



## McKinlay Shire Council

### Community Sponsorship Application Form

Information for Applicants:

Please read through the Community Sponsorship Guidelines prior to completing this application. For assistance with your application please contact Community Services Team Leader via email [community@mckinlay.qld.gov.au](mailto:community@mckinlay.qld.gov.au) or 4746 7166

#### 1. ORGANISATION/GROUP DETAILS

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

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

Ph: \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

What is your organisations/groups primary purpose? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organisation's ABN: \_\_\_\_\_

Is your Organisation registered for GST?  Yes  No

Did your organisation/group receive Sponsorship last year from Council?

Yes  No - Amount received \$ \_\_\_\_\_

Did your organisation/group receive in-kind support last year from Council?  Yes  No

Does your organisation have public liability insurance?

Yes – please attach copy of certificate  No

#### 2. PROJECT INFORMATION

A) Project/Event name: \_\_\_\_\_

B) Date of proposed project/event \_\_\_\_\_

C) Project/Event description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D) Estimated total attendance? \_\_\_\_\_

E) Target audience:  U/18  19-30  31-40  41-50  60+

F) Type of project/event (tick all that apply):

- Education  Entertainment  Arts / Culture  Community  
 Sports  Charity  Environment  Business

G) Provide an estimate of how many volunteers will be involved in the project/event. \_\_\_\_\_

H) How will the project/event benefit McKinlay Shire residents and have a positive impact on the community? \_\_\_\_\_

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I) Will the project/event be open to all residents, or members only? \_\_\_\_\_

J) What type of Sponsorship are you seeking?

- Cash: Amount requested - \$ \_\_\_\_\_  
 Hire of Council venue/s - \_\_\_\_\_  
 Hire of tables and chairs - \_\_\_\_\_  
 Other \_\_\_\_\_

K) What will the Sponsorship funds be used for?

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L) Please provide evidence of project/event costs – quotes and estimates.

Item / description	Amount \$
Total	

M) Have you requested/secured sponsorship from other parties?  Yes  No Please list:

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N) How will McKinlay Shire Council be recognised for providing Sponsorship if the application is successful?

- Media release       Signage       Social media       Advertising  
 Event announcement       Website  
 Other: \_\_\_\_\_

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O) How do you plan to measure the success of your project/event?

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P) How does your community organisation/group support and/or give back to the community?

- Donations       Volunteering time       Other

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Q) Other comments that may assist your application:

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R) Demonstrate the level of community support for the project/event. Attach letters of support, attendance statistics from previous projects etc.

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**3. DECLARATION:**

**This declaration requires the signature of the applicant or representative of the applicant.**

I certify that I am authorised by the applicant to prepare and submit this application for McKinlay Shire Council's Community Sponsorship Program. I have read the guidelines relating to the Sponsorship and certify that to the best of my knowledge the information provided in this form is correct and disclose full and accurate information of income, expenditure and activities proposed by the applicant.

I agree to provide Council with any additional information required to assess this application.

I agree to comply with all requirements of the Community Sponsorship Program.

I will acknowledge the support of Council in all relevant promotional and printed material.

Contact name of Responsible Person: \_\_\_\_\_

Position within group/organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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

Witness \_\_\_\_\_ Date: \_\_\_\_\_

#### 4. CHECKLIST:

Have you completed **ALL** sections of the application form (where applicable?)

- 1 – Organisation/Group details
- 2 – Project information
- 3 – Declaration and a signatory has signed and been witnessed

**Please provide the following attachments:**

- Copy of your organisation's latest audited financial statements
- Copy of current public liability insurance certificate

#### 5. SUBMIT APPLICATION:

Please contact Community Services Team Leader prior to submitting an application to discuss your proposal. Applications must be submitted at least four weeks prior to the event/project.

Groups/organisations wishing to obtain Council sponsorship for an amount greater than \$5,000.00 must submit their application for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship.

Applications can be submitted by post or email to:

Community Services Team Leader

McKinlay Shire Council

PO Box 177

Julia Creek QLD 4823

E: [community@mckinlay.qld.gov.au](mailto:community@mckinlay.qld.gov.au)