



Office Use Only	
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Approved	
PO #	
G/L code	
1 st Instalment	
2 nd Instalment	
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Event Sponsorship Program

Application for Tier 1 Sponsorship (\$2000 or less)

Title of Event:
Name of Organisation/s:
Postal Address:

Details of Key Personnel for the event:

Name	Role/Responsibility	Contact Phone	Email Address
	President		
	Secretary		
	PR/Events Coordinator		

Is your organisation registered for GST?	YES	NO	
Please provide your organisation's Australian Business Number (ABN)			

Event Dates:	
Event Venue:	
Event Description & Program Outline:	
Is this is a new event or continuation of existing?	
Are you considering applying for use of a council venue? ie City Hall, Cave Garden etc	YES NO
If yes, please specify which venue you are considering:	
Have you submitted your Special Events Permit for use of Council Land or Hire Permit for The Main Corner venue?	YES NO

****Please note – If you are in the process of negotiating access to a Council venue, you will need to complete the special event permit or The Main Corner hire permit before we can consider this application for sponsorship (please include copy of permit or hire form with your sponsorship application).**

Expected number of <i>local residents</i> you anticipate your event will attract:	
Expected number of <i>visitors</i> you anticipate your event will attract	
Please identify the area/s in which your event supports the City of Mount Gambier Community Plan?	
<input type="checkbox"/> Our People A safe inclusive City where access to quality services & facilities supports a socially connected, vibrant & healthy community	<input type="checkbox"/> Our Location A perfectly centered place where people aspire to live, work, visit & invest
<input type="checkbox"/> Our Diverse Economy A diversified, innovative & resilient economy that generates jobs & services	<input type="checkbox"/> Our Climate, Natural Resources, Arts, Culture & Heritage A culturally-inspired City that strives to minimise its ecological footprint

Estimated total budget for event: (please attach itemised budget including funding from other sources)	\$
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Please detail below any cash &/or additional support you are seeking from Council

Cash Amount Requested	\$
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Describe how your funding will be expended:

Other Council Support (Refer to Fee Schedule for an estimated cost)	Amount Requested	\$
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Please detail any other assistance you are requesting (eg. supply of rubbish bins, hire of bollards, bunting, witches hats, tiered seating, road closures, road signage etc)

Digital Photos:

Council requires digital photos to help promote your event. On completion of event please submit post event photos to help with promotion the following year.

When assessing your application, a cost will be applied to the support/assistance sought. Local Government account for all costs for the organisation whether they be direct or in-direct. Please note that any additional requests for support not included in this application will incur a cost as determined by the Event Support Fee Schedule.

For your application to be considered please attach a clear event budget including breakdown of income and expenditure

Signature: _____ Date: _____

Event Evaluation: If you are successful with your application Council will require a report, providing declarations that the funding has been spent only for the purposes for which you applied, once the project is completed. We will also require a completed Event Evaluation Form which will be provided to you.

Before submitting your application, please ensure you have attached the following:

<input type="checkbox"/> Full Event Budget
<input type="checkbox"/> Proof of Public Liability Insurance
<input type="checkbox"/> List of all funding partners for event
<input type="checkbox"/> Copy of Hire permit/Special Event Permit – if applicable

Please return completed form via email city@mountgambier.sa.gov.au or contact (08) 8723 1025 or (08) 8723 3901