

Community Sponsorship and Contribution Grant

* indicates a required field

About the Community Sponsorship and Contribution Grant

Only available for events requiring a financial contribution (can only include in-kind if there is also a request for financial contribution). E.g. Sponsorship of an event such as a show, Council organised events, special event where Council's logo must be displayed, and Council publicly shown to be a sponsor.

Maximum amount of funding available for this grant is \$1200, with exception to instances noted below.

Other information about this Grant:

- **Financial contribution (can only include in-kind if there is also a request for financial contribution)**
- **Open all year round**
- **Available to individuals and community groups**
- **If community group or individual require in-kind support only, please refer to the Support to Events Grant Guidelines.**
- **Groups/Organisations wishing to obtain a Council sponsorship or contribution for a financial amount greater than \$1200 must submit their request via this form, for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship or contribution.**
- **Further conditions apply, see headings below.**

Application Details

Applicant *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Position or Role

Phone Number *

Must be an Australian phone number.

Email Address *

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Must be an email address.

Postal Address

Address

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

I have read, Understood and agree with the Community Sponsorship and Contributions Grant Guidelines *

- ☐ Yes
☐ No

I have read, Understood and agree to the WWSC Grant Policy *

- ☐ Yes
☐ No

Request Details

The level of assistance available to the community is limited by Council's budgetary allocation which is set each financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

For grant applications greater than \$1200, the grant application must be made no later than April of the previous financial year that you are seeking funding for.

Successful Applicants will be required to complete the acquittal process, or will be ineligible for further grants from Council. Applicants may be required to present a presentation to Council as part of the acquittal process.

What Council contribution are you looking for? *

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\$

Must be a dollar amount.

Please include the total amount you are requesting from Council.

Is this request for Council sponsorship or contribution for a financial amount greater than \$1200 *

- ☐ Yes
☐ No

Please indicate any other funding sources for this project/event?

Please include these details in Budget Section

Please describe the project/event this application is for? *

What will any profits from this project/event be used for?

Please attach any supporting documents

Attach a file:

This includes letters of support, documents, invoices, assessments, plans etc.

Do you require: *

- ☐ Council contribution
☐ Both Council contribution and in-kind support

Is this application for a community event? *

- ☐ Yes
☐ No

Groups/Organisations wishing to obtain a Council sponsorship or contribution for a financial amount greater than \$1200

You will need the following if applicable:

- Detailed budget for the upcoming financial year demonstrating the need for the annual contribution
- Public Liability insurance
- Last year's acquittal statement
- List of all committee members

Why is the contribution required for this particular financial year?

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How does the community benefit from planned activities

Please attach detailed budget for the upcoming financial year demonstrating the need for the annual contribution

Attach a file:

Please attach copy of the organisation's latest financial statements/bank statements of all operating accounts

Attach a file:

Does your organisation have Public and Products Liability Insurance

- ☐ Yes
☐ No

If yes, please attach copy of Public and Products Liability Insurance

Attach a file:

Please provide list of all committee members

Budget (Income and Expenses)

For Income:

Please detail the contributions will your organisation be making to the total cost of the project and what contribution are you requesting from the Community Sponsorship and Contribution Grant program, and where will you be sourcing other funding.

For Expenses:

Please list how you will allocate all respective funding against this project.

Income	\$	Expenditure	\$
Amount requested from Council			
Cash Sponsorship			
Other government funding (federal or State)			

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Organisation's cash contribution			
In kind contribution			
Other:			

Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Event Location

Where is this event to be held? *

Location address *

Please provide a letter of support from the land owner/manager

Attach a file:

Please provide a site plan of how the site will be used and location of activities

Attach a file:

Event Details

Event Name *

How often will this event be held? *

- ☐ Single Event
- ☐ Monthly
- ☐ Quarterly
- ☐ Annually

Event Setup Date *

Must be a date.

Event Start Date *

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Must be a date.

Event End Date *

Must be a date.

Event Pack Up Date *

Must be a date.

Expected audience members *

Cost of Entry? *

- ☐ Free
☐ Ticketed

Ticket Cost

Brief description of the event. Include details such as proposed camping, fires or entertainment. *

Further Information about holding an Event.

Please refer to our Event Planning Guide for information on what other documents, plans or strategies you may need when holding an event. Risk and Emergency Management are essential considerations in any public or private event.

Read more here: <https://www.westwimmera.vic.gov.au/Events/Planning-an-Event>

Event Checklist

This checklist will assist to determine which permissions, permits and licences are required for this event.

Will your event require road closures? *

- ☐ Yes
☐ No

If yes, you must submit an Application for Temporary Road Closure to council no later than 6 weeks prior to the event.

Will the event require traffic management? *

- ☐ Yes
☐ No

Will your event have food stalls? *

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- ☐ Yes
- ☐ No

If yes, all food vendors must be registered with FoodTrader. Visit <https://foodtrader.vic.gov.au/> to register (This was formally Streatrader).

