

2024-2025 Sponsorship Round 2 Application Form

Form Preview

Before Getting Started

* indicates a required field

Prior to submitting an application:

- Please read the Sponsorship Information Kit to ensure you meet the eligibility criteria.
- Ensure your application is a minimum of three (3) months (from the closing date) prior to your event date to allow for outcome notifications to be finalised. Applicants will receive formal notification of the outcome of their application within three (3) months.
- Review the application form and ensure you have all supporting documentation for submission.
- Refer to Council's [Events portal](#) for further information and assistance on planning your event and any Council approvals that may be required.
- Applications are funded based on a competitive process and the total funding pool available.
- Only information provided in this application will be used to assess your application.
- Ensure that your project does not commence prior to receiving formal notification - projects will not be funded retrospectively.

Outcome Timeframes

All applications go through a comprehensive assessment process.

Applications requesting major Sponsorship of **\$15,001 or more** will be assessed by the panel with a formal recommendation from the panel presented to Council for review and final decision. Please note this may extend the outcome notification period.

If you have any enquiries or would like more information, questions regarding eligibility or guidelines, or assistance completing this form, please contact the Community Grants Team via the below methods:

- Phone: 07 3829 8999
- Email: grants@redland.qld.gov.au

Consultation

I have consulted with the Redland City Council Community Grants Team. *

- ☐ Yes
☐ No

Please provide details

Council Officer's name, department and any relevant details

I have read and understood the Sponsorship Program Information Kit. *

- ☐ Yes
☐ No

Please refer to Council's Sponsorship webpage for the Sponsorship Information Kit .

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Applicant Details

* indicates a required field

Applicant Details

Organisation Name *

Organisation Name

Organisation Primary Address *

Address

Suburb State Postcode

Organisation Postal Address

Address

Suburb State Postcode

Organisation Primary Phone Number *

e.g (07) 1234 5678

Organisation Primary Email *

This must be the organisation's main (office) email address

Organisation or Event Website

Must be a URL.

Incorporation Number / Australian Company Number *

Does the Organisation have an ABN? *

- ☐ Yes
☐ No

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Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Statement of Supplier

A Statement of Supplier is only required if Organisation does not have an ABN. Please refer to the Council's Grants webpage under "Helpful Forms" to download a [Statement by Supplier form](#)

Attach a completed Statement by Supplier form *

Attach a file:

Authorised Officer Contact Details

Please ensure this contact person is an authorised financial officer or financial delegate e.g. CEO, President or Chair.

Authorised Officer Contact Details *

First Name

Last Name

Authorised Officer Position *

Authorised Officer Primary Phone Number *

e.g (07) 1234 5678

Authorised Officer Primary Email *

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Are you intending to outsource the management of the project, event or activity?

*

- ☐ Yes
☐ No

Applicant Project Contact

Who will be managing the project, event or activity?

Applicant Project Contact *

First Name

Last Name

Applicant Project Contact Primary Phone Number *

Applicant Project Contact Primary Email *

Required Business Documentation

Public liability insurance covering the project, event or activity date. *

Attach a file:

Must show a minimum cover of \$20 Million

Last audited financial statement or annual Treasurer's report. *

Attach a file:

Current business plan (if the organisation has one)

Attach a file:

Eligibility Checklist

Eligibility Requirements

- ☐ Project, event or activity is being delivered in Redland City local government area,
- ☐ Have an active ABN or Statement by a supplier,
- ☐ Be operating and financially viable, and
- ☐ Hold Public Liability Insurance (\$20 million).

If you have ticked ALL of these items you are ELIGIBLE to apply.

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Ineligible Applicants

- ☐ Government or semi-government organisations i.e. hospitals and libraries,
- ☐ Public and private education institutions i.e. primary, secondary and independent schools, or tertiary institutions,
- ☐ Child care and after-school care service providers, and
- ☐ Political parties and political lobby groups.

If you have ticked one of these items you are INELIGIBLE to apply.

