

Office Use Only	
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PO #	
G/L code	
1 <sup>st</sup> Instalment	
2 <sup>nd</sup> Instalment	
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## Event Sponsorship Program

### Application for Tier 1 Sponsorship (\$2000 or less)

Organisation Name:			
Event Name:			
Postal Address:			
Contact Name:		Phone Number:	
Email:			

Details of Key Personnel for the event:

Name	Role/Responsibility	Contact Phone	Email Address
	President		
	Secretary		
	PR/Events Coordinator		

Is your organisation registered for GST?	<b>YES</b>	<b>NO</b>								
Please provide your organisation's Australian Business Number (ABN)										

<b>Event Dates:</b>
<b>Event Venue:</b>
<b>Event Description &amp; Program Outline:</b>
Is this is a new event or continuation of existing?
Are you considering applying for use of a council venue? ie City Hall, Cave Garden etc
If yes, please specify which venue you are considering:
Have you submitted your Special Events Permit for use of Council Land or Hire Permit for The Main Corner venue?

Please note – If you are in the process of negotiating access to a Council venue, you will need to complete the special event permit or The Main Corner hire permit before we can consider this application for sponsorship (please include copy of permit or hire form with your sponsorship application).

Expected number of <u>local</u> residents you anticipate your event will attract:	
Expected number of <u>visitors</u> you anticipate your event will attract	
Please identify the area/s in which your event supports the City of Mount Gambier Community Plan?	
<b>Our People</b> A safe inclusive City where access to quality services & facilities supports a socially connected, vibrant & healthy community	<b>Our Location</b> A perfectly centered place where people aspire to live, work, visit & invest
<b>Our Diverse Economy</b> A diversified, innovative & resilient economy that generates jobs & services	<b>Our Climate, Natural Resources, Arts, Culture &amp; Heritage</b> A culturally-inspired City that strives to minimise its ecological footprint

Estimated total budget for event: (please attach itemised budget including funding from other sources)	\$
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**Please detail below any cash &/or additional support you are seeking from Council**

Cash Amount Requested	\$
<b>Describe how your funding will be expended:</b>	
Other Council Support (Refer to Fee Schedule for an estimated cost)	Amount Requested \$
<b>Please detail any other assistance you are requesting</b> (eg. supply of rubbish bins, hire of bollards, bunting, witches hats, tiered seating, road closures, road signage etc)	

**Digital Photos:**

Council requires digital photos to help promote your event. On completion of event please submit post event photos to help with promotion the following year.

When assessing your application, a cost will be applied to the support/assistance sought. Local Government account for all costs for the organisation whether they be direct or in-direct. Please note that any additional requests for support not included in this application will incur a cost as determined by the Event Support Fee Schedule.

**For your application to be considered please attach a clear event budget including breakdown of income and expenditure**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Event Evaluation:**

If you are successful with your application Council will require a report, providing declarations that the funding has been spent only for the purposes for which you applied, once the project is completed. We will also require a completed Event Evaluation Form which will be provided to you.

**Before submitting your application, please ensure you have attached the following:**

Full Event Budget
Proof of Public Liability Insurance
List of all funding partners for event
Copy of Hire permit/Special Event Permit – if applicable