

QUICK RESPONSE ACQUITTAL SPONSORSHIP

1. INFORMATION FOR ALL APPLICANTS

The City of Kalgoorlie-Boulder sponsorship acquittal aims to identify outcomes that have been achieved verses what is indicated in the sponsorship application. This enables the determination of the overall benefit the event or project brings to the City and the feasibility of future funding.

Tangible evidence to support the outcomes detailed are requested. Such as photos, press clippings, copies of fliers, newsletters, documents produced etc.

Organisations receiving Sponsorship must submit this sponsorship acquittal to the City of Kalgoorlie- Boulder within thirty (30) days of either the conclusion of the event or project, or by the end of the financial year, whichever falls first.

2. APPLICANT INFORMATION / PROJECT DETAILS

Please supply detailed information about your organisation.

Organisation / Company	
Contact person:	
Postal Address	
Position Title:	
Phone:	
Email:	
Project/ Event Title:	

3. SUPPORTING DOCUMENTATION

Copies of following are to be supplied:

- Evidence of City acknowledgement (e.g. media articles, speech notes, brochures etc.)
- Photo/s of project or event

4. EVALUATION

Where the expected outcomes you set for the event or project achieved?

Do you feel that the event reflected this vision and achieved the goals set out in your application?

Outline below how sponsorship funds were used to support your event or project?

What measures demonstrate event or project success?

Provide details of attendance numbers, survey feedback from participants or other measured goals?

Will this event or project be held next year?

Yes No

5. DECLARATION

Note: This form must be signed by two executive officers of the incorporated body, organisation or business accepting legal and financial responsibility for the event or project.

I certify that the information given in this form is true and correct and that all conditions of the grant/funding agreement have been complied with.			
Signed:			
Name:		Date:	
Position in Organisation			

6. SUBMISSION

By Post to:

City of Kalgoorlie-Boulder
Sponsorship
PO Box 2042
BOULDER WA 6432

By E-mail to:

mailbag@kalbould.wa.gov.au
Attention: Chief Executive Officer

Any further information can be discussed with City's Executive Manager of Economy and Growth on Alex Wiese (08) 9021 9873