Applicants cannot request funding for the below:

- ☐ Events of a political nature or those which incorporate any political activities,
 - ☐ Day-to-day operational funding for an organisation, including staff wages, rent and insurances (unless there is evidence it is an additional expense incurred by the funded project),
 - ☐ Projects which begin before sponsorship is awarded (no sponsorship will be awarded retrospectively). Activities must not commence before you receive written notification of approval,
 - ☐ Payment of debts to any entity including Council,
 - ☐ Projects considered the core responsibility of other levels of government,
 - ☐ Events or activities in competition or conflict with Council,
 - ☐ Capital works or fixed structures,
 - ☐ Project costs incurred outside the funding period,
 - ☐ Purchase of vehicles or large capital items,
 - ☐ Purchase of alcohol, prize money or prizes including gift cards,
 - ☐ Donations,
 - ☐ Projects, activities or events for individuals including travel,
 - ☐ Teams representing sporting clubs or organisations at state, national or international events (including uniforms),
 - ☐ Project costs already supported through other Federal or Queensland Government funding, and
 - ☐ Projects, events or activities where the sponsorship is provided to third parties.
- Sponsorship must be used to hold an event or activity and not be directly passed on to a third party. However, some monies raised from a sponsored event can be provided to a Redland City charity or charities.

If you have ticked one of these items you are INELIGIBLE to apply.

Funding Options

* indicates a required field

Monetary Funding

The Sponsorship Panel will assess the total value of support requested.

Sponsorship will be awarded as a total value which may be made up of both cash and value in-kind support.

Council reserves the right to offer applicants a lesser sponsorship amount than requested.

What level of cash Sponsorship are you applying for? *

- ☐ Minor Sponsorship - \$15,000 or under
- ☐ Major Sponsorship - \$15,001 to \$30,000

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Please note: Major Sponsorship applications of \$15,001 or more may have delayed outcome decisions as panel recommendations must be endorsed by Council

Minor Sponsorship

Total Amount Requested (Cash Sponsorship)

\$

Must be a dollar amount \$15,000 or less. Note this does NOT include Quandamooka Cultural Awareness Funding. This amount is GST exclusive.

Major Sponsorship

Total Amount Requested (Cash Sponsorship)

\$

Must be a dollar amount of \$15,001 to \$30,000. Note this does NOT include Quandamooka Cultural Awareness Funding. This amount is GST exclusive.

Value In-Kind Sponsorship

Value of in-kind support awarded is based on Council's current Fees & Charges 2024-25 and alignment with criteria in Council's fee waiver guideline.

Please note that Council reserves the right to offer applicants a partial waiver of the full cost/s.

Notification of the outcome of value in-kind support will be included as part of the funding agreement, should the application be successful.

Total value in-kind support requested *

- ☐ Venue hire (Venues)
- ☐ Temporary entertainment event permit fee (Health & Environment)
- ☐ Traffic control permit fee (Roads, Drainage & Marine)
- ☐ Marketing and promotion (Tourism & Events)
- ☐ None required

Please tick all that apply

Quandamooka Cultural Awareness Funding

Redland City Council offers financial support up to \$1,500 excluding GST (in addition to Sponsorship funding request) to include Quandamooka cultural awareness through inclusion activities such as Quandamooka dancers, Welcome to Country, cultural demonstrations and smoking ceremonies at sponsored events or activities.

It is the applicant's responsibility to liaise with a suitable Quandamooka organisation to seek a quote prior to submitting a Sponsorship application. Please provide a copy of the quote at the end of the application.

Please see Council website for options [Quandamooka Country contacts](#).

Are you applying for additional funding for Quandamooka cultural awareness activity? *

- ☐ Yes

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☐ No

Amount of funding requested for Quandamooka cultural awareness activity *

\$

Must be a dollar amount.

Maximum of \$1,500 - Quandamooka funding is additional to Sponsorship request. This amount is exclusive GST.

Please submit quote in relation to the cultural inclusion activity from a Quandamooka organisation *

Attach a file:

This may be a quote for the activity or a letter from the organisation

Project Details

* indicates a required field

Project/ event title *

What is the type of project, event or activity? *

☐ Conference

☐ Food and Beverage

☐ Project or activity

☐ Arts and Entertainment

☐ Community Event

☐ Awards Ceremony

☐ Sporting and Recreation

☐ Exhibition / Trade Show

☐ Other:

☐ Festival

Provide a short description of the project, event or activity. *

Word count:

Must be no more than 150 words.

Project Start Date *

Must not start before 1/12/2024

Project End Date *

Must be within 12 months from start date

Address of the location where project will take place?

