



In-Kind Donation 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 _____

SECTION 2 - EVENT/ACTIVITY

What is the event/activity you are planning to undertake, for which you are seeking DCA equipment or facilities?

Who is your target audience for this event/activity?

Where and when will the event/activity be held?

SECTION 3 - FUNDRAISING EVENT

(only complete if you are fundraising)

If you are a community member, community group, club or not-for-profit organisation coordinating a Dampier-based community event/activity to raise funds for a not-for-profit or a charity registered with the Australian Charities and Not-for-profits Commission (ACNC) please complete the following questions.

What is the name of the organisation that you are fundraising for? _____

Are they a not-for-profit or a charity registered with the ACNC? Yes No

SECTION 4 - FACILITIES AND EQUIPMENT

Please tick what facilities you are seeking as an In-Kind Donation

Hampton Oval (attach completed hire form)

Powered site at the Dampier Transit Caravan Park - Date/s _____ of booking

(Please note there is a maximum 3 day stay)

DCA equipment (UHF/VHF radio, solar power, etc.) _____

Please tick the equipment you are seeking as an In-Kind Donation and specify the quantity required.

Qty ____ (8) foldable 1.8m trestle tables
Qty ____ (12) flat 1.8m trestle tables
Qty ____ (10) round 1.8m tables
Qty ____ (9) flat trestle table covers (black)
Qty ____ (5) boxed trestle table covers (black)
Qty ____ (10) round table covers (black)
Qty ____ (150) plastic chairs (cream, green or blue)
Qty ____ (8) large easels
Qty ____ (7) small easels
Qty ____ (1) gas BBQ
Qty ____ (1) esky
Qty ____ (1) Santa suit

Equipment collection date: _____

Return date: _____

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

If applicable, I have attached a letter of support from the community group/club/not-for-profit that I am fundraising for, outlining the details of the event, their association with it and how funds will be transferred to the registered group.

I agree to acknowledge DCA sponsorship as outlined in this application form.

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 1 photo.)

I have completed the relevant Application for Hire form, or Equipment Hire form, stating that I agree to pay the relevant bond and leave the facility, or return the equipment, in the condition in which it was hired, or forfeit the bond in relation to any damage, maintenance or cleaning.

I agree to return keys and/or equipment to DCA promptly following the event or activity.

SECTION 7 - DECLARATION

I hereby certify that the information contained herein, is to the best of my knowledge, true and correct.

Name of Applicant _____

Signature _____ Date _____