FCCR Application form $1,000 or less 2026-27
Form Preview

Introduction

Welcome to the **Festival, Cultural, Community and Recreational 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, Cultural, Community or Recreational Event (Event)** is a public occasion that bring people together for celebration, learning, participation or shared activities within the community.*

The occasion will typically focus on one or more of the following:

- *An **artform** (eg. visual arts exhibitions, theatre and dance performances, music festival or performances, film festivals, artist's maker events)*
- *An **identity** (eg. cultural festivals, celebrations or commemorations, pride events, youth or senior-focused events, multicultural showcases, community group recognition events)*
- *A **community development initiative** (eg. community workshops or forums, awareness or advocacy events, community capacity building programs, inclusion or belonging initiatives)*
- *A **place or precinct** (eg. neighbourhood or suburb-based events, main street activations)*
- *A **sport, recreational or wellness activity** (eg. community fun-runs, local sporting competitions or tournaments, sports awards nights or recognition events, events promoting active lifestyles)*

Events may look to:

- *encourage participation, creativity and shared experiences*
- *increase knowledge and collaboration that improves community wellbeing*
- *strengthen community connection, belonging, pride and a sense of place*
- *foster respectful and authentic representation of community*
- *promote active lifestyles, wellbeing, and community engagement through sport and recreation.*

Organisation Details

* indicates a required field

Organisation Name *
Organisation Name

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Applicant Contact Person *
First Name Last Name

Applicant's Position

Organisation Address *
Address

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

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.

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.

Bank Account Details

* indicates a required field

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

If sponsorship funding is approved you will be notified and requested to raise an Invoice/Tax Invoice for payment.Please provide the details of your organisation's general operating Bank Account (not a sub-account).

It is recommended that you consult with your Treasurer to confirm Bank 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 *

Bank Account number *

Maximum 10 digits

Email address (for payment remittance advice) *

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

Event Details

* indicates a required field

What is the name of your Event? *

Provide a short description of your Event. *

Word count:
Include details about the activities happening at your Event (100 words recommended)

Start Date *

Must be a date.
Application must be submitted **at least one month** before your event start date.

End Date *

Must be a date.

Venue name and address(es) where your Event will take place: *

If taking place in a venue or park, please include the venue or park name, for example: "Fake Park" 123 Fake Street, Brisbane 4000

Has the location/s been booked? *

In which Ward is your Event taking place? *

Other:

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? *

What local community or cultural group are you hoping will attend? Who is your event most likely to attract?

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

If no charge, indicate as free

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

○ Yes ○ No

Please provide details of previous events and their success *

Do you have any photos or documents from your previous events you might like to share? (optional)

Attach a file:

Funding

* indicates a required field

Expenditure

Clearly itemise all project expense items in the table below.

Identify specific items that will be paid for by this sponsorship.

For example:

- Food truck hire by Test Company
- Venue hire at Test Hall (2 days)
- Entertainment by Test Artist

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

$

This number/amount is calculated.
Click save to update the calculated amount. What is the total funding amount you are requesting?
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

Do you intend to, or have approached other areas of Council for funding for this Event? *

This includes Councillors and subsidiaries of Council such Brisbane Economy Development Agency.
Please explain who you have approached and the outcome of these discussions.

If you have other sponsors for this Event, outline their level of support:

Sponsor organisation name	Sponsorship value	Status
	Must be a dollar amount.	

Standard Benefits

Minimum benefits

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

If successful, these benefits will form part of your Sponsorship Agreement with Council. Please note that applicants will need to comply with Council's brand guidelines.

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)
☐ Evaluation report provided to Council
☐ We propose alternative benefits to Council, as described below, because we are unable to offer the above minimum expected benefits.

Please provide details on any additional benefits or ways you may go beyond what is listed above. (optional)

List any additional benefits, such as social media posts, premium placement, promotion, or other opportunities to increase visibility and reach. Please include details on quantity or reach (e.g. 1,000 flyers via letterbox drop, 100 posters at local shopping centres, or 2x social media posts with 2,000 followers), especially where activities may exceed standard expectations.

Attachments and Certification

* indicates a required field

Attachments

Please upload any additional attachments as part of your application. (optional)
Attach a file:

For example: marketing plans, draft programs, letter of support, sponsorship packages etc.

Insurance

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

- Public liability insurance 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

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 Application form. It should be completed by the **Chair, President, Chief Executive or Director** of your organisation.

- 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 Application 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.**

Name of certifying representative *
First Name
Last Name

Position in organisation *

Date Certified *
Must be a date.