Address

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Must be in Redland City

Who is the land owner where the activity will occur? *

If you are not the land owner, please provide a copy of land owner consent from the land owner.

Please provide written consent from the land owner / manager.

Attach a file:

e.g. landowners consent letter, letter of support or copy of venue booking

Has this project, event or activity occurred before? *

How many times has this project, event or activity occurred previously? *

What have been the outcomes and achievements of the event or activity to date? *

Word count:

Must be no more than 200 words.

(eg: numbers of attendees/participants in past and growth in attendees/participant, improved format, lasting benefits to the community, other financial support and other outcomes)

Who is your target audience? *

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Youth | <input type="checkbox"/> People with disabilities | <input type="checkbox"/> Business / Corporate |
| <input type="checkbox"/> Seniors | <input type="checkbox"/> Multicultural Community | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Families | <input type="checkbox"/> Aboriginal and Torres Strait Islanders | |

Up to three priority groups recommended

Estimated number of attendees? *

- | | |
|--------------------------------------|---|
| <input type="radio"/> 0-100 people | <input type="radio"/> 501 - 5000 people |
| <input type="radio"/> 101-500 people | <input type="radio"/> over 5000 people |

Please note - If you are to provide food at events, alter traffic or host an event with more than 500 people on Council land or roads, you may need to apply for a food business licence, traffic control permit or temporary entertainment event approval.

Is the project, event or activity ticketed? *

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What is the cost for attendees? *

If there is no charge, indicate as free.

Where will the profits from ticket sales go? *

Permits and Approvals

Please see the Redland City Council website for more information on the below Council approvals / permits.

- Venue / Park Permit - [Redland City Council | Bookable](#)
- Traffic Control Permit - [Traffic Control Permit Application](#)
- Temporary Entertainment Event Permit - [Temporary Entertainment Event Application](#)
- Food Business Licence - [Temporary Food Business Application](#)
- Temporary Park Access - [Temporary Access to a Park or Reserve | Redland City Council](#)

Are any of the below Council approvals required? (check all that apply) *

- | | |
|---|--|
| <input type="checkbox"/> Venue / Park Booking | <input type="checkbox"/> Temporary Park Access |
| <input type="checkbox"/> Traffic Control Permit | <input type="checkbox"/> None required |
| <input type="checkbox"/> Temporary Entertainment Event Permit | <input type="checkbox"/> Other |
| <input type="checkbox"/> Food Business Licence | |

For further information, visit Council's [Events portal](#) or contact the events team on (07) 3829 8999 or via email at events@redland.qld.gov.au.

Please attach confirmation of approved permits or evidence of submitted permit application/s.

Attach a file:

If permits have not been obtained, please provide confirmation of engagement with appropriate officers to seek permits i.e. letter of support. If you don't believe a permit is required, please provide proof that you have sought confirmation that a permit is not required.

Benefits/ Opportunities

High priority is given to initiatives that demonstrate one or more of the following;

- Delivers economic benefits to Redland City
- Provides positive outcomes and benefits for the Redland City community
- Value for money with regards to commercial and other benefits
- Evidence of strategies that enable it to continue after the funding has ceased

How will Council Sponsorship be acknowledged?

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☐ Social Media ☐ Event Website ☐ Promotional Material ☐ Banners ☐ Photography/
Videography ☐ Advertising
Other

Check all that apply

What benefits will the event or activity provide to Redland City Council and the Redlands Coast community? *

What measures are in place to ensure the ongoing sustainability of the project? *

Refer to the [Sponsorship Benefits Table](#) for further information

Ability to Deliver

A detailed project plan and marketing plan should outline all key tasks and milestones to demonstrate the organiser's ability to deliver the proposed activity.

Activities should be delivered by people/organisations with appropriate qualifications and/or level of experience.

Please provide a Project Plan or Event Management Plan *

Attach a file:

Please provide a Marketing / Communication Plan *

Attach a file:

Visit [Council's Events Portal](#) to download our templates.

A marketing or communication plan should include a promotional schedule that captures branding through brochures, posters, newspaper/magazine advertisements, websites, newsletters, event programs, certificates, direct marketing (emails/letters), project launch and media arrangements. A sample template can be found [here](#).

Strategic Priorities and Partnerships

Alignment to RCC Strategic Priorities

Your activity goals or objectives should align with one or more of our Sponsorship program objectives aligning to the Redland City Council strategic goals outlined in [Our Future Redlands - a Corporate Plan to 2026 and Beyond](#).

