Sponsorship application
Form Preview

Applicant Details

* indicates a required field

Contact Details

Please provide the applicant's details.

Applicant *
○ Individual ○ Organisation
Organisation Name

First Name Last Name

Contact person *
First Name Last Name

This is the person we will correspond with about this application.

Phone number *

Must be an Australian phone number.
Please include (08) in front of the number for landlines.

Email address *

This is the address we will use to correspond with you about this application.

Postal Address *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
For PO Box addresses, click in 'Enter a location' box and select 'Can't find your address?'

Role in activity/event *

Organisation Contact Details

Organisation Primary Address *
Address

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

Organisation Primary Phone Number *

Must be an Australian phone number.
Please include (08) in front of the number for landlines

Organisation Primary Email

Must be an email address.

Entity details

Are you a legal entity? *

○ Yes ○ No

Applicants must be a legal entity (eg an incorporated association, individual, partnership, corporation/ company) or be sponsored by a legal entity. See Guidelines for more information

Do you have an ABN? *

○ Yes ○ No

Having an ABN means that your group will not be subject to 46.5% withholding tax on the funds provided. If your group does not have an ABN, and your grant application is successful, you will need to complete and return a 'Statement of Supplier' form with your grant agreement. Without the 'Statement of Supplier' form, 46.5% of the payment is required to be deducted and passed on to the Australian Tax Office (ATO) under the 'No ABN withholding' arrangements.

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	

Sponsorship application
Form Preview

Sponsor Information

* indicates a required field

Sponsor *
○ Individual ○ Organisation
Organisation Name

First Name Last Name

Sponsor contact person *
First Name Last Name

Phone number *

Must be an Australian phone number.
Please include (08) in front of the number for landlines.

Email address *

Must be an email address.

Postal address *
Address

For PO Box addresses, click in 'Enter a location' box and select 'Can't find your address?'

Sponsor 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.

Sponsor confirmation

Please upload signed documentation from your sponsor confirming their willingness to accept legal and financial responsibility for the project if successful

Feel free to use this template Sponsoring body agreement letter - Template

Attach a file:

If you do not have this documentation please contact Green Adelaide to discuss the status of this confirmation

Sponsorship request details

* indicates a required field

Sponsorship activity

Activity/ Event title: *

Provide a short clear title for the project.

Description of activity/event

Briefly provide a description of the activity/ event to be sponsored *

Word count:
Must be no more than 150 words.
Indicate the type of activity eg event, workshop, award ceremony

Where will the activity or event be held *

Multiple locations can be provided

Activity/ event timing

Please provide details on when this activity/event will occur. Indicate whether it is a once off event or planned to be held over successive years.

Participating Groups

Please list the other participating groups involved with the activity/event

E.g. schools, organisations, councils etc.

Community Participation

Community Participation - describe the nature and extent of community involvement in this activity/ event

Promotional Benefits

What are the promotional benefits that Green Adelaide is being offered for this sponsorship?

E.g. marketing, audience segment targeted, media opportunities etc.

Communication with Green Adelaide

Detail the opportunities for Green Adelaide staff participation. For example, attending or speaking at the event.

Have you spoken to a Green Adelaide staff member about this sponsorship proposal?

- ○ Yes
- ○ No

Who did you speak with?

Alignment to Green Adelaide Regional Landscape Plan

* indicates a required field

Green Adelaide has a vision of a *cooler, greener, wilder and climate-resilient city that celebrates our unique culture*.

Identify the priority area/s that the sponsorship aligns with: *
☐ 1 Coastal Management - to conserve and restore coastal and marine habitats and biodiversity.
☐ 2 Water resources and wetlands - to ensure water resources deliver environmental, economic, social and cultural benefits
☐ 3 Green streets and flourishing parklands - to increase the extent and quality of urban green cover.
☐ 4 Biodiversity sensitive and water sensitive urban design - to build industry and community capacity to design cooler, greener and biodiverse urban infrastructure.
☐ 5 Fauna, flora and ecosystem health in the urban environment - to conserve, restore and expand habitats for native flora and fauna.
☐ 6 Controlling pest animals and plants - to manage the effects of pests and impact-causing native species.
☐ 7 Nature education - to inspire communities to value, connect with, and care for nature.
More than one priority can be selected.

How does this sponsorship align with Green Adelaide's vision and Priority Areas?

Risk Management

It is important that risks are identified and considered early. The risk assessment should consider issues that may impact on your ability to deliver the project and issues that may arise from the project activities. Risks may be internal (eg personnel turnover) or external (eg seasonal conditions). Risks to public safety (eg a member of the public being injured at an event) should also be considered.

List the major risks associated with the activity/ event and identify the strategies you will put in place to manage them.

More lines can be added by clicking on the plus button to the right

Risk	Management of risk
E.G. Someone gets injured at an event	E.G. All team leaders are trained in First Aid. Will undertake a risk assessment/hazard check

Please upload a Risk Management Plan if your project is over $50,000.00
Attach a file:

Project Budget

* indicates a required field

Have you applied for sponsorship from the Green Adelaide Board before?
○ Yes
○ No

Please provide details of the request and if it was successful

Sponsorship request budget details

Total sponsor amount requested from Green Adelaide

$
Must be a dollar amount.
Please detail the total amount of money you are requesting from Green Adelaide for this sponsorship

Please outline the breakdown of sponsorship funding sought in the table below.

Budget item	Funding Sought ($)
	Must be a dollar amount.
	$
	$
	$

Other sponsors

Please give details of other sponsors for this activity/event. Please specify who and their level of sponsorship

Name of sponsor	Cash contribution	Comments
	Must be a dollar amount.	i.e. explanation around nature of contribution
	$	
	$	

Please attach evidence of your budget calculations (e.g. quotes, hourly rates, material prices etc.). Also use this upload feature for any financial support letters etc. *
Attach a file:

Additional budget information

If required, use this section to detail any additional budget information not captured above.

Declaration and Consent

* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

- I certify that the application form has been checked for errors and that the organisation, and if applicable the sponsor, is supportive of the project.
- I confirm that the project sponsor has agreed to accept responsibility for the legal and financial accountability of the project and to receive funding should the application be successful.
- I consent to the release of information in this application form for commercial, publicity and public information purposes..
- I agree to ensure that adequate insurance is in place for the project and any assets purchased should this application be successful.

I agree * ○ Yes

Name of authorised person * First Name Last Name

Position
Position held in organisation (if applicable).

Date *
Must be a date.