

Event Sponsorship Application 2026-27

Form Preview

Section A

* indicates a required field

Introduction

This form should be used when seeking funding for events or ongoing programs. If you are seeking to purchase items outright for your organisation, please use the Community Grant application form.

You must read the guidelines in conjunction with completing this application.

Checklist for inclusions required for your application:

- Proof of Not-For-Profit Status (Incorporation certificate, registration certificate or charity etc)
- Certificate of Currency for Public Liability (\$20m)
- Latest Audited or Verified Financials (dated within last 12 months) dependent on assoc size
- Site Plan for the event
- Risk Management Plan for the event
- Sponsorship Proposal or inclusions of benefit to council for the support provided

If you require any assistance, please contact Council's Community Development Officer prior to submission or the closing date.

Information about the applicant

Name of Organisation (as per incorporation certificate, charity register or other) *
Organisation Name

Briefly outline the nature of your organisation and its primary purpose *

Word count:

Organisation's Physical Address
Address

Organisation's Postal Address *
Address

Event Sponsorship Application 2026-27

Form Preview

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Organisation's ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Applicant Project Contact Details

Applicant Contact Person

First Name

Last Name

What is your role in the organisation? *

Other:

Applicant Contact Primary Address

Address

Applicant Contact Primary Phone Number

Must be an Australian phone number.

Applicant Contact Primary Email

Must be an email address.

Event Sponsorship Application 2026-27

Form Preview

A copy of this application will be sent to the email address associated to the SmartyGrants account.

Are you using an Auspicing Body? *

- ☐ Yes
- ☐ No

Incorporation Certificate and GST

Is your organisation registered for GST? *

- ☐ Yes
- ☐ No

Is your organisation an incorporated 'not for profit' organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient? *

- ☐ Yes
- ☐ No

Incorporation Certificate of Australian Taxation Office Endorsement

Please attach a copy of your Incorporation Certificate of Australian Taxation Office Endorsement as a charity tax exempt fund or deductible gift recipient *

Attach a file:

Public Liability Insurance of \$20 million

Does your organisation hold public liability insurance of \$20 million? *

- ☐ Yes
- ☐ No (ineligible application)

Document Upload Section

Please attach a copy of your Public Liability Insurance *

Attach a file:

Please upload your organisations Risk Management Plan

Attach a file:

Please upload your Event Site Plan *

Attach a file:

Overdue Debt to Council

Event Sponsorship Application 2026-27

Form Preview

Does your organisation have any overdue debts (e.g., general rates, water rates, debtor accounts) owing to Council? (Organisation with overdue debt without an approved payment plan are ineligible) *

- ☐ Yes
- ☐ No

Please provide details of the overdue debt below

*

Previous Council Sponsorship Recipient

Has your organisation received a previous Council Sponsorship? *

- ☐ Yes
- ☐ No

Previous Council Sponsorship Recipient Information

What was the date of the sponsorship *

Must be a date.

Please describe the event that was sponsored *

Acquittal of Council Sponsorship

Has your organisation acquitted the Council Sponsorship? *

- ☐ Yes
- ☐ No

Acquittal of Council Sponsorship Information

If no, please provide details below *

Section B

* indicates a required field

Project Details

What is your event name? *

Event Sponsorship Application 2026-27

Form Preview

Where is the event being held? (Physical location e.g. Tony White Oval) *

Please upload support or evidence of need for your event (e.g. Letters of support)

Attach a file:

Project Permits

Does your project require permits? *

- ☐ Council Park Hire
- ☐ Temporary Food or Liquor License
- ☐ Liquor Licence
- ☐ Other
- ☐ Not applicable

Project Permits Paperwork

Please attach permit paperwork *

Attach a file:

Written Permission

Does your project/event have written permission from the landowner or a confirmed booking? *

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Written Permission Letter

If yes, please attach a copy of the approval *

Attach a file:

Event Details

Outline the details of the event including the target audience, event content, design and duration. *

Word count:

Must be no more than 500 words.

Event Sponsorship Application 2026-27

Form Preview

Total Event Budget *

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Sponsorship Amount Requested *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Level of sponsorship or the benefits your organisation is offering to Council (e.g. Gold, Silver, Bronze, Naming Rights etc.) List the inclusions and benefits if a sponsorship proposal is not attached *

Word count:

Must be no more than 200 words.

N.B. Council may request additional benefits or inclusions if the proposal is deemed insufficient

Please attach a poster, brochure, sponsorship prospectus or relevant supporting documentation for the event.

