



City of  
Kalgoorlie  
Boulder

# Special Event Sponsorship Application



**Last Reviewed:** November 2023

# APPLICATION FORM

# SPONSORSHIP

## 1. INFORMATION FOR ALL Applicants

The City of Kalgoorlie-Boulder recognises the importance of the role projects and events play in contributing to the vitality of the City, the activation of spaces, the sense of community and well-being, and increased economic advantage.

The purpose of the City's Event Sponsorship Program is to position Kalgoorlie-Boulder as a significant event destination in partnership with community organisations and businesses that make positive contributions to the quality of life in our City and as well as benefitting the local economy.

Category	Amount	Application to be lodged at City
Partnerships	\$10,001 +	Two months prior to event
Sponsorship	\$2001 - \$10,000	One month prior to event
Quick Response	\$0 - \$2000	Separate application for small-scale or time sensitive projects and events

### Application:

Applications for sponsorship will be considered on an ongoing basis with the applicant being advised of the outcome in writing. Please refer to the Special Events Program Guidelines for more information.

### Eligibility:

Eligible organisations are defined as follows:

- Incorporated Not for Profit or charitable organisations;
- Organisations or projects sponsored or under the auspices of a not-for-profit organisation;
- Businesses; and
- Demonstrate within the application evidence of meeting defined City of Kalgoorlie-Boulders Community Strategic Plan outcomes.

## 2. APPLICANT INFORMATION

Supply below detailed information about your organisation.

<b>Organisation / Company</b>			
<b>Address:</b>			
<b>Postal address:</b>			
<b>Contact person:</b>		<b>Contact's role:</b>	
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Incorporated:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Members:</b>	
<b>ABN:</b>		<b>GST registered:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If your organisation is not incorporated provide auspice details below and attach relevant details with this application</i>			

## 3. PROJECT / EVENT DETAILS

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

<b>Project/ Event Title:</b>			
<b>Commencement date:</b>		<b>Completion date:</b>	
<b>Venue/Location:</b>			
<b>Brief project/event description:</b> <i>(outline what your event involves and what you aim to achieve)</i>			



**Explain how the event will boost the profile of Kalgoorlie-Boulder.**

**Describe how your event will involve local business suppliers, tourism operators, community, artists etc.**

**Explain the degree to which the event or activity is viable with or without City of Kalgoorlie-Boulder support.**

**If this is a recurring event, describe how the event will become financially sustainable without ongoing support from the City of Kalgoorlie-Boulder.**

**Has your organisation received funding from the City of Kalgoorlie-Boulder in the past 5 years?**

No ☐ *go to next question*

Yes ☐ *complete table below*

Name of previous event/project	Funding year	Funding amount	Acquittal completed?
		\$	
		\$	
		\$	

**How often will this event run?**

☐ **One-off**

☐ **Annual**

☐ **Other**

**Expected Attendance:**

*(provide a realistic estimate of the number of participants, spectators 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 who stayed in paid accommodation	
Estimated length of stay in overnight paid accommodation	
<b>Fees and estimated income:</b>	
Will the event have a spectator entry fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Entry fee (cost/person):	\$
Are participants required to pay a registration fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Registration fee (cost per person)	\$

#### 4. Marketing / Promotion

List below media and promotion activities you plan on undertaking for the event or project:


#### 5. SUPPORTING INFORMATION

If you have sporting documentation please include this with your submission

##### Documents Attached

Sponsorship Package/Options	<input type="checkbox"/>	Event Proposal	<input type="checkbox"/>
Previous Event Reports	<input type="checkbox"/>	Letters of Support	<input type="checkbox"/>
Public Indemnity Insurance	<input type="checkbox"/>	Other	

If you do not have a sponsorship package, outline below how you propose to recognise the support provided by the City of Kalgoorlie-Boulder?

*Attach sponsorship package information for this event attach with your application*

## 6. FINANCE

Complete the below project budget outlining income and expenditure

ACTUAL BUDGET			
Income	Amount	Expenditure	Amount
Subtotal Income	\$	Subtotal Expenditure	\$
In-Kind Income	Amount	In-Kind Expenditure	Amount
Subtotal In-Kind Income	\$	Subtotal In-Kind Expenditure	\$
TOTAL INCOME	\$	TOTAL EXPENDITURE	\$

Total Amount in sponsorship funding requested:

## 7. 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.			
<b>Signed:</b>			
<b>Name:</b>		<b>Date:</b>	
<b>Position in Organisation</b>			
<b>Signed:</b>			
<b>Name:</b>		<b>Date:</b>	
<b>Position in Organisation</b>			

## 8. ASSESSMENT

Applicants will be assessed on the extent to which their application reflects and adds value to the City of Kalgoorlie-Boulder Strategic Community Plan outcomes.

## 9. ACQUITTAL OF FUNDS

Recipients are required to complete an acquittal form supplied by the City within 4 weeks of conclusion of the event or project. Included in this document is a financial income and expenditure table. This must be completed and a copy of all expenditure receipts are to be included in the submission.

**Note:** additional information, supporting documentation or photos that demonstrate the outcomes outlined in this application will be beneficial to your acquittal.

## 10. 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 the City of Kalgoorlie-Boulder  
Economy and Growth Team on (08) 9021 9600**