



DCA Sponsorships Guidelines

One of the Dampier Community Association (DCA)'s primary mandates is to advance **community engagement** and promote a **sense of community** amongst residents of Dampier. This aligns with the Community Goal to 'Support and provide community projects and events which encourage community engagement, connection and strong community spirit' as identified in the *Dampier Community Plan 2021-2025*.

DCA sees community engagement as encouraging and supporting residents of Dampier to be active and involved in community groups, events and projects, in order to build a vibrant and connected community in Dampier.

Groups, clubs, organisations or community members applying for DCA sponsorship, via funding or in-kind donation, must demonstrate in their application how their overall organisational objectives, as well as the goals of the particular event, activity or project for which they are seeking sponsorship, align with **DCA's objective of encouraging community engagement and connection in Dampier**.

DCA supports community members, groups, clubs and organisations through sponsorship and donations for activities and events that show a clear link with this objective.

DCA offers three types of sponsorship categories;

- **Community Group Sponsorship**
- **Community Member Sponsorship**
- **In-Kind Donations**

Please note: Private companies and for-profit organisations will **not** be considered for DCA sponsorship.

See the following pages for more details.

DCA Sponsorships Guidelines

SPONSORSHIP APPLICATION PROCESS

1. Complete a DCA Sponsorship Application form and submit to DCA **prior** to your event:
 - via email to admin@dampier.org.au (preferred)
 - via post to Dampier Community Association 3 High St DAMPIER WA 6713
 - or in person at the DCA Office, Dampier Community Hub, 3 High St Dampier.

Note: applications will not be approved retrospectively.
2. Applications are assessed by DCA staff against pre-determined criteria approved by the DCA Committee. Please allow **two weeks** to be notified of the outcome of your application.
3. Successful applications must meet ALL of the pre-determined criteria.
Applications which meet all but ONE or TWO of the pre-determined criteria will be voted on by the DCA Committee to determine if the application is successful or not.
4. ALL applications are referred to the DCA President for final approval. Applications will be referred to the Vice-President in cases where the President has a conflict of interest.
5. Decisions regarding sponsorship applications are final and will not be reconsidered.
6. DCA staff will inform the nominated applicant in writing if they have been successful or not. An explanation will be provided to unsuccessful applicants who can then choose to resubmit their application. DCA staff will not debate the amounts awarded to successful applicants or declined sponsorship requests. Any abuse of DCA staff will not be tolerated and will result in an applicant being permanently ineligible for future sponsorship.
7. For Community Group or Community Member Sponsorship applications, the applicant must provide bank account details in the name of the relevant community group or community member, to enable payment of sponsorship funds via direct bank deposit.
8. Applicants must submit an electronic report to DCA within 30 days of completion of the event, activity or project.
9. Applicants must provide receipts to DCA within 30 days of completion of the event, activity or project as part of acquittal.
10. Funds which are unspent at the end of the activity, event or project must be returned to DCA within 30 days of the completion of the event, activity or project.
11. Failure to submit an acquittal (including electronic report, receipts and unspent funds, as outlined above) will result in the applicant being ineligible for future DCA sponsorship.

DCA COMMUNITY GROUP SPONSORSHIP

Who is eligible for DCA Community Group Sponsorship?

- Community groups, clubs and not-for-profit organisations which:
 - primarily operate in Dampier **OR**
 - whose members primarily reside in Dampier **OR**
 - are planning an event in Dampier **OR**
 - are planning an event whose target audience is largely Dampier residents.The groups can be incorporated or unincorporated.
- Organisations must be not-for-profit and can include (but not limited to) sporting clubs, arts and cultural clubs, community groups or associations that have a focus on **encouraging community engagement and connection in Dampier**
- Community groups, clubs and not-for-profit organisations applying for sponsorship must be able to demonstrate how their event, activity or project is aligned with DCA's funding objective

What types of costs will DCA consider for Community Group Sponsorship?

- The following costs incurred by the Community Group can be applied for:
 - ❖ operating costs (including equipment and uniforms)
 - ❖ administration costs (including insurance and venue hire fees)
 - ❖ one-off and annual events (including training specialists)
 - ❖ touring and travel costs
 - ❖ marketing materials
 - ❖ building maintenance
 - ❖ service delivery

What funds are available?

- DCA provides sponsorship of up to **\$400** to community groups

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What recognition of sponsorship does DCA require?

- The community group, club or organisation must suitably demonstrate in their application how DCA will be acknowledged for their sponsorship
- DCA has indoor banners/outdoor flags which can be provided for display at events

What are the terms and conditions and acquittal requirements?