Attach a file:

Please attach your latest audited financials (including balance sheet, income and expenditure report and P&L) *

Attach a file:

Event Information

Expected Event or Project Start Date (N.B. Events or project that commence before funding approval are ineligible) *

Must be a date.

Expected Event or Project End Date *

Must be a date.

Estimated total attendees *

Must be a number.

Estimated Volunteers *

Must be a number.

Event Sponsorship Application 2026-27

Form Preview

Type of event? (Tick all that apply) *

- ☐ Education
- ☐ Entertainment
- ☐ Arts/Culture
- ☐ Community
- ☐ Sports
- ☐ Charity
- ☐ Environmental
- ☐ Business
- ☐ Other:

(tick relevant boxes)

Target Audience (Tick all that apply) *

- ☐ Children 0-12
- ☐ Youth 13-18
- ☐ Female
- ☐ Male
- ☐ Seniors (+55)
- ☐ CALD
- ☐ Other:

How will the event benefit Mount Isa City Council residents and have a positive impact on the community? *

Word count:

Must be no more than 200 words.

Please provide comprehensive details of the economic benefit your event/activity will provide to the Mount Isa LGA community? *

Word count:

Must be no more than 200 words.

What items for the event/activity will the sponsorship funds be used for? (be specific - e.g. funds will cover the hire of talent and assist with venue costs) *

Word count:

Must be no more than 200 words.

Please upload quotations or validation for costs associated with the sponsorship funds usage (as outlined above)

Attach a file:

Event Sponsorship Application 2026-27

Form Preview

Have you applied for funding other than Mount Isa City Council or received funding from any other sources for this event? (N.B. - Events should not rely only upon Council for support) *

- ☐ Yes
☐ No

Please attach your organisations latest Audited/Verified Financials (including income and expenditure, P&L and balance sheet) *

Attach a file:

If yes, please list the sponsorship sources and amounts below

Income	\$	Has the Funding Been Accepted?

More Information

How will Mount Isa City Council be recognised for providing Sponsorship if the application is successful? (Evidence of this is required in the acquittal if your application is successful) *

- ☐ Media Release
☐ Signage
☐ Social Media
☐ Event Announcement
☐ Website
☐ Advertising
☐ Open/speak at event or present trophies
☐ Event tickets
☐ Other:

please provide details of the recognition including quantities if applicable..

Event Sponsorship Application 2026-27

Form Preview

Word count:
Must be no more than 200 words

How do you plan to measure the success of your event? *

Word count:
Must be no more than 200 words.

How does your organisation give back to the community? *

Word count:
Must be no more than 200 words.

Please provide the full budget for the event including all sponsorship your organisation has requested

Please describe each type of income and expenditure. (e.g., materials, equipment, labour hire, cash in hand, donated materials and equipment, ticket sales, sponsorship and other income)

Income	\$	Expenditure	\$

Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income Less Expenditure (This should be \$0)

This number/amount is calculated.

Please advise how you will fund your event if you don't receive the requested sponsorships from all sources *

Word count:
Must be no more than 200 words.

Certification Paperwork

* indicates a required field

Certification by Organisation

The certification must be signed by two (2) executive officers of the organisation, e.g. the president/chairperson and another executive officer. In accordance with Section 14 of the *Electronic Transaction (Queensland) Act 2001*, this is equivalent to a wet signature. I certify that:

1. I am authorised to legally act on behalf of the applicant organisation
2. To the best of my knowledge the information given in this document is true and accurate
3. If funding is allocated to our program, project or event:
 - a. I will be required to accept the funding in accordance with the Mount Isa City Council's conditions of funding including any special conditions (refer to Guidelines)
 - b. The project report and acquittal form accompanied with acknowledgement evidence and receipts or invoices will be completed and returned to Council within six (6) weeks from the end of the program, project or event.
 - c. I understand that if the conditions of funding are not complied with:
 - i. Council will recover the funds allocated
 - ii. Future applications for funding from Council may not be considered.

Individual One *

First Name

Last Name

Position *

In accordance with Section 14 of the *Electronic Transaction (Queensland) Act 2001*, this is equivalent to a wet signature.

PRIVACY STATEMENT - The information collected on this Form will be used by the Mount Isa City Council Finance Department in accordance with the processing or assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Information Privacy Act 2009). This information may be stored in the Council database. The information collected will be retained by the Public Records Act 2002.

Individual Two *

First Name

Last Name

Position *

Event Sponsorship Application 2026-27

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Creditor Details

Please download the below form and complete the required fields to be set up in our accounting system. This will be used for disbursement of funds if the application is deemed successful.

[Creditor Details Form - Mount Isa City Council](#)

Please upload the completed Creditor Details Form *

Attach a file: