

# The Services Club Maryborough

## Sponsorship or Donation Application

## Application for Sponsorship or Donation

The Services Club Maryborough proudly support our local community through our sponsorship and donation programs. We encourage a diverse range of charities, individuals and sporting organisations to have access to donations. All sponsorship requests must be received in writing on this application form together with the relevant quotations, financial details and supporting documents.

### Definitions

**Sponsorship** is a partnership whereby funding is provided for a club, charity or event that benefits the local community and provides exposure and opportunities for The Services Club Maryborough to spread the word about the benefits of being a community facility.

**Donations** are given for the well-being of an individual or community group, at the General Managers or Board's discretion, with the Board's specific requirement for acquittal.

**Contra** (value or goods in kind) is where the Club's facilities or services are provided in lieu of, or as well as, cash for the payment of a sponsorship.

### Applications

Groups requesting support will be required to complete an application form, including details about how the funds will be used and encouraging them to consider what their organisation would be able to do to promote the Club and grow the club in the wider community. Application forms are available at the Club.

### Special Conditions for Applying for Community Investment

1. All requests must be approved by either the General Manager or the Board of our Club
2. All outcomes of the requests will be notified in writing
3. Please allow up to 30 days for a response
4. Applications for Tier 2 and above sponsorships may require an interview with a Board representative. You will be advised if this is required. Tier 3 applications may be required to enter into a Sponsorship Agreement – the General Manager will advise if this is applicable to your application.
5. All successful applicants must provide an Acquittal Form to our Board within 90 days of completing your event. The form is attached to this application for your reference. You must provide evidence to our Board that the funds provided have been fully utilized as proposed, and that the sponsorship has benefited the community
6. Please carefully read the Sponsorship Guidelines and ensure that your application fits all the criteria.
7. The Services Club Maryborough reserve the right to request the return of funds if it is proven that an organisation has breached the terms of the sponsorship.
8. Promotion and marketing of your event must acknowledge the contribution made by The Services Club Maryborough.



Please forward your application to:

**The Services Club Maryborough**

**By Mail** 163-175 Lennox Street Maryborough Qld 4650

**In Person** 163-175 Lennox Street Maryborough Qld 4650

**By Email** [manager@maryboroughservicesclub.com.au](mailto:manager@maryboroughservicesclub.com.au)

For more information, please email General Manager Paula Herdman on [manager@maryboroughservicesclub.com.au](mailto:manager@maryboroughservicesclub.com.au)

## Organisation/Applicant details

Name of Organisation or Applicant	
Postal Address	
Street Address	
ABN	
Website	
Facebook	
Contact Person	
Email	
Phone Number	

## Sponsorship Amount & Type

Total Amount Including GST	\$
Type	<p><b>Frequency</b></p> <p><input type="checkbox"/> Annual</p> <p><input type="checkbox"/> One off activity or event</p> <p><input type="checkbox"/> Other (Please specify)</p> <p><b>Sponsorship</b></p> <p><input type="checkbox"/> Tier One: \$300 &amp; under</p> <p><input type="checkbox"/> Tier Two: \$1001 - \$5000</p> <p><input type="checkbox"/> Tier Three: \$5001 and above</p> <p><i>NB: If applying for a Tier Two or Three sponsorship, you must provide previous years financial statements along with your application.</i></p> <p><b>Donation</b></p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Organisation</p>
Have we sponsored your organisation previously?	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>If yes, did you complete and submit an acquittal within required timeframe?</i></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

## Please tell us about your Organisation

**What are the objectives / purpose of your organisation?**

**How long have you been operating?**

**How many current members/employees does your organisation have?**

### Reason for Sponsorship/Donation

**Please tell us about the event/activity/project you are applying for?**

**If it is an event, please provide the name, date and location of the event**

**How will this event/activity/project benefit the community?**

**Is there an opportunity for our Board/Staff to participate at your event? If yes, how?**

**Who is your target audience?**

**If successful, how does your organisation intend to acknowledge sponsorship/donation by The Services Club Maryborough?**

**Will there be media coverage? If yes, please provide details**

**What channels do you use to communicate with your Members?**

**Do you intend to seek other sponsorship? If yes, please provide full details**

**Any further information to assist with your Application?**

**If your application is approved;**

*Please tick*

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| 1. Are you willing to promote our Club objectives to your members?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Will a representative be available to attend our AGM ?           | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Is there an opportunity to meet with your committee members?     | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Agree to adhere to the minimum marketing requirement as outlined | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

**If your application is successful, please provide The Services Club Maryborough with your account details together with an invoice for the approved amount.**

**BSB:**

**Account Number:**

**Account Name:**

## Declaration

This application complies with The Services Club Maryborough guidelines as set out above, which we have read and fully understand.

The information provided in this application is true and correct

Agree to submit an acquittal no later than 90 days after the event and/or the funds have been expended

I/we acknowledge and understand that all applications become the property of The Services Club Maryborough and that we have read and fully understand the terms and conditions as set out in the application form and sponsorship guidelines.

<b>Signed</b>	
<b>Name</b>	
<b>Organisation Position</b>	
<b>Contact Phone</b>	
<b>Date</b>	

Privacy: Maryborough Services & Citizen's Memorial Club Ltd ABN 63 653 250 410 who operate The Services Club Maryborough will collect, hold and use your personal information to assess your application and respond to your request. Under the Privacy Act, the information will be stored securely and will not be shared in any way.



<b>Acquittal Form – Sponsorship / Donation</b>	
<b>The Services Club Maryborough</b>	
<b>Name of Organisation or Applicant</b>	
<b>Project Sponsored</b>	
<b>Total of Sponsorship</b>	
<b>Financial Acquittal</b>	
<b>Funds received</b>	
<b>Expenditure:</b>	
<b>Total Expenses</b>	
<b>Over/Under Expended</b>	
<b>Please provide evidence to support all expenses =&gt; 25% of our sponsorship contribution</b>	

<p><b>Did you have to provide additional funds to complete your event?</b></p>	
<p><b>Please tell us if your event was success and why.</b></p>	
<p><b>How did the community benefit from this event</b></p>	
<p><b>Were you able to promote our contribution to your community event and if so how ?</b></p>	
<p><b>Signed:</b>  <b>Name:</b>  <b>Position Held:</b>  <b>Date:</b></p>	