



SPONSORSHIP APPLICATION FORM

Cycle Instead Bikeweek 2012

Sunday 18 - Sunday 25 March



Note: Applications must be received before 15 December 2011

1. APPLICANT DETAILS

Name of Organisation:

Postal Address:

Post Code:

Street Address: *(if different to postal address)*

Post Code:

Contact Person:

Position:

Email Address:

Telephone:

(W)

 (M)

Facsimile:

Australian Business Number (ABN):

(Groups without an ABN must provide the necessary exemption declarations to avoid PAYG withholding tax of 48.5%)

Does your organisation have current public liability insurance?

- Yes
 No

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

- Yes
 No

NOTE: Sponsorships will be granted on the basis that a risk assessment will be undertaken prior to the event/activity. Further information on risk assessments will be provided to successful applicants.



2. PROJECT / EVENT DETAILS

Event / Project Name:

Date and Time:

Location:

Note: For printing purposes event details must be finalised by Friday 13 January 2011 for the event to be included on Cycle Instead Bikeweek promotional material.

Brief description of the project / event:

Objectives: *(intended outcomes of the project / event)*

Main Target Group: *(include gender, age range)*

Estimated Number of Participants:

Partnerships – the formation of partnerships with appropriate groups is encouraged. List other groups (if any) you will collaborate with for this event. *(Government, local government, non-government, sporting groups etc)*

3. PROMOTION & PUBLICITY

How will you be promoting the event / project?



5. DECLARATION

Funds are provided on the understanding that an event / project evaluation report will be completed and returned to the Department of Transport's Bikewest Unit, within **4 (four) weeks** of the sponsored event / project being completed.

Under the Financial Management Act 2006, the Department of Transport's Bikewest Unit requires evidence that the monies provided were expended in accordance with the approval provided by the Department for Planning and Infrastructure. The Department will request a copy of an expenditure statement and supporting documentation within **4 (four) weeks** of the sponsored event / project being completed. This will provide an audit trail, as required by State Government regulations. Future applications for funding may be declined if these requirements are not met

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

Full Name:			
Position:			
Signature:		Date:	

✉ Please return this application form either by **email, fax or post** to:

Email: Fiona.goodbody@transport.wa.gov.au

Bikeweek Sponsorship
GPO Box C102
Perth WA 6839

Fax: (08) 6551 6949

If you need to discuss any aspects of the Funding Priority Areas, the Funding Essential Criteria or the Sponsorship Application Form, you may contact the Bikeweek Coordinator on 6551 6223 or the Cycling Promotions Team Leader on 6551 6159.

The Department of Transport will not use or disclose personal information collected about you other than for a purpose made known to you, a purpose you would reasonably expect, a purpose required, authorised or permitted by or under any law, or a purpose otherwise authorised by you. For more information visit www.transport.wa.gov.au/privacy

For Office Use Only:

Application approved:	Y	N	
Approved by:			
Signature:		Date:	