

Torquay Community Enterprise Ltd

SPONSORSHIP APPLICATION FORM



Donor organisation that underwrites a part or whole of the expense of staging a project or a public event through contributions in cash or kind, and is allowed to display advertising banners or to otherwise promote itself or its products during the sponsored event.

Source: <http://www.businessdictionary.com/definition/sponsor.html>

Sponsorship is: "the act of supporting a person, organization, or activity by giving money, encouragement, or other help"

Source: <https://dictionary.cambridge.org/dictionary/english/sponsorship>

Special conditions for applying for sponsorship:

- All requests must be approved by the Board of Torquay Community Enterprise
- All outcomes of the request for sponsorship are final and will be notified in writing
- Please allow up to 60 days for a response
- All successful applicants will be required to assist in promoting the Torquay Community Enterprise Ltd

Applications are to be returned to: secretary@torquaycommunityenterprise.org.au

Organisation Name				ABN No:	
Street Address:					
City:		State:	Vic	Postcode:	
Contact Person Name					
Position Held					
Daytime Phone No.	(03)	Mobile No			
Email					

Are you partnering with an intermediary organisation for this application?
No

☐

Yes

☐

If yes, please provide their name, address and ABN details

Is your organisation or group registered for GST?

☐

Yes

☐

No

Is your organisation or group incorporated?

☐

Yes

☐

No

Did you attach a sponsorship proposal?
No

☐

Yes

☐

If No, when will you be in a position to do so?

SPONSORSHIP NAME

Name Project/Venture Title	
Sponsorship Amount Requested including GST	\$

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Does the proposed sponsorship cover all costs?

☐ Yes

☐ No

If No, how are these funds to be raised?

SPONSORSHIP OBJECTIVE

(Please outline the main objective of the project and how the sponsorship will support this objective limit your response to 100 words)

Did you attach a sponsorship proposal?

☐ Yes

☐ No

GENERAL INFORMATION

(Please outline what level of sponsorships being sought? i.e. describe naming rights and other benefits, how long the sponsorship will last?)

SPONSORSHIP INFORMATION

(Is it part of a bigger project? Who else have you sought funds from?)

Name of the project/event	
Duration of the project/event	
When is the payment due?	
Location of the project/event	
Target audience	
Expected attendance numbers during the event or on completion of your project	
Describe community involvement (e.g. business, social groups)	
Describe your success criteria	

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HOW WILL YOUR GROUP PROMOTE YOUR PROJECT/EVENT and TORQUAY COMMUNITY ENTERPRISE SPONSORSHIP WITHIN THE COMMUNITY?

(Please indicate if your group would like to understand further how the TCE funds are generated to support your project?)

SUPPORTING DOCUMENTATION

Please attach your supporting documentation.

- ☐ Sponsorship Proposal
- ☐ Project Budget and timeline
- ☐ Any other relevant information (please specify)

If you are unsure about any of the requirements and require assistance please contact:

Meredith Bain at secretary@torquaycommunityenterprise.org or
Gretchen Gibson at grants@torquaycommunityenterprise.org.

Does your organisation have a Bendigo Bank Account?

Yes ☐ No ☐

If not, can someone from the bank call you to discuss opening one and supporting our Community via the TCE?

Yes ☐ No ☐

I/We affirm, on behalf of

that any funds provided by Torquay Community Enterprise Ltd will be expended:

- For named project/event only
- As outlined in this application and;

If this application is successful:

- our group agrees to submit an Acquittal Report for the project supported by TCE Grant; and
- our group will respond to reasonable requests made by TCE about the project and use of the funds within a reasonable time; and
- provide TCE with photographs of the result of using the funds, and invitations to attend events related to the project; and
- consent to TCE using images of the funding project and your organisation for promotional purposes, including publication in third party media; and
- acknowledge the funding is provided by TCE as supported by the Bendigo Bank including but not limited to social media acknowledgement, and acknowledgement at any public events held in relation to the project.

I affirm that all my details supplied in this application and attachments are true and correct to the best of my knowledge and the application form has been submitted with the full knowledge and agreement of the applicant organisation. I acknowledge I have read and understand the guidelines.

Name Signature

Title Date

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To assist us with our processes, please complete the following:

Did you find the application forms:

clear and simple ☐ some difficulty in understanding ☐ difficult and/or confusing ☐

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