

# AUSTRALIA DAY EVENT SPONSORSHIP GUIDELINES

## PROGRAM GUIDELINES

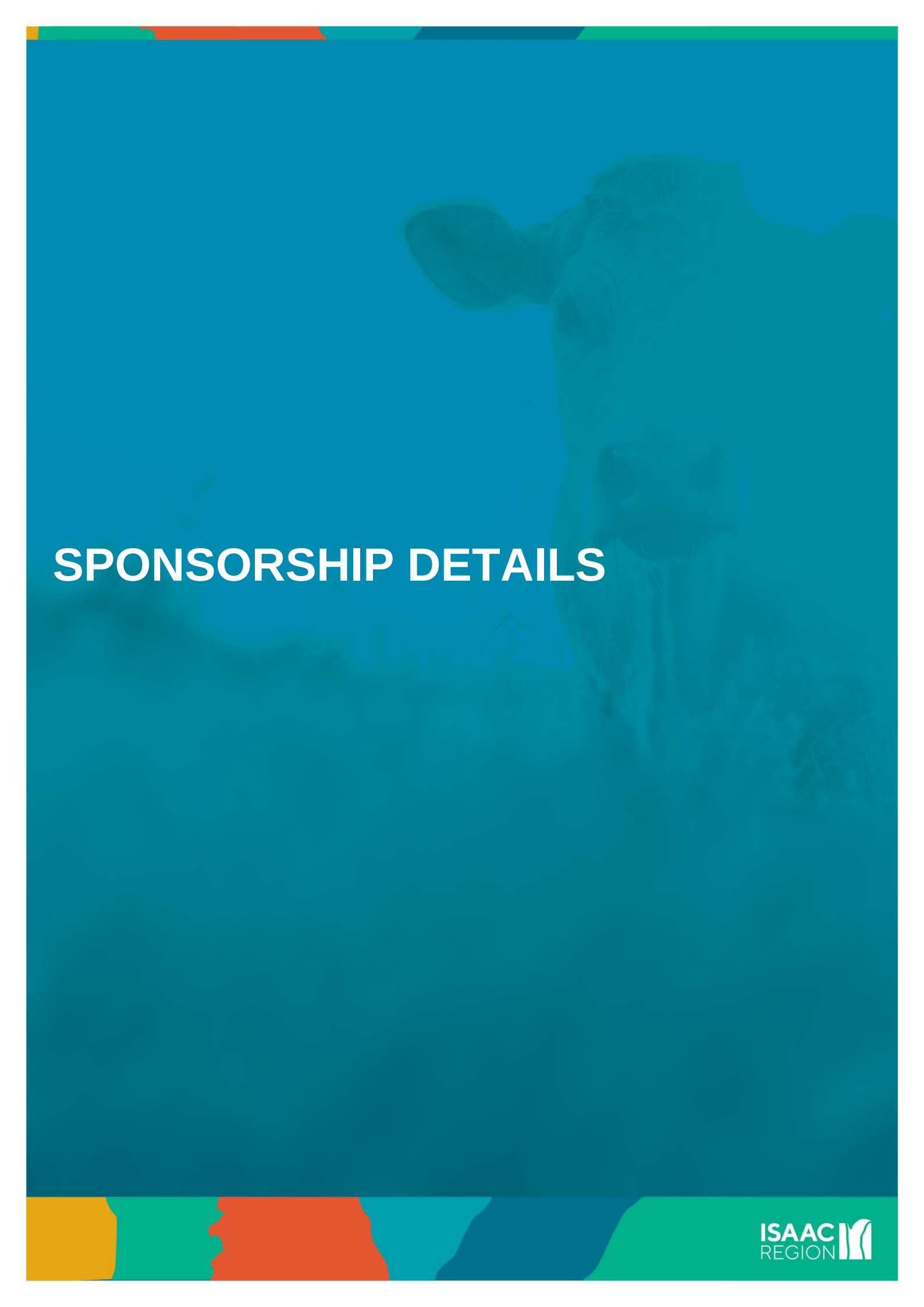
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# SPONSORSHIP DETAILS

# AUSTRALIA DAY EVENT SPONSORSHIP

## PROGRAM DETAILS

Isaac Regional Council's Australia Day Event Sponsorship program assists local community groups and organisations undertaking events or activities which benefit the community on Australia Day or the Australia Day Public Holiday.

## PRIORITIES

Applications need to be submitted during the month of November the calendar year before Australia Day (e.g. November 2024 for Australia Day celebrations in 2025) and need to align with one or more of the following priorities for our region:

- Supports the objectives of the Isaac Community-Corporate Plan – see [Publications and reports - Isaac Regional Council](#)
- Activates community and promotes social cohesion
- Encourages healthy and active communities
- Builds resilience and community capacity
- Positively engages with audiences including local youth, the aged, Aboriginal and Torres Strait Islander peoples and multicultural communities.
- Enhances mental health awareness.
- Promotes access, inclusion, diversity and equity for all.
- Promotes community safety.

