



Walk There Today Sponsorship Program

APPLICATION FORM

APPLICANT DETAILS

Name of Organisation: _____ ABN : _____

Postal Address: _____ Post Code: _____

Street Address: _____ Post Code: _____
(if different to postal address)

Contact Person: _____ Position Title: _____

Telephone: (W) _____ (M) _____ (H) _____

Facsimile: _____ Email Address: _____

Has your organisation received sponsorship from the Department of Transport in the past?

Yes No

PROJECT / EVENT DETAILS

Event / Project Name: _____

Date: _____ Time: _____

(NB: if applicable please specify start and finish dates for events)

Location: _____

Is the event / project a new initiative?

Yes No

Will your Event / Project work in partnership with other organisations?

Yes No

List other groups you will collaborate with (e.g. Government, non-government, sporting groups etc.)

Have you completed a risk assessment of your proposed event / project?

Yes No

Please contact the Walking Unit if you require information on risk assessments



PROJECT / EVENT DESCRIPTION

Please provide a brief description of the project / event:

Objectives (intended outcome of the event)

Estimated number of participants: _____

PROMOTION & PUBLICITY

How will you be promoting the event / project?

		Yes	No
Promotional Material	• Posters	<input type="checkbox"/>	<input type="checkbox"/>
	• Signage	<input type="checkbox"/>	<input type="checkbox"/>
	• Flyers	<input type="checkbox"/>	<input type="checkbox"/>
Print	• Local Community newspaper	<input type="checkbox"/>	<input type="checkbox"/>
Radio	• Radio interview	<input type="checkbox"/>	<input type="checkbox"/>
Website - specify URL		<input type="checkbox"/>	<input type="checkbox"/>
Email Group: specify groups		<input type="checkbox"/>	<input type="checkbox"/>
List Servers: specify groups		<input type="checkbox"/>	<input type="checkbox"/>
Others: specify groups		<input type="checkbox"/>	<input type="checkbox"/>



OTHER CONDITIONS

The Walk There Today promotional signage must be used at events to raise awareness of the benefits of walking and to encourage people to 'Walk There Today'. The signage can be loaned from the Walking Unit. The Walking Unit will contact you in regards to signage.

The conditions of loan are:

- All signage must be returned to the Walking Unit within 10 working days of the event.
- The requesting organisation is responsible for the collection and return of the Walk There Today signage.
- The organisation utilising the signage will accept total responsibility for loss and/or damage to the signage and will agree to pay on invoice the cost of repairs or replacement of the signage.

DECLARATION

The funds are provided are specifically for use for event titled: _____.

A project evaluation and statement of expenses (certified by the Chief Financial Officer) must be returned to the DOT within four weeks of the event. The project evaluation form will be emailed when approval of sponsorship is finalised.

Under the Financial Management Act 2006, the DOT's Walking Unit requires that all monies expended on this project must be approved by the DOT and must be supported by documentary evidence such as invoices.

I hereby certify that I have been authorized to submit this application. The information contained herein is to the best of my knowledge true and correct.

Name: _____

Position: _____

Signature: _____ **Date:** _____

PLEASE EMAIL THIS FORM to:

walking@transport.wa.gov.au (Subject: WTT Sponsorship Online Application Form- [Organisation])

MAIL to:

Alice Haning, Manager- Walking and Access Unit
Department of Transport
140 William Street PERTH 6000