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CITY OF BUNBURY COMMUNITY BUDGET APPLICATION FORM PROJECTS/PROGRAMS/EVENTS

DEADLINE: 5pm on 31 March

Enquiries to:

City Life Department
 Kobi Halbert
 Direct Ph: (08) 9792 7035
 Email:
 khalbert@bunbury.wa.gov.au

Privacy

The personal information collected on this form will only be used by the City of Bunbury for the sole purpose of providing requested and related services. Information will be stored securely by the City.

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Instructions: Please type or print clearly using **black or blue pen** in the spaces provided.

1. CONTACT DETAILS

Contact Surname:	<input type="text"/>	First Name:	<input type="text"/>
Position Title:	<input type="text"/>		
Organisation:	<input type="text"/>		
Postal Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Street Address:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
Telephone (H):	<input type="text"/>	Telephone (W):	<input type="text"/>
Mobile:	<input type="text"/>	Facsimile:	<input type="text"/>
E-mail:	<input type="text"/>		
Website:	<input type="text"/>		

OFFICE USE ONLY:

Date Application Received	<input type="text"/>
Officer Name	<input type="text"/>
Distributed to Finance	<input type="text"/>
Data entered & TRIM Ref	<input type="text"/>

2. LEGAL STATUS

If an **organisation**, what is your legal status:

Incorporated assoc. Statutory body Other, specify

If an **individual**, do you have Australian citizenship or permanent residency status?

Yes No

3. PUBLIC LIABILITY

As a part of implementing a risk management approach to organisational activities, organisations are reminded of the need to consider public liability insurance cover for such activities. In order for the City of Bunbury to understand the extent of public liability cover amongst organisations it sponsors, please answer the following questions:

Will your organisation have public liability insurance cover for the duration of the project?

Yes No

If **No**, please state why:

If **Yes**, what is the level of public liability cover:

4. PROJECT DETAILS

Project Name:

Total Project Amount: \$

Amount Requested: \$

Council Services Requested (if required):

Please note: Should you require Council services (such as waste services, traffic management, health approvals, ground hire, rangers services etc) you must contact the City of Bunbury and request quotes. These quotes must be attached to this application and detailed below.

Council Service requested	Quoted amount

Project Starting Date:

Project Finishing Date:

Venue/s:

Expected number of attendees/participants:

Ticket Prices: If free, please state "free event"

Full Price:

Concession:

5. GST INFORMATION

Australian Business Number:

If you do not have an ABN, please supply a Statement by Supplier form available from the Australian Tax Office

Are you registered for GST:

Yes No

6. PROJECT INFORMATION

Complete your application using the following headings. Write a brief summary under each heading. Each summary should be no longer than 100 words.

6a Brief description of your organisation/group:

6b Describe the vision/mission/core objectives for the organisation/group:

6c How long has the organisation/group been in operation?

6d Project Name:

6e Brief project description

(What are you proposing to do? Describe the nature, content and context of your activity.)

6f Venues/Dates

Where is the activity taking place? (Project must take place within the City of Bunbury boundaries)

(Provide a schedule for the project and indicate the venue(s), times, dates if applicable)

6g Audience

Who is your target audience? (If applicable)

6h What are your aims and objectives of this project?

6i Benefits to the City of Bunbury

Describe what will be returned through the City's investment:

6j Measurement strategy for outcomes

Detail how you will evaluate your project (i.e. whether it has been successful):

6l Recognition of the City of Bunbury support

Please find attached a copy of the City of Bunbury Acknowledgement Guidelines.
Failure to adhere to these guidelines may result in Council not funding future proposals.

Please tick which Acknowledgement Category your project falls into:

Category One

Organisations receiving financial support of \$5,000 or less in any one financial year

Category Two

Organisations receiving financial support over \$5,000 in any one financial year.

Category Three

Organisations receiving financial support over \$55,000 in any one financial year.

6m Marketing

Detail what advertising / publicity you intend to carry out to promote your project:

6n Other support

Provide evidence of funding from other sources:

Source	Funding \$

6o Project Management:

Provide evidence of being able to manage the activity:

(Describe those involved in managing the activity including experience. Include support material where relevant)

6p Past Support:

Please indicate the year and the amount of any sponsorship received from the City of Bunbury in the past 5 years:

Year	Amount sponsored

Should you be requesting additional funds to what was received last year, please provide an explanation:

7. PROJECT BUDGET (Please Note: TOTAL INCOME and TOTAL EXPENDITURE must be equal)

INCOME		EXPENSES	
Earned Income (eg. Ticket sales, Stall Holders fees, Box Office etc)		Overhead costs (eg. Administration, consultant fees etc)	
Sub Total – A	\$	Sub Total – F	\$
Other Grants (eg. Australia Council, Dept of Sport & Rec, Healthway etc. Please indicate if confirmed or TBC)		Direct Costs (eg. Venue hire, materials. Please also include any costs for Council services if applicable)	
Sub Total – B	\$	Sub Total – G	\$
Other sponsorship income (eg. Donations, in kind, private support)		Marketing, promotion and documentation costs	
Sub Total – C	\$	Sub Total – H	\$
Amount requested from the City of Bunbury including Council services– D	\$	Other Costs (please specify) – I _____ _____	\$
PROJECT TOTAL: (A+B+C+D) = E	\$	PROJECT TOTAL: (F+G+H+I) = J	\$

8. SUPPORT MATERIAL

Please indicate every item of support material you have attached to this application.

Item

Annual Report and/or audited financial statement	<input type="checkbox"/>
Annual Budget for project including other funding sources	<input type="checkbox"/>
Board or committee membership and organisational structure	<input type="checkbox"/>
Attached any quotes to support the provided budget, including those for Council services if required?	<input type="checkbox"/>
Included a copy of your incorporation certificate if necessary?	<input type="checkbox"/>
Letter from your project's venue/s confirming support (If applicable)	<input type="checkbox"/>
Copy of confirmation applicant is registered for GST (If applicable)	<input type="checkbox"/>
Other...	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

9. APPLICANT CHECKLIST

Have you...

Completed all details in your application?	<input type="checkbox"/>
Provided an accurately costed budget?	<input type="checkbox"/>
Retained a copy of the completed application for your records?	<input type="checkbox"/>
Discussed your activity with the City of Bunbury's Events Scheduling Officer if hiring an outdoor space?	<input type="checkbox"/>
Included all necessary support material as indicated above?	<input type="checkbox"/>

10. APPLICATION AUTHORISATION

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (if the 31 March falls on a day the Administration Building is closed, your application will be accepted on the first day open).

The statements in this application are true to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel named in this application.

I understand that any information given to applicants by a City of Bunbury staff member should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the City of Bunbury Acknowledgement guidelines and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous City of Bunbury funding.

I agree to accept the decision of the City of Bunbury Council regarding the assessment of this application.

I understand that Council's decision process concludes at the end of August and I will be notified by the City regarding the result of this application after this date.

I understand that should this application be accepted I will be required to provide an Acquittal within 3 calendar months of the project completion date.

I authorise the City of Bunbury to reproduce any attachments provided with this form for internal purposes only.

I agree to advise the City of Bunbury immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for Sponsorship on behalf of the organisation detailed below and that all the information supplied is correct.

Applicants Signature:

Applicants Name:

Date:

Position in Organisation:

Organisation:

Witness Signature:

Witness Name:

Date:

Please forward applications to:

Mail: Domenic Marzano – Executive Manager City Life
City of Bunbury
PO Box 21
BUNBURY WA 6231

In Person: City of Bunbury Administration Building
4 Stephen Street
BUNBURY WA 6230