

The Sporting Event Sponsorship program aims to assist eligible organisations to host local, district, regional, state, national and international sporting events within the boundaries of the city.

The sporting event sponsorship program now operates all-year round. Therefore, applications can be submitted at any point during the year. Please note that applications must be received at least 8 weeks before the date of the event to ensure that there is sufficient time for the processing of applications.

**Organisations that apply for support under the Sporting Event Sponsorship program must meet the following criteria:**

- Sporting events must be within the geographic boundaries of Ipswich City Council
- Must be incorporated, Ipswich based and not for profit
- Sponsorship is only available for one event per organisation per financial year
- Must be covered by a Public Liability Insurance Policy with a minimum value of \$10,000.00
- All previous Ipswich City Council Sporting Event Sponsorship grants of \$1,000.00 or more must be acquitted.

**The following are not eligible to apply under the Sporting Event Sponsorship program:**

- Schools
- Political organisations
- Unincorporated groups
- Religious events
- Individuals
- Charity events
- Events that are not a sporting competition/championship or promote physical activity in the Ipswich community.

**Application forms can be lodged at:**

Ipswich City Council  
Customer Service Centre  
143 Brisbane Street  
IPSWICH (Top of the Ipswich City Mall)

**Or post to:**

Ipswich City Council  
PO Box 191  
IPSWICH QLD 4305

**Or fax to:** (07) 3810 6731

**Or email to:** [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)

Organisations will be notified of the outcome of their application. Applicants may be required to attend a meeting to further discuss the event and the sponsorship agreement, including type of support and responsibilities.

The value of sponsorship will be determined by Council in accordance with your application and the marking assessment. Please note that previous event sponsorship support DOES NOT guarantee ongoing sponsorship support. In addition, if you have previously received sponsorship from Ipswich City Council, should your application be successful the amount provided will be less than your previous amount. This is to help increase the chances of your event becoming sustainable.

### Checklist

Please ensure that all sections of the application form have been completed and the following supporting documentation is attached:

#### Compulsory documentation

- ☐ Certificate of Incorporation
- ☐ Public Liability Insurance (Certificate of Currency)
- ☐ Withholding Tax Exemption Form (if applicable)
- ☐ Complete budget (template available if required)
- ☐ Recipient Created Tax Invoice Agreement (RCTI) (if applicable)

Please note, if any of the above relevant documentation is not attached, your application will automatically be rejected by Ipswich City Council.

#### Other documentation that may be included should you wish:

- ☐ Organisational structure
- ☐ Club development/future plan
- ☐ Event management plan
- ☐ Any further supporting information

**If you have any enquiries regarding the Sporting Event Sponsorship Program, please visit the Ipswich City Council website [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au) or contact Ipswich City Council on (07) 3810 6666 or [sportrecreation@ipswich.qld.gov.au](mailto:sportrecreation@ipswich.qld.gov.au).**

## Organisation Details

Name of organisation:

Postal address of organisation:

Postcode:

Australian Business Number (ABN):

Contact person's name:

Position in organisation:

Phone number:

Email address:

Website address:

Does your organisation have public liability insurance cover with a minimum value of \$10,000.00?

☐ Yes

☐ No

Is your organisation registered for GST?

☐ Yes

☐ No

## Sponsorship Details

Name of event:

Date(s) of event:

Event location:

Event duration:

The objectives of the Sporting Event Sponsorship Program are:

1. To increase physical activity for community benefit.
2. Assist in building the capacity of sport and recreation organisations to host events and for the events to become sustainable.
3. Create partnerships with local, state and national sporting organisations.
4. Activate spaces and facilities.

**Please advise how the event addresses each of the objectives below:**

Increase physical activity for community benefit:

Assist in building the capacity of sport and recreation organisations to host events and for the events to become sustainable:

Create partnerships with local, state and national sporting organisations:

Activate spaces and facilities:

What is the level or standard of the event?

- |                                |  |  |
|--------------------------------|--|--|
| <input type="checkbox"/> Local | <input type="checkbox"/> District/Zone | <input type="checkbox"/> Regional      |
| <input type="checkbox"/> State | <input type="checkbox"/> National      | <input type="checkbox"/> International |

Anticipated participation numbers:

- |                               |                                 |                                  |                               |
|-------------------------------|---------------------------------|----------------------------------|-------------------------------|
| <input type="checkbox"/> 0-50 | <input type="checkbox"/> 51-150 | <input type="checkbox"/> 151-300 | <input type="checkbox"/> 300+ |
|-------------------------------|---------------------------------|----------------------------------|-------------------------------|

Anticipated spectator numbers:

- |                               |                                 |                                  |                               |
|-------------------------------|---------------------------------|----------------------------------|-------------------------------|
| <input type="checkbox"/> 0-50 | <input type="checkbox"/> 51-150 | <input type="checkbox"/> 151-300 | <input type="checkbox"/> 300+ |
|-------------------------------|---------------------------------|----------------------------------|-------------------------------|

Why do you believe Ipswich City Council should sponsor this event?

What benefits or outcomes, beyond brand exposure are available to Ipswich City Council for sponsoring the event?

Are you seeking in-kind support from Ipswich City Council? (ie. port-a-loos, field hire/preparation, rubbish bins etc.). If yes, please provide details.

☐ Yes ☐ No

How will your event provide benefits to the Ipswich community? These could be economical, social, cultural and/or strategic benefits.