## WHO CAN APPLY?

Council will apply the following qualifying criteria to community organisations when considering applications for assistance:

A not-for-profit entity as recognised by the Australian Taxation Office, inclusive of incorporated associations, registered charities or bodies exempt from incorporation under other legislation; and

- Holds a current public liability insurance certificate with a coverage value of not less than \$20 million; and
- Is located in the Isaac Region and operates to benefit the communities of Isaac; and
- Undertakes projects in the public interest which align with the objectives of the Isaac Community-Corporate Plan.

If a community organisation does not meet the qualifying criteria to be eligible, an application may be auspiced and administered by a qualifying entity on its behalf. The auspicing organisation will be responsible for fulfilling all requirements of any funding agreement with Council.

## WHO CANNOT APPLY?

Applications for assistance submitted, or auspiced on behalf of, the following types of organisations are not eligible for consideration:

- Not-for-profit community organisations who hold a gaming license under the Gaming Machine Act 1991 and where the application is for community facility improvements that are not for the direct benefit of the sport.
- Government agencies or departments of Local, State or Federal Government.
- Educational, religious or medical organisations, where the application is for the organisation's core business.
- Commercial Businesses.

Councillors and/or employees of Isaac Regional Council in their capacity as external office bearers of community organisations are encouraged not to make applications on behalf of an eligible entity. Such applications should be made by an authorised alternate office bearer. However, it is acknowledged that on occasion this may not be practical. In the event, there is no practical alternative but for a Councillor and/or employee to lodge an application on behalf of an organisation, clear evidence of the organisation's governance body authorising the application (e.g. management committee minutes) needs to be submitted with the application. All council personnel will ensure conflict of interest protocols are adhered to in the processing of all applications.

## INELIGIBLE ITEMS

- Ongoing operational or recurrent costs including, but not limited to:
  - Wages, salaries and other forms of personal compensation including judging fees
  - Rent and leasing fees
  - Fuel and plant consumables.
  - Scheduled maintenance of assets and plant
  - Insurance premiums, excepting irregular payments for specific event coverage
- Projects / Events / Activities that have already begun prior to submitting a sponsorship application.
- Projects / Events / Activities which do not have the relevant Local or State Government approvals (food license, liquor license, planning or building permit).
- Projects / Events / Activities proposed for venues where the applicant does not have: approved/secured tenure, consent of the approved leaseholder or private owner or an approved facility/open space booking for Council-owned or controlled venues and/or land.
- The core business of educational, religious or medical organisations.
- Projects that develop, improve or maintain school grounds or infrastructure.
- Projects that form part of a school's curriculum and participation is a requirement for students.
- Development of privately-owned facilities.
- Projects covered by insurance.
- Payment of debt pertaining to the project, event or activity.
- Items included and/or covered by another Council grant application.
- Political projects / events / activities.
- Projects / Events / Activities run solely for commercial profit.
- Projects / Events / Activities without demonstrable community benefit.

- Uniforms.

*NOTE: Uniforms are any attire which is gifted to a wearer or held by an organisation for repeat use. Commemorative or single-event clothing which is auctioned off charity or sold for fundraising is excluded.*

## LEVEL OF FINANCIAL ASSISTANCE AVAILABLE

|                    | AMOUNT                           |
|--------------------|----------------------------------|
| <b>SPONSORSHIP</b> | Up to \$1,000.00 (excluding GST) |

## APPLICATION ROUNDS AND ASSESSMENT

Sponsorship applications are open during the month of November the calendar year before Australia Day (e.g. November 2024 for Australia Day celebrations in 2025) and are managed administratively by the Engaged Communities department in consultation with the Chief Executive Officer, Mayor and the relevant Divisional Councillor.

Applications **MUST** be received during the month of November the calendar year before Australia Day (e.g. November 2024 for Australia Day celebrations in 2025) or they will not be considered.

Applicants may submit only one sponsorship application per project/event/activity and the maximum values of sponsorships issued per financial year will not exceed \$1,000.00 per applicant to ensure equitable availability of funds to community.



# **AUTHORISATIONS AND APPLICATION COMPLIANCE**

## COMPLETING A SPONSORSHIP APPLICATION

A sponsorship application will comprise the following elements:

- A fully completed application submitted either on the correct Isaac Regional Council form or via the online submission portal available at [www.speakup.isaac.qld.gov.au](http://www.speakup.isaac.qld.gov.au).
- A copy of the applicant's Certificate of Currency for Public Liability Insurance of no less than \$20 million

In addition to the above, a sponsorship application also requires:

- A copy of the applicant's most recently audited financial statements or a copy of their annual return to the Office of Fair Trading
- A budget which illustrates how the sponsorship funds will be spent, including any required funding co-contribution by the applicant
- Written quotes for any individual purchases over \$1500.00

Applicants should ensure that official organisational contact information is provided (Club Secretary, President, Treasurer) rather than relying on the use of personal or business contact details.