- Applications for sponsorship must be submitted **prior** to the event, activity or project. DCA will not fund retrospectively.
- A community group, club or organisation may only be awarded DCA sponsorship **once** per financial year (July 1 –June 30)
- An electronic report must be submitted to DCA within 30 days of completion of the event, activity or project. This report, or excerpts, may be published via DCA social media and AGM reports. This report must include:
 - ❖ details of the event, activity or project
 - ❖ what DCA sponsored
 - ❖ at least 100 words
 - ❖ a minimum of one photo (in jpeg format)
- Receipts for expenses must be provided to DCA within 30 days of completion of the event, activity or project as part of acquittal
- Funds which are unspent at the end of the event, activity or project must be returned to DCA within 30 days of completion of the event, activity or project
- Failure to submit an acquittal (including an electronic report, receipts and return of any unspent funds, as outlined above) will result in the applicant being ineligible for future sponsorship

DCA COMMUNITY MEMBER SPONSORSHIP

Who is eligible for DCA Community Member Sponsorship?

- A community member who resides full-time in Dampier
- The event or activity relating to the sponsorship application must be aligned with DCA's funding objective of **encouraging community engagement and connection in Dampier**
- The applicant must be able to provide a letter of support from the group, club or not-for-profit organisation that they are a member of and whose activities relates to the individual's sponsorship

What types of costs will DCA consider for Community Member Sponsorship?

- The following costs that relate to training, mentorship programs or national/state sporting events, which will enhance the individual's community, artistic or sporting development can be applied for:
 - ❖ travel and accommodation costs
 - ❖ training costs
 - ❖ entry fees

What funds are available for Community Member Sponsorship?

- DCA provides sponsorship up to **\$200** per individual community member

What recognition of sponsorship does DCA require?

- The applicant must suitably demonstrate in their application how DCA will be acknowledged for their sponsorship
- DCA has indoor banners/outdoor flags which can be provided for display at events

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What are the terms and conditions and acquittal requirements?

- Applications for sponsorship must be submitted **prior** to the event or activity. DCA will not fund retrospectively.
- The applicant must attach to their application a letter of support from the community group, club or not-for-profit organisation that they are a member of and that their application is related to. For example, a letter from their local sport club outlining that they have been selected for the state titles to be held in Perth.
- The applicant must suitably demonstrate in their application how the community member will inform his/her group, team, school or community of their experience and key learnings as a result of their involvement in the event or activity
- A community member may only be awarded DCA sponsorship **once** per financial year (July1 – June 30)
- The applicant must submit an electronic report to DCA within 30 days of completion of the event or activity. This report, or excerpts, may be published via DCA social media and AGM reports. This report must include:
 - ❖ details of the event or activity attended
 - ❖ what DCA sponsored
 - ❖ how the applicant communicated their experience to their community and/or group
 - ❖ at least 100 words
 - ❖ a minimum of one photo (in jpeg format)
- The applicant must provide receipts to DCA within 30 days of completion of the event or activity as part of acquittal
- Funds which are unspent at the end of the event or activity must be returned to DCA within 30 days of completion of the event or activity
- Failure to submit an acquittal (including an electronic report, receipts and return of any unspent funds, as outlined above) will result in the applicant being ineligible for future sponsorship

DCA IN-KIND DONATIONS

Who is eligible for DCA In-Kind Donations?

- A community member, community group, club or not-for-profit organisation that is coordinating a **free community event** that is either based in Dampier, targeted primarily at Dampier residents or is run by a Dampier-based organisation or community member
- A community member, community group, club, or not-for-profit organisation coordinating a **Dampier-based community event to raise funds** for a not-for-profit or a charity registered with the Australian Charities and Not-for-profits Commission (ACNC) – visit for more info www.acnc.gov.au

What facilities and equipment are available?

- DCA provides in-kind donations to eligible individuals, and groups (see eligibility above) of the following facilities and equipment:
 - ❖ Dampier Community Hub room hire
 - ❖ Dampier Caravan Park sites
 - ❖ DCA hire equipment (including chairs, easels, eskies, tables & table covers)

What recognition of sponsorship does DCA require?

- The applicant must suitably demonstrate in their application how DCA will be acknowledged for their donation
- DCA has indoor banners/outdoor flags which can be provided for display at events

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What are the terms and conditions and acquittal requirements?

- Applications for In-Kind donations must be submitted **prior** to the event. DCA will not fund retrospectively.
- Where fundraising is occurring at the event - the applicant must be able to provide a letter of support from the community group, club, not-for-profit association or charity that they are fundraising for outlining the details of the event, their association with it and how funds will be transferred to the registered group
- DCA's sponsorship must be acknowledged as outlined in the application form
- The applicant must submit an electronic report to DCA within 30 days of completion of the event. This report, or excerpts, may be published via DCA social media and AGM reports. This report must include:
 - ❖ details of the event, including funds raised if applicable
 - ❖ what DCA donated
 - ❖ at least 100 words
 - ❖ a minimum of one photo (in jpeg format)
- The applicant must complete the relevant Application for Hire form, or Equipment Hire form, stating that they agree to pay the relevant bond and will leave the premises, or return the equipment, in the condition in which it was hired, or forfeit the bond in relation to any damage, maintenance or cleaning
- The applicant must return all keys and/or equipment to DCA promptly following the completion of the event
- Failure to submit an electronic report will result in the applicant being ineligible for future sponsorship