# APPENDIX A – Sponsorship Application Form

|  |  |
| --- | --- |
|  | I have read the Kimberley Ports Authority Sponsorship Application Guidelines before completing this application. |

|  |  |
| --- | --- |
| **1.** | **Organisation details**  |
| Organisation name: |  |
| ABN: |  |
| Registered for GST: |  | Yes  |  | No |
| Postal Address: |  |
|  |  |
| Contact Person: |  |
| Position Title: |  |
| Telephone: |  |
| Email: |  |
| Which of the following best describes your organisation? |
| Please tick one box: |  | Not-for-Profit Organisation |
|  |  | Sporting clubs or organisations |
|  |  | Incorporated Community Organisation |
|  |  | Not-for-Profit Educational Institution |
|  |  | Local Government authorities |
|  |  | KPA employees |
|  |  | Other (please specify) |
| **2.** | **Project information** |
| Project title: |  |
| Estimated start date: |  |
| Total project budget: |  |
| KPA funding request: |  |
| **3.** | **Focus Area** |
| Which of the following focus areas does your project address, (please refer to Sponsorship Application Guidelines). |
|  | Maritime |  | Sustainable Environment |
|  | Education |  | Community Infrastructure |
|  | Community Events |  |  |
| **4.** | **Project Description** |
| Please provide a description of your project and include additional pages if required (including plans, diagrams, etc) |
|  |
| **5.** | **What will the funds from KPA be used for?** |
|  |
| **6.** | **Identify the positive outcomes your organisation and the community may receive as a result of the project?** |
|  |
| **7.** | **How will your organisation recognise the support provided by KPA?**  |
|  | Logo on written material relevant to project |
|  | Logo on organisation / project website |
|  | Representative invited to attend event / activity |
|  | Naming rights to event / award / trophy |
|  | Other: |
| **8.** | **Outline the positive outcome KPA may receive as a partner in the project.** |
|  |
| **9.** | **Budget** |
| As part of your supporting documentation, please provide a detailed budget for the project including the requested amount from KPA. |
| **10.** | **Details of requests for funding from other agencies, organisations or businesses.** |
| **Name** | **Amount requested** | **Comments** (include if approved/pending) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **11.** | **Project support** |
| For sponsorship requests above $5,001 please provide two letters of support for your project from local businesses and/or local and state government agencies. In addition to the letters of support, for infrastructure projects, please provide a copy of the planning approval from the relevant Shire council.  |
| **12.** | **Conditions of sponsorship** |
| Sponsorship funding is subject to agreement that funds allocated by KPA are to be used specifically for the project outlined in this application, payable to the applicant and are not transferable to another party. Any unspent sponsorship funds not used to complete the project are to be repaid to KPA.As appropriate applicants will be requested to provide images of the event that KPA can use in promotional material. |

|  |  |
| --- | --- |
| **13.** | **Application declaration** |
| I, (Name & Title)of (Organisation)declare that the information supplied in this sponsorship application is, to the best of my knowledge, accurate and complete and I wholly agree to the conditions of sponsorship as outlined in Item 12 of the application form.  |
| Signature: |  | Date: |  |
| *Post completed application form to:**Community Sponsorship Program**Kimberley Ports Authority**PO Box 46**Broome WA 6725* |