Will you be allowing alcohol at your event? *

- ☐ Yes
- ☐ No

If yes, obtain a liquor licence from the Victorian Commission for Gambling and Liquor Regulation at www.vcglr.vic.gov.au

How many people including volunteers and entertainers etc. are you expecting at your event? *

If you require assistance to recruit volunteers, please contact the event and volunteer support officer at Council on 13 99 72 or by emailing volunteersupport@westwimmera.vic.gov.au.

Is the building or venue enclosed or mostly enclosed, or do you intend to install temporary fencing or other barriers? *

- ☐ Yes
- ☐ No

Will the event use public toilets? *

- ☐ Yes
- ☐ No

Will the event require waste management, including rubbish or sewerage. *

- ☐ Yes
- ☐ No

Do you intend to install a tent, marquee, booths or prefabricated buildings? *

- ☐ Yes
- ☐ No

If yes, what size will they be?

Will the event have a stage or platform? *

- ☐ Yes
- ☐ No

If yes, what size?

Will the event have a seating stand? *

- ☐ Yes
- ☐ No

If yes, how many people will it seat?

Cancellation plan - under what circumstances the event will be cancelled? Who will be contacted? Provide details: *

Please upload any other applicable documents here:

Attach a file:

Event Promotion

Website link (if applicable)

Facebook link (if applicable)

Youtube (if applicable)

Upload event poster or image (if applicable)

Attach a file:

Please provide any other promotion information or requests here:

In Kind Support/Sponsorship Request

What is a grant? A grant is a service provided by Council. This could be support by way of funding, services or in kind support such as traffic management, risk management assistance, maintenance, waste and refuge support or other support as available and approved.

Note: Any damage or shortfall in return numbers will be invoiced to the event organiser.

Do you require a meeting to determine what support you require/would like to request? *

- ☐ Yes
☐ No

Would you like to request to use a Waste Trailer (Conditions of use apply)

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- ☐ Yes
☐ No

If available, do you require the use of a source of power/electricity?

- ☐ Yes
☐ No

Example: You require the use of the power supply located at Henley Park for a large event. Please note this is not power at all Council sites.

In Kind Requirements Traffic management plan

Note: Any damage or shortfall in return numbers will be invoiced to the event organiser.

Qty Required	In-Kind Item	Maximum available from Council
Must be a number.	Item that you wish Council to provide	
	Small PA system	2
	Star Pickets - Each	50
	Orange Mesh Bunting (per Metre approximate)	100
	Orange Flag Bunting (per metre approximate)	50
	Traffic Cones	10
	Traffic Bollards and Bases	2
	Traffic management plan	1
	Traffic Management Signs (As agreed to by Council Officer)	20
	Dial Before you Dig Access	1
	Facility Cleaning per hour (Council owned facilities only)	2
	Posters (Max 20 x A3 sheets)	20
	Flyers (Max 50 x A4 sheets)	50
	Waste Bins (wheely bins)	12
	Recycle Bins (special wheely bins)	8

Waste Trailer Request

Please note that the waste trailers are provided free of charge, however the organisation/group/individual submitting this application will be invoiced for the cost of the disposable of waste based on the Council's current schedule of fees. See more information below in the conditions of use.

Conditions of Use

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- Trailers are supplied free of charge and will be delivered and picked up from your event.
- On pick up the trailer will be taken directly to the waste disposal facility where the total waste will be calculated and an invoice for the disposal of the waste will be sent to you for payment based upon Councils current schedule of fees.
- Waste costs are calculated per total number of full bins received or volume in the skip bin.
- **Your request for the use of one of our trailers indicates your acceptance of the fee payable for waste disposal.**
- Non-payment of waste disposal fees will result in the availability of in-kind assets from Council being made unavailable until full payment is made.

Have you read and understood these conditions?

- ☐ Yes
☐ No

Declaration

I declare that all the information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation.

If you require assistance with this form or have questions, please contact Amanda Munn at 13 99 72 or by emailing grants@westwimmera.vic.gov.au.

For Events: I declare that all the information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation. Applicants will be liable for ensuring dial before you dig permits(unless specifically agreed to by council), and will be liable for any public infrastructure including underground services such as power, phone, water or sewerage lines, during the course of the event.

The West Wimmera Shire Council is a fair access Council. Before any grant can be approved applicants must read the Fair Access policy and indicate below your organisations support to this policy.

[WWSC Fair Access Policy](#)

We the Grant applicant:

- ☐ Agree to support the West Wimmera Shire Council Fair access policy
☐ Do Not Agree to support the West Wimmera Shire Council Fair access policy

Name *

First Name

Last Name

I agree with this declaration, and have read the Community Sponsorship and Contribution Grant Guidelines. *

- ☐ Yes

Date submitted *

Must be a date.

West Wimmera Shire Council is committed to ensuring events hosted within the municipality are of the highest possible standard in relation to safety, delivery and experience.

Organising an event can be a complex task. Council has a number of departments that are responsible for authorising approval for different elements of events.

West Wimmera Shire Council has developed an Event Management Guide to assist event organisers by providing information, tools on event planning and outlining the legal requirements of running an event.

Copies are available from the council offices or can be downloaded at westwimmera.vic.gov.au. For assistance contact Amanda Munn | 13 99 72 | events@westwimmera.vic.gov.au.