



SPONSORSHIP APPLICATION FORM

CLUBS, SOCIETIES AND COLLECTIVES

This form is for use by all **Affiliated Edith Cowan Guild Clubs, Societies, Collectives Councils and Unions** applying for financial assistance from the Guild. Submissions will not be considered unless all the required information is attached and all relevant sections of the form are completed. The Guild requires all sponsorship proposals to be handed into the CSA as soon as possible. Sponsorship to clubs will only occur at Funding Panel meetings. Prior to this Funding Panel Meeting, sponsorship proposal will not be reviewed.

If you have any inquiries or need help assistance in filling out this document, please don't hesitate to contact the Chair of Societies and Activities at

csa@ecuguild.org.au.

(insert Club, Society or Collective name in capital letters)

Name of person filling out this form: _____

Position in the CSC: _____ Mobile phone contact details: _____

Email address: _____ Date form submitted: ____ / ____ /2008

Signature: _____

Name of Guild staff accepting application: _____

Date application received by Guild: ____ / ____ /2008 Signature on behalf of Guild: _____

Office Use Section

- Pre-requisites met
- All sections completed
- Advertising material attached
- Income and Expenditure sections completed
- 3 quotes attached for each item
- Method of Payment detailed
- Approved (A) or Declined (D)
- Secretariat/Senate minutes attached explaining the reason for A / D
- Email sent to CSC informing them of decision
- Copy of this correspondence attached
- Finance department has been given a photocopy of entire application form

If approved:

- Report written for Campus publications proceeding event (optional).

Additional Notes:

Ensure this form is signed and Dated by Guild Staff

After Event Information:

- Guild Materials (e.g. banner) was advertised during the event
- Event Report Submitted to CSA.

The _____ (*insert CSC name*) are applying for financial assistance to the value of \$_____ . _____

Has your CSC received funding from the Guild previously this year? (Please provide for what

events/materials and amounts)

Sponsorship required for:

- Event management *AND / OR* Materials (ie: equipment, books, calendar printing)

Requesting Sponsorship

If your CSC is requiring financial assistance for organising an event – please answer the following questions then proceed to page 6.

Name of event: _____

Date of the event: _____

Location

Where will the event be held? On campus - Please circle campus: JOO / CHU / MTL / BU

Off campus - Insert location _____

Other – Please specify: _____

Attendance

Expected attendance: _____, of which _____ will be Edith Cowan students, and approximately _____ will be Edith Cowan financial Guild members.

Is the event open to ECU students who are not members of your CSC? Yes No

Advertising Material

Has the CSC completed any advertising material? Yes No

Has the Guild logo been included? Yes No *

(*Penalties may arise if the Guild Logo is not displayed – discretion of this rule lies with the Funding Panel)

Has the Chair of Clubs & Societies (CSA) and the ECU Facility Manager signed off on the materials content prior to display? Yes No

Income

Will the CSC be charging entry price or be selling goods at this event? Yes No

If yes, will Guild members receive a discount? Yes No

If no, why has the CSC chosen to not sell goods or charge an entry fee?

Has the CSC attempted to attract any sponsorship for this event? Yes No

In the event that your funding proposal is not approved, how will the CSC attain the required amount?

Detail all the above information in the provided table. Make sure you include any sponsorship your CSC is receiving from other organisations, even if it is not monetary.

Example

Income

Description	Cost	Amount	Total Income
Ticket sales	\$10ea	~50 tickets	\$500.00
Hot dog	\$3ea (\$2 for Guild members)	~ 200 hot dogs at \$3; and ~100 hot dogs at \$2	\$800.00
Sponsorship – from La Bruschetta restaurant	\$300	1	\$300.00
Total Income			\$ 1600.00

Expenses

Description	Cost	Amount	Total Expenditure
Bus hire	\$600 for 4 hours	2 buses	\$1,200.00
Printing of tickets	\$2.50ea	200 tickets	\$500.00
Total Expenditure			\$1700.00

Estimated Profit/ Loss		- \$100
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The above tables demonstrate how you can work out how much sponsorship will be needed for an event.

Description refers to the item title, cost is how much **per item**, quantity is how many items are needed and Total Expenditure is the cost per item x the quantity.

Subtract the Total Expenditure from the Total Income to receive the Estimated profit (if positive) or Estimated Loss (if negative).

If a Loss is found – that amount of money is a good start to how much Sponsorship your CSC should apply for.

In this example the CSC has a loss of 100 dollars for running this event. Ideally, it should apply for a 100 dollar sponsorship claim.

Please fill in your clubs expected budget below

Income

Description	Cost	Amount	Total Income
Total Income			

Expenses

Please detail ALL the events expenses in the table provided.

Description	Cost	Amount	Total Expenditure

Total Expenditure			
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Estimated Profit/ Loss		
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How will this sponsorship benefit Edith Cowan students, particularly Edith Cowan Guild members?

Details of Proposed Sponsorship

This section requires you to detail the amount of money that your CSC is applying for. You are required to provide three quotes for each item you are requesting the Guild to pay for. This is mandatory. **If you have not attached three (3) quotes for each of the items you are requesting then your application will not be considered.**

In addition, you are required to detail the preferred method of payment for each item. There are three (3) methods of payments available:

1. *Reimbursement - initialled by R*
 The Guild will reimburse the CSC or CSC member upon presentation of receipts totalling to the approved amount.
2. *Cheque - initialled by C*
 The Guild will either send the cheque to the company or give you the cheque to give to the company.
3. *Invoice – initialled by I*

The Guild receives an invoice from the company and will pay the company directly. It is the responsibility of the CSC to inform the company about invoicing the Guild. The Guild requires **two (2)** weeks to process invoices – therefore you need to ensure that you inform the company well in advance.

Service / Item	Quote #	Quote (\$)	Company Name	ABN	Phone	Address	Pay Due Date	Payment Type
	1							
	2							
	3							
	1							
	2							
	3							
	1							
	2							
	3							
	1							
	2							
	3							

Note: The above quotes sheet can be downloaded from the Guild Website also.

If you have chosen a company that provides the same but more expensive service than another company – please explain why?

Disclaimer

The Guild does not guarantee automatic approval of the proposals provided. The Guild reserves the right to cancel or modify the procedural document provided. All risk management issues and policies are the responsibility of the CSC. The Guild will not be held liable for any loss or damage occasioned by the negligence, act or omission of the CSC or any other third party.

Declaration

I, _____ (*insert name of person filling out this form*), on behalf of _____ (*insert CSC name*) have filled out the above details correctly and understand that if found to have provided false or incorrect information risk being penalised or even disaffiliated from the Edith Cowan Student Guild.

_____ (Signature)