

## Individual/Team Sponsorship Application Guidelines

This document provides advice on eligibility, available funding, assessment criteria, and associated processes with the Kentish Council Community Grants (Individual and Team/Group) program.

Your application must comply with all specified guidelines. Before completing an application, we suggest you discuss your application with our Community Development Officer to determine your eligibility for funding.

### **Overview**

The purpose of the individual and team/group grant fund is to provide assistance to individuals/teams/groups for sporting, academic or cultural endeavours.

### **Who can apply?**

Individuals/teams/groups living in the Kentish municipality and have been selected to represent Australia or Tasmania.

### **Who can't apply?**

Individuals/teams/groups who do not live in the Kentish municipality. Individuals or Teams/Groups attending Master Games. Masters Games representatives are encouraged to contact the Community Development Officer to discuss their eligibility for a Kentish Small Grant (under \$500).

### **Grants Available**

#### *Individuals*

If the activity is intrastate	\$100 per individual
If the activity is interstate	\$250 per individual

#### *Teams/Groups*

If the activity is intrastate	\$75 per individual or \$350 (max) per team/group
If the activity is interstate	\$100 per individual or \$500 (max) per team/group

#### *Commonwealth Games, World Championship or Olympic Representatives*

Individuals	\$500
Teams/Groups	\$500 per team/group

### **Funding Limitations**

A member of a team/group is ineligible to apply for an individual grant and must apply for a team/group grant. A team/group consists of five or more participants in the same event with a common link e.g. organisation.

Individuals/teams/groups can only receive one grant from the Kentish Council each financial year. There will be no retrospective funding.

### **Application Process**

An application must be received a minimum of four weeks before the event. Allocation of funds may occur after the event. For teams/groups the application must be made by a representative from the team/group (e.g. group leader, coach).

A copy of your selection letter, a Statement by a Supplier, and proof of residency e.g. Drivers License, confirmation of Sheffield School enrollment must be included with the application. Youth under 18 years must live in the municipality with their primary caregiver to be eligible for sponsorship.

The Community Development Officer will review all applications to ensure they meet eligibility requirements and all relevant information has been provided. Funding decisions are subject to the available budget.

## Financial Details

While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the recipient's particular circumstances.

Applicants may wish to seek independent advice about the possible tax implications for receiving the grant under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO), prior to submitting an application.

You will need to complete a 'Statement by a supplier' if you are not quoting an ABN. This is a form required by the Australian Tax Office. You can get a form to complete by clicking on the link [ATO - Statement by a Supplier](#) or from Kentish Council.

More information about Tax and Statement by a Supplier Forms, go to [the Australian Tax Office Website](#).

### Applications should be returned to:

**Community Development Officer  
Kentish Council  
PO Box 63  
(69 High Street)  
SHEFFIELD TAS 7306**

**Phone: (03) 6491 0200**

**Email: [council@kentish.tas.gov.au](mailto:council@kentish.tas.gov.au)**

## Checklist:

The following checklist will ensure your application is complete.

- You have read the guidelines of the Grants scheme.
- Your application is being received by Council at least four weeks before your event is held.
- You have completed all relevant sections of the application form.
- The application is clearly typed or written.
- You or your parent/guardian have signed and dated the application.
- You have included a copy of:
  - Selection letter
  - Proof of residence
  - A list of parents/guardians (if required for team/group applications)
  - Statement by a Supplier
- All accompanying supporting material (NOT ORIGINALS) is submitted on one-sided A4 paper. Do not submit your only copy of any support material.

# INDIVIDUAL/TEAM/GROUP SPONSORSHIP APPLICATION FORM

## 1. Name of Person/Team/Group:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

*(must be residential address)*

Phone: \_\_\_\_\_ (w) \_\_\_\_\_ (h)

Mobile: \_\_\_\_\_

*(must be an Australian phone or mobile number)*

e-mail: \_\_\_\_\_

## 2. What funding category are you applying for?

Individual                       Group/Team

Interstate                       Intrastate

Commonwealth Games, World Championship  
or Olympic Representatives

## 3. Individual Sponsorship.

Age: \_\_\_\_\_

If you are under 18 years, add the name of your Parent/Guardian:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ (w) \_\_\_\_\_ (h)

Mobile: \_\_\_\_\_

e-mail: \_\_\_\_\_

## 4. Team/Group Sponsorship.

What is the name of your team/group?

How many members?

Names and ages of your team/group members?

*\* If your team/group members are under 18 years, a list of parent/guardian details must be attached*

**5. Amount of funding requested.**

- \$100       \$250       \$350       \$500  
 Other \_\_\_\_\_

*\* The funding amounts represent the **maximum** amount offered.*

**6. A brief explanation of the event the applicant/s will be attending.**

**7. A brief explanation of the selection process.**

*\* A copy of the selection letter must be included with your application.*

**8. Bank Account Details.**

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

- a) *Grant payments will be made via Electronic Funds Transfer (EFT) to the nominated bank account and the Council is hereby authorised to make such payments for successful applicants.*
- b) *The Council is under no obligation to verify the authority of the undersigned on the bank account details.*
- c) *The Council will not be held responsible for delays of payment, or errors due to factors outside their reasonable control.*

## 9. Declaration

I, the undersigned, have read the guidelines, and I understand and agree to the terms and conditions of this grant. I have completed all sections of the application, and to the best of my knowledge, all the information I have given is true and correct.

The applicant will be responsible for notifying the Council in writing of any changes relating to information provided in this application. Until receipt of such notification, the Council shall process the application in accordance with the information provided.

The applicant agrees to indemnify Kentish Council against all present and future legal liability, claims or proceedings for financial loss arising from, or attributable to the provision and use of the information contained in this application and/or receipt and use of grant funds.

If the applicant does not attend the event, they may be required to return part of, or all of the grant payment.

By signing this application form, you authorise Kentish Council to disclose this application to third parties.

**Name:** \_\_\_\_\_

**Relationship to applicant (if under 18 years):**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 10. Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

- a) Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to Kentish Council.
- b) Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act and, if necessary, may be disclosed to other public sector bodies, agents, or contractors of Kentish Council.
- c) Failure to provide this information may result in your application not being able to be accepted or processed.