Applicants must be authorised by their group/organisation to complete an application form and agree that:

- The statements made within the application are true.
- Necessary local and state government permits / approvals will be obtained prior beginning the project.
- The project will be covered by appropriate insurance.
- All relevant health and safety standards will be met.
- Acknowledge that Council does not accept any liability or responsibility for the project.

## ASSESSMENT CRITERIA

Applications will be assessed using the following criteria:

- The event, activity or program provides a positive contribution to the network of Australia Day activities across the region.
- Alignment to the specific aims and priorities of the chosen category.
- Benefit to the people and communities of Isaac.
- Capacity of the applicant to successfully complete the project.
- Balanced, realistic and complete project budget.
- Evidence the organisation has inclusive participation policies and practices.
- Level of funding contributed by the applicant and/or others towards the project.
- Have no debt to Council or have entered into scheduled payment arrangements with Council which are being met.
- Have met acquittal conditions for previous Council grants and/or sponsorship.

## APPROVALS

If a sponsorship application is successful, the organisation will be required to:

- Accept the conditions of the sponsorship in accordance with Council requirements set out in the funding agreement by signing and returning the document
- Expend the approved funds in accordance with the terms of the Funding Agreement
- Provide acknowledgement of Council's financial support in accordance with the terms of the Funding Agreement
- Provide proof of successful co-funding (other grant/sponsorship sources) within six months
- Complete the project on the date specified in application, either 26 January or the gazetted Australia Day Public Holiday
- Ensure that Acquittal requirements are met
- Should the event/project/activity be cancelled for any reason then the Applicant must provide written notice to Isaac Regional Council of the cancellation within (4) weeks from the date of confirmation of cancellation. Funding must be re-paid to Isaac Regional Council within (4) weeks from the date of the cancellation notice.

## PAYMENT

Approved sponsorship payments are paid within 10 business days of receiving the signed copy of the Funding Agreement.

Isaac Regional Council's preferred method of payment is via EFT – all applicants are required to complete the IRC Supplier Request section of the Application Form and provide a copy of banking verification, such as the top portion of a recent bank statement (with account balance blacked out) or a blank invoice showing ABN. The details provided will be checked and updated accordingly to ensure prompt payment.

All approved sponsorship funding is GST exclusive.

If the application is being auspiced, payment will be made to the auspicings organisation.

Council fees and charges will not be covered in-kind – the applicant's budget needs to reflect the costs as cash and will be paid as such. It is the applicant's responsibility to pay Council's relevant fees and charges.

## SPONSORSHIP ACQUITTAL REQUIREMENTS

The acquittal requirements for this sponsorship include:

- Four (4) to Ten (10) social media images and or videos of the event on the day of the event, which includes photographic permissions and image ownership to Isaac Regional Council. Social media content is to be sent to [communitygrants@isaac.qld.gov.au](mailto:communitygrants@isaac.qld.gov.au)

Organisations will not be considered for a further sponsorship if an existing sponsorship-funded project is incomplete, or a completed project has not been acquitted to Council's satisfaction.

Sponsorship recipients with an outstanding sponsorship acquittal are still able to apply for community sponsorship, provided it is for an unrelated purpose.

## COUNCIL ACKNOWLEDGEMENT

As a condition of funding, successful applicants are required to actively and publicly acknowledge Isaac Regional Council's financial support for their project/event/activity.

The level of acknowledgement is determined by the amount funded and outlined in the Funding Agreement. A failure to appropriately acknowledge Council's support may jeopardise future grant and/or sponsorship opportunities.

| FUNDING AMOUNT | ACKNOWLEDGEMENT                                                                         |
|----------------|-----------------------------------------------------------------------------------------|
| UP TO \$1,000  | <ul style="list-style-type: none"><li>IRC logo on flyer/poster/Facebook post.</li></ul> |



## PRIVACY

Your personal information is dealt with in accordance with Council's Privacy Policy.

Council will use any personal information provided for the purpose of processing your sponsorship application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other local government Acts. Your personal information is only accessed by persons authorised to do so.

Please note the information provided on your sponsorship application and in any related documentation / discussions may be provided to members of the Engaged Communities Team in order to assist Council in processing your sponsorship application.

## APPLICANT SUPPORT

For further information or help completing on-line applications, please contact Isaac Regional Council's Communities Team:

1300 ISAACS (1300 472 227)

[communitygrants@isaac.qld.gov.au](mailto:communitygrants@isaac.qld.gov.au)

Council's Community Relations Officers and Community Activation Officer are also available to assist to develop your project and explore other funding opportunities.

Office hours are 8.30am – 5.00pm, Monday – Friday (excluding public holidays).