



Sponsorship Program

Department of Transport
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Government of Western Australia
Department of Transport
Walking and Access Unit

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What is the Walk There Today Sponsorship Program?

The Walk There Today Sponsorship Program provides support for events and initiatives promoting walking in Western Australia.

The program provides opportunities to effectively plan, implement and evaluate community based events and programs that promote walking for groups such as:

- Schools
- volunteer groups
- sporting/active transport organisations
- Health Services
- Local Government Authorities

If your group is planning a walking event this year, why not apply for sponsorship from the Walking Unit at the Department of Transport? WTT Sponsorships can provide additional materials and resources supplied directly for your event!

You can email your enquiry or applications to walking@transport.wa.gov.au.



Criteria

What are the criteria for applying?

The objective of the Walk There Today Sponsorship Program is to encourage Western Australians to walk more, whether the reasons for walking are for transport, health, recreation, and environmental benefits. Sponsorship is given to organisations and non-profit groups that promote more walking events in their local community.

The following criteria have been developed to ensure sponsorships are allocated in a fair and equitable way. It is important that you read through these criteria to ensure your group is eligible for sponsorship before applying.

Sponsorship Application Criteria

- Sponsorships will not be granted to assist with financing costs associated with running an organisation, such as staff and equipment costs.
- Sponsorships will not be granted for capital works.
- Travel, tours, conference attendance and camps are not eligible for sponsorship.
- Sponsorships will not be granted to agencies already receiving funding from car manufacturers, companies associated with the tobacco or alcohol industries, or the fast food industry.
- The program does not support activities planned for outside of Western Australia.
- Sponsorship will not be provided to assist payment of budget deficits or retrospective funding.
- Groups that have previously received support and did not fulfil obligations as per previous sponsorship contracts will not be supported.
- Activities or events where profit raising is the main objective are not eligible for sponsorship.
- Sponsorship will not be granted to individuals. Applications must be submitted by an organisation, association, local government authority, transport or health group, who will take lead responsibility for the event/activity.
- It is recommended that groups have public liability insurance. Those that are unable to obtain insurance are expected to complete a risk assessment process to be included in the application for sponsorship.
- The Department of Transport is not obligated to fulfil all submitted sponsorship applications, as applications are subject to the availability of stock items and funding.

What conditions apply?

All sponsorship application forms must be signed by the applicant's senior authorised person. Conditions of the sponsorship apply in all cases.

Application process

- Review the sponsorship criteria and determine if you are eligible for sponsorship. Please contact the Walking Unit if you need clarification.

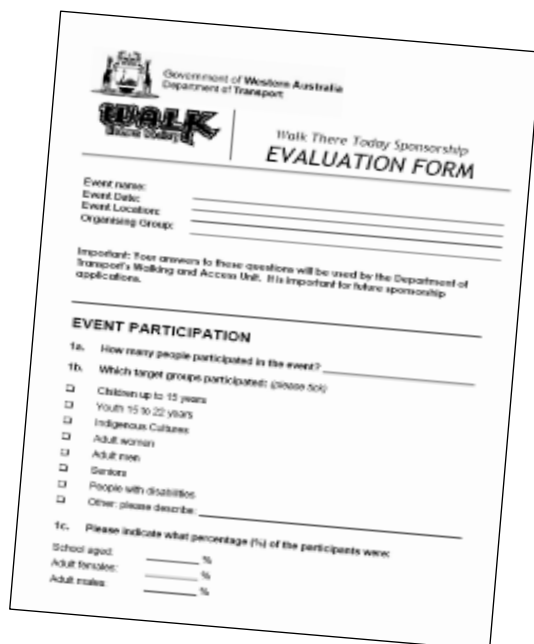


The image shows a 'Walk There Today Sponsorship Program APPLICATION FORM'. The form is titled 'APPLICATION FORM' and includes the following sections:

- APPLICANT DETAILS:**
 - Name of Organisation: _____
 - Postal Address: _____ ABN: _____
 - Street Address: _____ Post Code: _____
 - 550 Shortcross address: _____ Post Code: _____
 - Contact Person: _____ Position: _____
 - Telephone: (08) _____
 - Facsimile: (08) _____
 - Has your organisation received sponsorship from the Department of Transport in the past? Yes No
- PROJECT / EVENT DETAILS:**
 - Event / Project Name: _____
 - Date: _____
 - Time: _____
 - Will it apply to your weekly work and leisure activities? Yes No
 - Location: _____
 - Is the event / project a new initiative? Yes No
 - Will you benefit / project make a partnership with other organisations? Yes No
 - Can other groups you will collaborate with (e.g. Government, non-government, sporting groups)? _____



- Download and complete the **Walk There Today Sponsorship Application Form**
- Return your completed application form to the Walking Unit **via email**. If you do not have access to an electronic signature for the authorising senior person, the application can be forwarded via email to the Walking Unit by this individual stating their authorisation.
 - *Note: The Walking Unit would appreciate if the application was submitted at least 8 weeks before the event to allow for processing. Late applications may not be processed within the timeframe of the event.*
- You are advised in writing of the outcome within four weeks of receipt of your application.
- If your sponsorship application is successful, you will need to contact the Walking Unit and make arrangements to collect the sponsorship items.
- Run your walking event. Ensure you have considered appropriate risk assessment guidelines. Please see the checklist to assist you.
- Return all Walk There Today promotional signage to the Walking Unit within two (2) weeks of the event.
- Complete an **evaluation** of the event within two (2) weeks and return to the Walking Unit.



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WALK
there today

Walk There Today Sponsorship
EVALUATION FORM

Event name: _____
 Event Date: _____
 Event Location: _____
 Organising Group: _____

Important: Your answers to these questions will be used by the Department of Transport's Walking and Access Unit. It is important for future sponsorship applications.

EVENT PARTICIPATION

1a. How many people participated in the event? _____

1b. Which target groups participated: (please tick)

Children up to 15 years
 Youth 15 to 22 years
 Indigenous Cultures
 Adult women
 Adult men
 Seniors
 People with disabilities
 Other: please describe: _____

1c. Please indicate what percentage (%) of the participants were:

School aged: _____ %
 Adult females: _____ %
 Adult males: _____ %

Evaluation

Funds and merchandise are provided on the understanding that an **evaluation form** will be completed and returned to the Department's Walking Unit, within two (2) weeks of the sponsored event/project being completed.

Failure to return the evaluation is a breach of the sponsorship agreement, and no further sponsorship applications will be accepted from your organisation.

Further Information

Groups wishing to apply for sponsorship are encouraged to visit the **Walking Website**.

