

Please provide details of any further acknowledgement of Council's sponsorship that you are able to provide:

I understand if this application is successful I will be required to sign a Sponsorship Agreement, including the provision of documentation of public liability insurance.

I have read Council's Sponsorship Policy and Business Ethics Policy.

I acknowledge that Council may terminate or suspend agreements if information provided by you is inaccurate, incomplete or misleading or if the agreement affects Council's ability to carry out regulatory functions fully and impartially.

PLEASE NOTE: Council sponsorship is condition upon securing all necessary statutory approvals for performance (if applicable).

Name of applicant or representative of applicant organisation (please print)

Signature: _____

Date: _____

Please submit your application to:

The General Manager
Strathfield Council
PO Box 120
STRATHFIELD NSW 2135