



City of
**Kalgoorlie
Boulder**

COMMUNITY ASSISTANCE SCHEME

Sponsorship of Hire Fees Application Form



ckb.wa.gov.au/CAS

INFORMATION FOR ALL PARTICIPANTS

The Community Assistance Scheme is designed to enhance the social, recreational and cultural fabric of our community through the provision of funds and in-kind support to not for profit community groups and organisations.

The following document is the *Sponsorship of Hire Fees Application Form* for specific projects or events being held in a City owned facility. This application must be submitted at least four (4) weeks prior to the project or event.

Please ensure you complete the enclosed application fully and include all required supporting documentation as outlined in the checklist at the end of this document.

Please note: the City of Kalgoorlie-Boulder will not review and Council will not consider incomplete applications. It is under no obligation to contact applicants to request information that has not been submitted as per the Guidelines.

To assist in processing all applications, we ask you to note the following requirements:

- Before completing your application, please make sure you have read the City's *Sponsorship of Hire Fees Guidelines*;
- For applications that are hand written, please use black ink. Only clear and legible hand written applications are able to be processed. If you need space to describe any aspect of your proposed activity please provide the information as briefly as possible on A4 paper, marking clearly the item and page number to which the additional information refers;
- Please supply all supporting material with your application and ensure that it is clearly labelled and all information remains in the A4 format;
- Electronic applications will be accepted only, please do not provide hard copies.

Applications will be assessed on their individual merit and available funds. The City does not guarantee you will receive the full amount of financial assistance requested. The level of financial assistance offered will be based on the overall significance of the proposed project or event, including the benefits provided to the community. Receiving financial assistance under this program does not guarantee future stages of your project or event will be funded.

Applicants may be required to make a presentation to Council on a date to be advised. Applicants will be notified in writing of the success or otherwise of their application.

Should you have any questions about the application process, please contact City Officers on (08) 9021 9600.

b. Is this a ticketed event?

Yes No

c. List the groups and organisations who are supporting your project/event and attach letters of support to this application.

1.

2.

3.

d. Detail how you plan to provide recognition of the City of Kalgoorlie-Boulder and the support you receive?

1.

2.

3.

e. Has your organisation previously received a grant or financial assistance from the City of Kalgoorlie-Boulder in the last five (5) years?

Yes No

3. STRATEGIC COMMUNITY PLAN

Applications must align to the Community Themes, Goals and Objectives contained in the City of Kalgoorlie-Boulder's *Strategic Community Plan 2020-2030*. See pages 29-34.

A copy of this plan is available online at www.ckb.wa.gov.au/cas

Community Theme, Goal and Objective:	
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Describe how your project/event aligns with this:

Community Theme, Goal and Objective:	
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Describe how your project/event aligns with this:

Community Theme, Goal and Objective:	
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Describe how your project/event aligns with this:

The following is an example of how you can do this:

Community Theme, Goal and Objective: Capable

Describe how your project/event aligns with this Guiding Principle:

Our project will not only increase the liveability aspect for the local community, but will attract visitors to Kalgoorlie-Boulder because of the unique tourism product we are offering.

4. APPLICATION SUPPORTING DOCUMENT CHECKLIST

Please ensure you have enclosed the following documentation with your application.

<input type="checkbox"/>	Most recent up-to-date copy of certificate of incorporation
<input type="checkbox"/>	Evidence of Not For Profit organisation
<input type="checkbox"/>	ABN number and evidence of GST registration
<input type="checkbox"/>	Certificate of Public Liability Insurance
<input type="checkbox"/>	Letters of support
<input type="checkbox"/>	Most recent up-to-date copy of audited financial statements or profit and loss statement

5. DECLARATION

I hereby certify that to the best of my knowledge, the information provided above is correct, and an accurate account of income, expenditure and project activities is disclosed in this application.

Signed:			
Name:		Date:	
Position:	<input type="checkbox"/> Treasurer	<input type="checkbox"/> President/Chair	<input type="checkbox"/> Secretary

PLEASE RETURN YOUR COMPLETED APPLICATION FORM MARKED AS BELOW:

By Email to: cas@ckb.wa.gov.au
Attention: Community Assistance Scheme Officer
Subject: Sponsorship of Hire Fees Application – [Organisation Name]

Any further information can be discussed with City Officers on (08) 9021 9600.

INCOMPLETE AND LATE APPLICATIONS WILL NOT BE ASSESSED. APPLICANTS CAN ONLY SUBMIT ONE (1) GRANT APPLICATION PER FINANCIAL YEAR, AND MUST BE RECEIVED A MINIMUM OF FOUR (4) WEEKS PRIOR TO THE PROJECT OR EVENT.