

ALBANY PORT AUTHORITY COMMUNITY SPONSORSHIP PROGRAM

SPONSORSHIP APPLICATION GUIDELINES

2012/13 FUNDING ROUNDS

The Albany Port Authority (APA) is pleased to support the local and regional community through sponsorship to eligible community groups. Applications can be made to support events, projects, equipment or infrastructure and may be for all or part funding of the proposal.

These guidelines are provided to help you gauge if your project meets the sponsorship criteria. Sponsorship applications must be submitted on the application form provided.

The amount of support will vary from time to time according to the Albany Port Authority's business circumstances and the availability of funds.

Application Deadlines

Applications for the first 2012/13 funding round must be received by Monday 4 June 2012.

SPONSORSHIP GUIDELINES AND CRITERIA

Applications will be considered for community based events, projects and initiatives. **Proposals that have a maritime, maritime trade or marine theme are preferred.** The Albany Port Authority will consider applications that meet at least one of the following criteria:

Maritime

Projects that have a focus on the marine environment, maritime trade or a marine based activity, infrastructure or educational program.

Environment

Projects that demonstrate solutions for the protection, management and enhancement of the environment.

Education

Educational based projects and initiatives for youth and mature aged students.

Community Infrastructure

Projects that provide long term benefits to the local community with the development of infrastructure and improvement of resources.

Community Events

Community events, sporting programs and art projects that encourage community involvement. (If funding is provided one year for an annual event, sponsorship in subsequent years is not guaranteed.)

Indigenous Relations

Projects and events that respect the traditional owners of the land, value cultural heritage and increase community focus within the indigenous community.

Who Can Apply?

Applications will be accepted from:

- Not-for-profit organisations
- Incorporated community organisations
- Not-for-profit educational institutions (e.g universities, schools and colleges)
- Local Government Authorities (or on behalf of a not-for-profit organisation)

How much can you apply for?

Please take into consideration the following application processes when requesting the amount of sponsorship.

Amounts under \$1,000 (\$1 - \$999)

While applicants are strongly encouraged to apply as part of the official funding round, applications for amounts under \$1,000 can be considered at any time on an as received basis.

Amounts over \$1,000 (\$1,000 – Upwards)

Sponsorship applications for amounts over \$1,000 will be considered by the Board of Directors at the close of each of the advertised funding rounds (May and November each year).

Longer Term Projects

Funding for longer term projects, which may run over more than one year will be considered.

Notwithstanding the above, the APA retains absolute discretion over decisions regarding community sponsorship and the final funding figure per application. The APA decision on sponsorship applications is final.

How to Apply

- Complete the Sponsorship Application Form.
- Applicants are encouraged to provide supporting documentation with the sponsorship application to assist the APA in assessing the application (eg plans, diagrams, brochure outlines and for larger projects, letters of support from partnership organisations). Please note supporting documents will not be returned to the applicant.
- Send applications and supporting documents to APA:

Post: Albany Port Authority PO Box 175, Albany WA 6331
In Person: Albany Port Authority, 85 Brunswick Road, Albany
Email: lindy.otoole@albanyport.com.au

Processed Applications

- All applicants will receive advice in writing advising whether or not your application has been successful.
- If your application is successful you will be required to submit a tax invoice before any money is paid.
- Sponsorship funding is subject to agreement that funds allocated by APA are to be used specifically for the project outlined in the application form and payable to the applicant and are not transferable to another party. Any unspent sponsorship funds not used to complete the project are required to be repaid to the Albany Port Authority.

Sponsorship Acquittal

- Successful applicants must complete and return an acquittal form (available via download from the APA website www.albanyport.com.au).
- Where possible, photos, media clippings or other documentation relating to publicity for the project and acknowledgement of the APA's sponsorship should be submitted with the acquittal.
- Independent audits are not required however a statement of expenditure of the sponsorship funds, signed by the CEO/President and Chief Financial Officer/Treasurer of the organisation, should be included

Sponsorship Acknowledgement

Where appropriate, projects receiving sponsorship funding will be asked to acknowledge the APA's contribution in some form (e.g newsletter, brochure, banner, media, event attendance).

Copies of the APA logo are available in electronic format to successful applicants.

Contact Information

If you require any further information or assistance with completing the Sponsorship Application Form, please contact:

Lindy O'Toole - Executive Officer, Albany Port Authority
Ph: 9892 9002
Email: lindy.otoole@albanyport.com.au

Albany Port Authority Sponsorship Application Form

| | |
|-------------------------|--|
| Name of Organisation | |
| Name of Contact Person: | |
| Postal Address: | |
| Phone: | |
| Fax: | |
| Email: | |

| | |
|--|--|
| Is your organisation registered for GST | |
| Does your organisation have an ABN? <i>(if yes, please provide the ABN)</i> | |

| | | | | | | |
|--|-----------------------------------|--|---------------------|----|-----------------------------|-----------|
| Name of sponsorship proposal | | | | | | |
| | | | | | | |
| Brief overview of the project <i>(ie what it is, when it is going to happen)</i> | | | | | | |
| | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Requested sponsorship amount - \$</td> <td style="width: 20%;"></td> </tr> <tr> <td>GST (if applicable)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>TOTAL AMOUNT INC GST</td> <td style="text-align: right;">\$</td> </tr> </table> | Requested sponsorship amount - \$ | | GST (if applicable) | \$ | TOTAL AMOUNT INC GST | \$ |
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| GST (if applicable) | \$ | | | | | |
| TOTAL AMOUNT INC GST | \$ | | | | | |

What is the proposed overall budget for the project? *(please include an estimate of contributions from your organisation and/or other sources)*

What will the Port's sponsorship money be used for?

Expected outcomes and benefits of the project

What acknowledgement will be made of the Port's sponsorship?

Do you require any other resources from the Port to help acknowledge the sponsorship?
(eg electronic version of logo, banner, attendance by Port representative)

Name: _____

Signature: _____

Date: _____