



# Community Group Sponsorship Application Form

## SECTION 1 - APPLICANT'S DETAILS

Name of Organisation \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant's Position \_\_\_\_\_

Postal Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone/Mobile \_\_\_\_\_

Is your organisation registered for GST?      Yes      No      ABN number \_\_\_\_\_

Has the applicant received DCA sponsorship this financial year?      Yes      No

## SECTION 2 - OBJECTIVES

Tell us about your community group/club/organisation: please include information on what your group does and why, who your members are and how many you have, where and when you meet, and explain how your objectives and activities align with DCA's funding objective.

## SECTION 3 - EVENT/ACTIVITY

Please highlight how your event/activity and target audience relates to DCA's funding objective when answering the following questions.

What is the activity or event you are planning to undertake, for which you are seeking funding from DCA?

Who is your target audience for this activity/event?

How will your target audience be positively impacted by this activity/event?

## SECTION 4 - FINANCIALS

What is your expected total cost of the event/activity? \_\_\_\_\_

What other sources of funding have you applied for, and how much money have you requested? \_\_\_\_\_

How much money are you requesting from DCA specifically? (Amount is capped at \$1000 - higher amounts require DCA Committee Approval.) \_\_\_\_\_

How will the DCA donation you are requesting be spent, specifically, if approved? Please provide quotes if available.

## SECTION 5 - ACKNOWLEDGMENT OF FUNDING

Do you require the DCA banner or flag for your event? Yes No

If so, what date will you collect the item/s? \_\_\_\_\_ Return date: \_\_\_\_\_

Are there any other additional ways you will communicate DCA's support of your event?

## SECTION 6 - CONDITIONS OF SPONSORSHIP

I agree that our community group, club or organisation may only be awarded DCA sponsorship once per financial year.

I agree that cheques for approved sponsorship which are not collected after three months from notification will be cancelled.

I agree to provide DCA with an electronic report within 30 days of completion of the event/activity. (Report must be at least 100 words and include a minimum of 3 photos)

I agree to provide the DCA with receipts within 30 days of the completion of the event, activity or project as part of the acquittal.

I agree that funds unspent at the end of the event, activity or project must be returned to the DCA within 30 days of the completion of the event, activity or project.

## SECTION 7 - DECLARATION

I hereby certify that I have been authorised by (organisation's name) \_\_\_\_\_

Name of President \_\_\_\_\_ Signature \_\_\_\_\_

The information contained herein, is to the best of my knowledge, true and correct.

Name of Applicant \_\_\_\_\_

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