Example

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Your outcome goal: Increase attendees from outside Redlands.

Alignment with our outcome goals: Increasing employment and / or boosting the local economy.

How does your outcome link to our outcome goals?: increased people visiting the city, increased hospitality and tourism expenditure.

Your outcome goals	Alignment with our outcome goals	How does your intended outcome link to our outcome goals?
What changes do you expect will occur as a result of your project? Please be brief. One per row.	Which of our outcome goals will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours.

Partnerships

Please indicate confirmed partners for the project, event or activity and their contribution. Support may be financial and/or in-kind.

List the confirmed partners	What is the partner's contribution?

Have you engaged any local suppliers? Please provide details.

Name of Local Supplier	What are the benefit/s to the local supplier?

Budget

* indicates a required field

Total Grant Amount Requested

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Must be a number and no more than 30000.

Total cost of project, event or activity *

\$

What is the total budgeted cost (dollars) of your project including any cash or in-kind support obtained.?

Budget

Applicants must provide an itemised budget for the project, event or activity including all income, expenditure and value in-kind costs.

Please indicate items to be covered by Sponsorship funding.

Applicants that are applying for Sponsorship to support multiple events, need to demonstrate a breakdown of the Sponsorship amount requested specific to each event.

Budget Tips

- If your organisation is registered for GST, then you can apply for up to the maximum grant amount **plus GST**. Therefore, you will need to list the item amount **excluding GST** (if applicable) for each requested item.
- If your organisation is not registered for GST, you can apply for up to the maximum amount **including GST**. You will need to list the amount **including GST** (if applicable) for each requested item.
- Local suppliers must be used unless items cannot be sourced locally.

An event budget template can be found [here](#) to assist in developing the project budget.

Please ensure budget provided show all costs (including cash and in-kind) and clearly notes what expenditure items the Sponsorship funding would go towards if funding is successful.

Please provide an itemised budget *

Attach a file:

Budget should include details of other funding that has been confirmed and/or applied for including cash and in-kind contributions.

Sponsorship Program Application Survey

Would you like to participate?

This is not a mandatory requirement. Any feedback is greatly appreciated in the ongoing improvement of the grant program.

Are you willing to complete the Community Grant Application Survey?

- ☐ Yes
☐ No

How would you rate the ease of completing the application form?

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- ☐ Very Easy
- ☐ Easy
- ☐ Difficult
- ☐ Very Difficult

If you found the application difficult, please provide further details.

Were the instructions and eligibility criteria clear and easy to understand?

- ☐ Yes
- ☐ No

If no, what areas did you find needed clarification?

Did the application form allow you to adequately convey the impact and objectives of your project?

- ☐ Yes
- ☐ No

If not, what additional questions or fields would help better represent your proposal?

Certification

** indicates a required field*

To be acknowledged by the Accountable Officer of the application

Information Privacy Act 2009

Redland City Council uses personal information to deliver its functions and services. Council will only use personal information you have provided for the purpose of processing this application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Information Privacy Act 2009 and other local government acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with Council's Privacy Policy.

Please note the information provided in this application and in related documentation and discussions may be provided to members of the Sponsorship Assessment Panel in order to assist Council in assessing your application.

By submitting this application, you consent to Council publishing your name, the project name, project description and Council's funding contribution. We may also use your details for promoting Council's funding program.

I confirm that: *

- ☐ I consent to the information contained within this application being disclosed to Redland City Council for the purpose of assessing, administering, reporting and monitoring my current and any future Redland City Council Sponsorship applications.

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- ☐ I understand that if Redland City Council approves Sponsorship, I will be bound by the contents of my application to carry out my project, event or activity as I have described and my application will form part of my contractual agreement with Redland City Council.
- ☐ I understand that if the Redland City Council approves Sponsorship funding, I will be required to accept the terms and conditions of the sponsorship in accordance with Redland City Council's contractual agreement.
- ☐ I understand that Redland City Council reserves the right to publish successful applicant details.
- ☐ I certify that to the best of my knowledge the statements made in this application are true.

Name and Position Title *

Supporting Documentation

Additional supporting information

Attach a file:

e.g Letters of support, evidence of partnerships, marketing samples, previous year's event report