How does your event provide opportunity for general public participation? Please list (ie. come and try sessions, coaching clinics, school visits, workshops etc.)

Please outline what steps you have taken to ensure your event still occurs should Ipswich City Council be unable to provide financial assistance?

## Budget Information

Does your organisation have an event budget?

☐ Yes (please attach) ☐ No (please complete one before submitting application)

**Note: Applications without an adequate budget attached will not be considered for sponsorship.**

Total cost to deliver this event \$  (eg. \$5,500)

Indication of funding sought from Ipswich City Council \$  (eg. \$3,500)

Indication of your contribution to the project \$  (eg. \$2,000)

**Note: The amount sought from Ipswich City Council should INCLUDE any in-kind support costs.**

If your event is to be conducted on an ongoing basis (eg. annually), describe how your event will be sustainable beyond the initial sponsorship funding?

### Sustainability

Please list any other sponsors that are involved in/associated with the event (including other sections of Ipswich City Council). If no other sponsors have been secured, please outline your proposed sponsor structure.

Please list any proactive club development that your organisation is involved in. This could include a club development plan, responsible alcohol policy, sun safe policy, healthy canteen, working with Ipswich Sports House etc. Attach any relevant documentation.

## Organisation Declaration

Please have a member of the organisation's executive committee complete the details below.

### If Withholding Tax Exemption

Complete this section if your organisation does not have an ABN and wish to claim exemption from withholding tax.

#### Please tick one of the following boxes:

- ☐ I declare that the whole of the payment is exempt from income tax under subdivision 50A of the *Income Tax Assessment Act 1997*.
- ☐ I declare that the payment is for goods/services performed as a hobby/personal interest.
- ☐ I have no reasonable expectation of profit or gain from the activity undertaken and consider that I do not meet the definition of enterprise for tax purposes.

**Note:** If Council has reasonable grounds to believe that the above declaration is false or misleading, tax will be withheld from the payment in accordance with section 12-190, in Schedule 1 to the *Tax Administration Act 1953*.

## Declaration

I declare that I have been authorised by the applicant organisation to prepare and submit this application for Sporting Event Sponsorship. I declare that all information relating to the organisation and the event is true and correct.

### Signature of Member of Organisation

Name:

Position held:

Signature:

Date:

## Recipient Created Tax Invoice (RCTI)

If your Organisation has an ABN and is also registered for GST it is required to enter into an RCTI Agreement. The RCTI Agreement allows Ipswich City Council to raise a Tax Invoice on behalf of the organisation. If you enter into this Agreement, a Tax Invoice cannot be issued by the organisation. This will eliminate the need for unnecessary correspondence.

Ipswich City Council has introduced the RCTI Agreement into our Sporting Event Sponsorship program to better assist in providing a faster more efficient process. This will ensure payment of sponsorship is processed in a timely manner.

Under A New Tax System (*Goods and Services Tax Act*) 1999 [the legislation] and associated tax rulings, the sponsorship paid to your organisation by the Ipswich City Council is deemed to be a 'taxable supply' of services. Your organisation is therefore known as 'the supplier' and the Ipswich City Council is known as 'the recipient'.

You must advise the Ipswich City Council of:

- Your GST status
- The total event budget
- The total amount of funding requested excluding GST

*(This information is captured in the Sporting Event Sponsorship application form.)*

After processing each claim, the Ipswich City Council will issue an RCTI and arrange payment of the sponsorship. The Ipswich City Council will send an RCTI to your organisation and you will have the responsibility to remit the GST component of the sponsorship to the ATO.



## Recipient Created Tax Invoice Agreement

**Complete this form ONLY if your organisation is eligible to enter into a Recipient Created Tax Invoice (RCTI) Agreement.**

- The Ipswich City Council (the recipient) has agreed to provide sponsorship to the eligible organisation (the supplier) with respect to the delivery of certain services for the purposes of Sporting Event Sponsorship within the Ipswich City Council boundaries.
- The Ipswich City Council will provide a Recipient Created Tax Invoice (RCTI) for all taxable supplies made by a GST registered Supplier to the Recipient when payment is made.
- The eligible Organisation acknowledges that it is both registered for the purposes for the GST Legislation and has provided the Australian Business Number (ABN) to the Ipswich City Council prior to the date of issue of any RCTI under the Agreement.

The Parties Hereby Agree:

- The Ipswich City Council can issue an RCTI and/or give adjustment note to the sponsored Organisation in respect of Sporting Event Sponsorship.
- The sponsored Organisation will not issue tax invoices or adjustment notes in respect of the same Sporting Event Sponsorship.
- The sponsored Organisation acknowledges that it is registered for GST when it enters into the agreement and that it will notify the Ipswich City Council if it ceases to be registered.
- The Ipswich City Council acknowledges that it is registered when it enters into this agreement and that it will notify the sponsored organisation if it ceases to be registered for GST or if it ceases to satisfy any of the requirements of the determination.
- The recipients must not issue a document that would otherwise be an RCTI, on or after the date when the recipient or the supplier has failed to comply with any of the requirements of the determination.

For and on behalf of (insert full legal name of eligible organisation below) as the supplier

Organisation Name:

ABN:

Name:

Signature:

Date:

For and on behalf of the Ipswich City Council

ABN:

Name:

Signature:

Date: