

Small Sponsorship Program Application Form

Prior to completing this form

Please ensure that prior to completing the Small Sponsorship Program Application Form, you have completed the checklist below:

- Read the [Small Sponsorship Guidelines](#) and decided which funding category you are applying for
- Completed a letter of invitation (if applicable) or proof of participation in specific cultural, sporting or recreational activity/event or proof of residential status
- Documentation to support your application such as information about the project/event/activity, a letter from your club/organisation/authority certifying your involvement with the activity (note this is mandatory for Representational Sponsorships) or proof to support your application
- List of costs associated with your application
- A completed "[Declaration where No ABN is required](#)" form if applicable

Applicant Details

Name of organisation or individual: Required

Name of person completing the form: Required

Address: Required

Postcode: Required

Contact number: Required

Mobile:

Email address: Required

ABN:

I/we are (please select applicable): (Select 1 or more options) Required

- a voluntary organisation
- a non-profit organisation
- a community group/organisation
- a resident of the City of Unley
- Other

Complete this field if you made a selection that includes 'Other' in *Applicant Details: I/we are (please select applicable)*:

If you selected other, please provide further details Required

We are applying for the following category (please select one only and refer to Program Guidelines): (Select 1 option) Required

- Quick Response
- Community Project/Activity
- Representational

Bank Details

Please note that the contents of this form and all information relating to it shall be kept strictly private and confidential by the City of Unley. We will not disclose your private banking information and will only be used by the City of Unley if you are a successful applicant.

Please detail the amount of Sponsorship Funding requested and how it will be spent: Required

Organisation/Individual contribution towards project/event/activity: Required

If your organisation is successful how would you like the funding to be paid? (Select 1 or more options) Required

- Cheque
- Electronic Funds Transfer

Complete this field if you made a selection that includes 'Electronic Funds Transfer' in *Bank Details: If your organisation is successful how would you like the funding to be paid?*

Account Name: Required

Complete this field if you made a selection that includes 'Electronic Funds Transfer' in *Bank Details: If your organisation is successful how would you like the funding to be paid?*

BSB: Required

Complete this field if you made a selection that includes 'Electronic Funds Transfer' in *Bank Details: If your organisation is successful how would you like the funding to be paid?*

Account Number: Required

Details about your Project/Event/Activity

Please tell us details about your project/event/activity: Required

Start date of project/event/activity: Required

Completion date project/event/activity: Required

Location of project/event/activity: Required

Eligibility Criteria

Please demonstrate how your project/event/activity will (please respond to the eligibility criteria for the category in which you are applying): (Select 1 option) Required

- Quick Response
- Community Project/Activity
- Representational

The information in the field below applies if you made a selection that includes 'Quick Response' in *Eligibility Criteria: Please demonstrate how your project/event/activity will (please respond to the eligibility criteria for the category in which you are applying):*

- Directly benefit residents of the City of Unley; and
- That the request meets a social, cultural, environmental or economic need of some urgency

The information in the field below applies if you made a selection that includes 'Community Project/Activity' in *Eligibility Criteria: Please demonstrate how your project/event/activity will (please respond to the eligibility criteria for the category in which you are applying):*

- Directly benefit to the residents of the City of Unley; and
- Directly support to a group experiencing disadvantage, or requiring assistance with response and/or recovery, and
- Contribute to community wellbeing/connection and social sustainability

The information in the field below applies if you made a selection that includes 'Representational' in *Eligibility Criteria: Please demonstrate how your project/event/activity will (please respond to the eligibility criteria for the category in which you are applying):*

- Provide letter of selection from the peak body or the association running the event/competition advising that you have been chosen to compete/exhibit/perform;

Required

Terms and Conditions

I, being the authorised officer of the organisation making this declaration, confirm and agree that: (Select 1 or more options) Required

- The information given in this application, including any attachments, is true and correct, Required
- The funding received from the City of Unley will only be used for the approved activity or project as outlined in this application. The Council must approve any changes to the project/event/activity, Required
- Any moneys not expended on the agreed purpose upon completion of the project/event/activity will be returned to the City of Unley, Required
- The City of Unley will be acknowledged in any publications or publicity regarding the project, Required
- An acquittal report with receipts will be submitted to the City of Unley within three months of funding being expended, Required
- I am authorised by the applicant organisation to prepare and submit this application for financial assistance. Required

Name: Required

Date: Required

Signature: Required

Next Steps

Please ensure you have completed all sections on this application form and submit ensuring you have attached the following: (Select 1 or more options)

- Documentation to support your application such as information about the project/event/activity, a letter from your club/organisation/authority certifying your involvement with the activity (note this is mandatory for Representational Sponsorships) or proof to support your application. Required
- A completed "Declaration where No ABN is required" form Required

Please upload all supporting documentation here:



Please attach all files to the end of this form before submitting it.

Please note that decisions on funding are final and submission and acceptance of this application does not guarantee funding. All applicants are required to acquit funding provided, using a supplied template.

End of form

Don't forget to attach all files before submitting this form