

ACQUITTAL SPONSORSHIP

1. INTRODUCTION

The City of Kalgoorlie-Boulder sponsorship acquittal process allows the collation of important data to be used to indicate the overall social and economic impact generated from the sponsorship. Organisations and businesses receiving sponsorship must submit the City of Kalgoorlie- Boulder Sponsorship Acquittal 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

Please supply detailed information about your organisation.

Organisation / Company			
Postal Address:			
Contact person:		Contact's role:	
Phone:		Mobile:	
Email:			

3. PROJECT / EVENT DETAILS

This section briefly describes the activities and participants involved in your project.

Project/ Event Title:			
Commencement date:		Completion date:	
Venue/Location:			

4. SUPPORTING DOCUMENTATION

Copies of following are to be supplied:

- Evidence of City acknowledgement (e.g. media articles, speech notes, brochures, photos etc.)
- Photo/s and or video of the event or project
- Receipts for all expenditure
- An audited project expenditure or profit and loss statement (if funded amount is over \$19,999)

5. EVALUATION

Event Details Please provide a brief description of the event and its objectives:
Outcome of the Event? Describe how objectives were met and outcomes measured, including any feedback from participants:

6. ATTENDANCE

Provide a realistic indication of the attendance and people involved with the event or project	
Local Spectators / Patrons (<i>Kalgoorlie-Boulder</i>)	
Non Local Spectators / Patrons (Perth and Regional WA)	
Interstate Spectators / Patrons	
Participants / Competitors	
People involved with the event or project (staff, volunteers, performers, judges etc.)	
Estimated number of people that stayed in paid accommodation	
Estimated length of stay in overnight paid accommodation	

Please outline how attendance figures were estimated or measured?

Did any factors outside of your control adversely influence attendance or participation?

7. MEDIA AND PROMOTION

List below the media and promotion activities that were undertaken for the event or project

Did you display the City of Kalgoorlie-Boulder banners?

Yes No

Describe how the event or project positively promoted the City of Kalgoorlie-Boulder?

Describe how the event benefitted your club, organisation or local businesses?

8. FUTURE EVENTS

Will the event of project be held again in the next three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No Year
Do you intend to apply for City sponsorship	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what activities will be undertaken to secure, strengthen and diversify income for the event or project?	
1.	
2.	
3.	
4.	
5.	

9. BUDGET REPORT

Complete the below project budget outlining income and expenditure and attach copies of supporting documentation such as a summary of receipts, accounts, and financial statements.

PROJECT INCOME	GST Inclusive	Non-GST
City of Kalgoorlie-Boulder Sponsorship Requested	Cash	
	In-kind	
Applicant Contribution	Cash	
	In-kind	
Other Confirmed Sponsorships and Grants		
Other Unconfirmed Sponsorship and Grants Requests		
Combined minor sponsors -		
Expected Fees (<i>entry fees, registration fees</i>)		
Volunteer Contribution (<i>valued at \$25/hr. per person</i>)		
Other – specify		
A Total Project Income		
PROJECT EXPENDITURE		
Accommodation, Meals and Travel		
Advertising & Publicity		
Administration (<i>wages, telephone, postage, stationery</i>)		
Artist / Specialist Fees		
Production (lighting, sound)		
Entertainment and Activity Fees		
Hire -	Venue	
	Equipment	
Purchase -	Equipment	
	Materials	
Insurance		
Freight & Transport		
Approvals and permits		
Other – Please Specify		
B Total Project Expenditure		
C Budgeted Surplus/Deficit		

Formula: A – B = C (*Total Project Income – Total Project Expenditure = Project Surplus/Deficit*)

10. 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			
Signed:			
Name:		Date:	
Position in Organisation			

11. SUBMISSION

By Post to:

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

By E-mail to:

mailbag@ckb.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