

# Small Sponsorship and Donations Scheme Guidelines



## WHAT IS THE PURPOSE OF THE SMALL SPONSORSHIP AND DONATIONS SCHEME?

The Scheme has been established to assist eligible organisations and individuals with projects, programs or activities that benefit the residents of the City of Unley.

## FUNDING CRITERIA

Residents of the City of Unley will be eligible to be considered for sponsorships of up to \$500 per financial year for activities or purposes that:

- Clearly demonstrate direct benefits to the residents of the City of Unley; and
- Meet a social, environmental or economic development need of some urgency.

Only one application for sponsorship or project funding will be considered per financial year. Additional sponsorship may be approved for representation at an international level within the same 12 month period.

Successful applicants to this Scheme are not eligible to apply to the Youth Sponsorship Program.

Applications will not be considered where the purpose or activity is deemed to be:

- The funding responsibility of the State or Federal Governments.
- Primarily associated with and for the benefit of a commercial organisation.
- Already completed or purchased.

## WHEN CAN YOU APPLY?

Applications will be accepted throughout the year and processed as they are received. However, applications must be on the prescribe application form and received at least four weeks before the project, program or activity is to commence.

Council's donation or sponsorship must be acknowledged in any publications or publicity.

## REPORTING REQUIREMENTS

Successful applicants are required to provide to Council, within three months of the completion of the project or activity, a signed acquittal/evaluation

report together with a brief financial statement detailing how the funds were expended.

To be eligible for further funding, applicants must have acquitted all previously successful grants under the City of Unley Small Sponsorship and Donations Scheme.

## TAXATION REQUIREMENTS

To comply with Australian Taxation legislation, when funding is paid to a group/organisation, individual or business and the applicant has not provided an Australian Business Number (ABN), the funding body is obliged to withhold 48.5% of the funding and forward this amount to the Australian Taxation Office.

Community groups/organisations, or individuals applying for either a sponsorship or donation who are unable to provide an ABN must complete the *Declaration Where No Australian Business Number is Required* form.

## HOW TO APPLY?

Applications for a donation must be accompanied by the following:

- Letter of invitation or proof of participation in specific cultural, sporting or recreational activity/event; or
- Proof of residential status.

Financial statements, annual reports and Articles of Incorporation may be sought from community groups and organisations to establish bona fides.

Applications should be forwarded to:

Post: Pamela Hocking  
Community Grants Program  
City of Unley  
PO Box 1  
Unley SA 5061

Hand deliver: The City of Unley  
181 Unley Road  
Unley SA 5061