

F&CE Application form \$1,000 or less 2024-25

Form Preview

Introduction

Welcome to the **Festival and Cultural Event Sponsorship Application Form** for applications requesting \$1000 or less.

- Please read the Guidelines of this sponsorship before completing your application. The Guidelines can be viewed by [clicking here](#).
- Please note that most fields in this form are mandatory and if not completed your form will not be able to be submitted. An error message will highlight which fields require completion.

*For the purpose of sponsorship, Council's definition of a **Festival or Cultural Event (Event)** is a public occasion for celebration and/or a gathering in the community. The occasion will typically celebrate an **artform** (visual, performing, music etc.), an **identity** (cultural background, sexuality or social group) and/ or a **precinct** (focus is on an area or location). It will encourage audience participation, experience and creativity; build community spirit, belonging, pride and a sense of place.*

Office use only

This question is read only.

Organisation Details

* indicates a required field

Organisation Name *

Organisation Name

Applicant Contact Person *

First Name

Last Name

Applicant's Position

Organisation Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

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Phone Number *

Must be an Australian phone number.

Email Address *

Must be an email address.

Website

Must be a URL.

Social URLs

List out your social media URLs if available (Facebook, Instagram, Twitter, YouTube etc.)

ABN Confirmation

If your organisation does not have an ABN you are required to provide an ATO 'Statement by Supplier' form ([download here](#)).

Does your organisation have an ABN? *

☐ Yes

☐ No

Attach Statement by Supplier form (if required) *

Attach a file:

Statement by Supplier form available on the ATO website - <https://www.ato.gov.au/>

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 | |

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Bank Account Details

* indicates a required field

All payments through Festivals and Cultural Events Sponsorship Program are made by electronic funds transfer (EFT) transactions to your organisation's nominated Bank Account.

If sponsorship funding is approved, you will receive a notification letter and an Invoice/ Tax Invoice to raise the sponsorship payment. Please provide your organisation's general operating account (not a sub-account).

It is recommended that you consult with your Treasurer to confirm account details. It is important that the correct account details are supplied to Council at the time of application. Any variation in BSB or bank account number from the submitted application will result in delays while new details are confirmed prior to payment being made.

BSB Number *

BSB Number (must be six digits)

Name of Bank *

Account Name *

The organisation's account number *

Must not be an individual, maximum 9 digits

Email address (for payment remittance advice) *

Please provide an organisational email address (e.g. accountspayable@yourclub.org.au) rather than a specific personal address.

Event Details

* indicates a required field

What is the name of your Event? *

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What is the concept of your Event? *

Provide a short description of your Event (100 words recommended)

Start Date *

Must be a date.

End Date *

Must be a date.

What is the location of your Event? *

Please include Park Name, for example: "Fake Park" 123 Fake Street, Brisbane 4000

Has the location/s been booked?

Which Ward is your Event taking place in? *

Visit [Electoral Commission Queensland](#) to find out your ward

Estimated audience attendance? *

Must be a whole number (no decimal place).

Please provide an explanation on how these numbers have been calculated.

Who is your target audience? *

Provide demographic information including community and cultural groups, local, national and/or international audiences if possible

What is the entry/ticket price for guests to attend or participate? *

If no charge, indicate as free

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Is this the first time you are running this event? *

☐ Yes

☐ No

If no summarise the success of previous events *

Funding

* indicates a required field

Expenditure

Clearly itemise all project expense items in the table below.

Identify specific items - e.g. catering by group/supplier". DO NOT USE general descriptions like - 'Contribution to event', 'sponsorship', or 'donation'.

Maximum funding \$1,000 (ex GST)

Please note: Brisbane City Council is committed to the reduction of single-use plastics. Sponsorship funding should not be used towards the purchase of single-use plastic items such as single-use plastic water bottles, plastic straws or helium balloons.

| Item description | \$ GST exclusive |
|--|---|
| Only include items for which sponsorship funding is sought | Must be a dollar amount and no more than \$1000 in total. |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Total Sponsorship Amount sought

\$

What is the total financial support you are requesting in this application? Must not exceed \$1000.

Additional financial information for the Event

Have you previously received Council funding for this Event? *

If yes, please explain what support you have received e.g. previous Council sponsorship

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Have you approached other areas of Council for funding for this Event? *

This includes Councillors and subsidiaries of Council such as Brisbane Economy Development Agency. If yes, please explain who you have approached and the outcome of these discussions. If no, do you intend to approach any other areas?

If there are other sponsors, including government bodies, please outline their level of involvement.

e.g. State Government sponsorship valued at \$5000

As part of its commitment to sustainability, Council has banned the use of single-use plastic drinking straws and will phase out helium balloons and single-use plastic bottles in all Council operations. We encourage Council-sponsored events to do the same.

Are you able to support this with your initiative? *

- ☐ Yes
☐ No

Standard Benefits

Council will expect the below minimum benefits to be offered. Please tick each benefit you can provide.

These benefits will form part of your Sponsorship Agreement with Council if successful. Applicants must then comply with Council's brand guidelines which will be provided.

If you are unable to offer the below, please propose a suitable replacement that is equivalent in nature.

The benefits I can offer are:

- ☐ Council brand acknowledgement on marketing collateral (e.g. posters, flyers, banners, event signage, e-newsletters, digital promotions, advertising)
☐ Council brand acknowledgement on website including click-through to Council website (unless deemed unsuitable by Council)

If you are unable to offer the above, please propose a suitable replacement that is equivalent in nature (optional)

no website but can offer two (2) social posts

Are you able to offer additional benefits that are not listed above? (optional)

If you are able to provide additional benefits, please provide details such as types and quantity of materials produced (e.g. 1000x flyers via letterbox drop, 100x posters at local shopping mall), social media (e.g. reach and the number of posts you can commit to acknowledging Council). etc.

Attachments and Certification

* indicates a required field

Attachments

Please upload any additional attachments as part of your application. (optional)

Attach a file:

Marketing plans, draft programs, letter of support etc.

Insurance

If your application is successful, you will be required to take out the relevant insurance for your sponsorship.

- Public liability insurance, with an insurance company approved by Council, with a limit of indemnity of not less than \$20 million per occurrence.
- Worker's compensation insurance as required by the laws of Queensland.
- Any other insurance as may be required under any Legislative Requirement or by Council, or that a reasonable person would effect and maintain having regard to the nature of the sponsored activity.

Do you agree to take out the relevant insurance for your event if your application is successful? *

☐ Yes

☐ No

☐ Other:

If you already have insurance for your event, please upload here (optional)

Attach a file:

Declaration

The following section confirms your organisation's endorsement of this registration form. It should be completed by the **Chair, President, Chief Executive or Director**.

- I certify that, to the best of my knowledge, the statements made in this application form are true and correct.
- I understand that for Brisbane City Council to approve funding, I will be required to accept the terms and conditions as set out in the Sponsorship Agreement and I will be required to comply with those terms and conditions including any Brisbane City Council audit requirements.
- I consent to the information contained within this registration form being disclosed to or by Brisbane City Council for the purposes of assessing, administering and monitoring the Brisbane City Council sponsorship agreement.
- I acknowledge that Brisbane City Council is or may be collecting my personal information for the purposes of administering and monitoring my funding in accordance with the Sponsorship Agreement. Any personal information collected by Brisbane City Council will be kept in accordance with [Brisbane City Council's privacy statement](#).

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Name of certifying
representative *

First Name

Last Name

Position in organisation
*

Date Certified *

Must be a date.