

**Community Sponsorship Program  
Annual Matched Funding Round  
Application – 2018/19**



Applications Close 4pm Thursday 6 September 2018

The Community Sponsorship Program has been developed to provide funds to assist community-based organisations within the Shire of Broome for the development of social, cultural, economic, recreational, environmental, and reconciliation projects and initiatives that benefit the local community.

Annual Sponsorship is available for up to **50% of the total project cost to a maximum of \$10,000** and is at the discretion of the Chief Executive Officer, subject to funds being available. Requests for 'in-kind' contributions will not be accepted however organisations may apply for the equivalent cost, including venue or banner hire.

Organisations are eligible for a maximum of \$10,000 funding over a 3-year period through the Shire of Broome Sponsorship Program. Funding will not be provided for the same initiative more than once.

Applications are open from 6 August 2018 and close 6 September 2018 for projects occurring between November 2018 and October 2019. The Shire of Broome will endeavour to provide support to projects, activities and events that are consistent with the values and strategies contained within the Shire of Broome Strategic Community Plan.

Which category does your project address? (please tick all that apply)

- Social and Cultural Development
- Reconciliation
- Sport and Recreation
- Natural Environment
- Economic Development

**PART A - ORGANISATION**

Name of Organisation:

Postal Address:

Contact Person:  Position:

Phone:  Mobile:

Email:

**ORGANISATION PROFILE**

Is your organisation incorporated?  Yes  No

*If no, a sponsor organisation may be nominated to be responsible for the legal contractual arrangements and holding bank accounts in this name. Documentation acknowledging this arrangement must be attached.*

Name of sponsor organisation (if applicable):

Does your organisation or sponsor organisation have an ABN?  Yes  No ABN number (if applicable):

Is your organisation registered for GST?  Yes  No

Does your organisation operate on a not for profit basis?  Yes  No  
acquittal was submitted:

Has your organisation received sponsorship from the Shire of Broome in the last 3 years?  Yes  No

If yes, please provide details of the amount, when the funding was granted, what the sponsorship was used for and date acquittal was submitted:

Click or tap here to enter text.

## PART B – PROJECT DETAILS

Name of Project: Broome White Ribbon Day Gala

Date of commencement: 23 November 2018 (set up)

Date of completion: 25 November 2018 (pack down)

*Note: Projects funded in this funding round are to be completed between November 2018 and October 2019.*

Venue/ Location: Broome Civic Centre

Number of Participants: 270 guests plus volunteers/ service staff

Please provide a brief overview of your project (who / what / when / where / expected outcomes):

A fundraising and awareness raising event for local not-for-profit services who work towards reducing the impact of family and domestic violence in the community. Now in it's 7th year, the event is held annually on the last Saturday in November to align with White Ribbon Day (25 November). This event sells out each year and has a capacity of 270 guests. It has always been held at the Broome Civic Centre. In 2018, we expect to raise \$30,000 which will take our overall fundraising total to over \$180,000. Rotary Club of Broome receive all funds associated with the event but do not contribute financially to the event costs. We only use ticket sales and cash donations to cover event costs and we are very strict that funds raised from donated goods and services are 100% donated to recipients.

What do you propose to use the Shire of Broome funding for?

Hire of the Broome Civic Centre in 2018 and beyond depending on funding amount.

What benefits will the project bring to the Broome community and specifically, who will it benefit? Please include the expected outcomes of the project:

Raising the profile and public awareness of the level of family and domestic violence in the community (highest reported rate of family and domestic violence per capita in the State). Raising funds for the Marnja Jarndu Women's Refuge and Men's Outreach Service in Broome. A small percentage of funds raised will also be donated to the national White Ribbon campaign, putting Broome on the map as supporting a safer community for everyone. The event benefits men, women and children who are impacted by family and domestic violence by directly supporting valuable not-for-profit services working in the field. The event also partners with Broome Girls Academy who raise their own funds by auctioning off art the students have created for the event.

Will there be volunteers involved with this project?  Yes  No

If yes, how many?

Approximately 10

Is this project to be an annual ongoing program?  Yes  No

If yes, please provide details on how you intend to ensure the project is sustainable in the future?

*The Shire of Broome does not guarantee funding for ongoing projects beyond the development stages, therefore applicants must demonstrate planning for financially sustainable projects.*

The event has always been self-sustaining in the past and has been a success over the last six years. As we deliver a higher quality event each year, we anticipate obtaining a higher degree of cash sponsorship in the future so that the event returns to being self-sustaining. For example, Rio Tinto have offered us \$3000 for 2018 and this is likely a result of increased promotion of last years event.

How will the Shire of Broome's sponsorship be acknowledged?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Radio Announcement               | <input checked="" type="checkbox"/> Logo Branding | <input type="checkbox"/> Event Invitation                  |
| <input type="checkbox"/> TV Advertising                   | <input type="checkbox"/> Media Release            | <input type="checkbox"/> Certificate                       |
| <input checked="" type="checkbox"/> Newspaper Advertising | <input type="checkbox"/> Newsletter               | <input type="checkbox"/> Banner / Signage                  |
| <input type="checkbox"/> Brochures / Flyers / Posters     | <input checked="" type="checkbox"/> Website       | <input checked="" type="checkbox"/> Speech Acknowledgement |

Has your organisation donated to or sponsored a charitable organisation in the last 12 months?

If yes, please provide details and amount.

2210 Broome Girls Academy, 10,000 Marnja Jarndu Women's Refuge, 10,000 Men's Outreach Service, 5,000 White Ribbon

## PART C - PROJECT BUDGET

You may use this form or create a budget document specific to your organisation/project, however please limit your budget proposal to two (2) A4 pages.

The Shire of Broome encourages all applicants to conduct their own fundraising and seek varied sources of funding for projects. Please detail your funding sources in the budget, including your organisation's contribution.

Please indicate how you intend to use the Community Sponsorship Program funding by completing the 'Requested contribution from Shire of Broome' column.

	Budget (\$)	Confirmed/ Pending
<b>PROJECT INCOME</b> <i>(delete or edit rows as applicable)</i>		
<i>Shire of Broome Community Sponsorship Program</i>	8798 (for 2018 and 2019)	Pending
<i>Other Funding – Please Specify Amount and Organisation</i>	3000 (Rio Tinto)	Confirmed
<i>Estimated value of donated items for auction/ raffle</i>	30000	Pending
<i>Volunteer hours (6 volunteers/ 25 hours each/ \$20 per hour)</i>	3000	Pending
<i>Fees/ Ticket Sales</i>	22800	Pending
<b>TOTAL PROJECT INCOME</b>	67598	
	Budget (\$)	Requested Contribution from the Shire of Broome
<b>PROJECT EXPENDITURE</b>		
<i>Shire of Broome venue hire</i>	4399	8798 (4399 for 2018 and 4399 for 2019 venue hire)
<i>Co-ordination and staffing (volunteers)</i>	3000	
<i>Donations to charitable organisations</i>	30000	
<i>Entertainment- Miss behave &amp; School of Funk</i>	3000	
<i>Catering (food and staff) Cable Beach Club</i>	17550 (270 x 65 ph)	
<i>Liquor License</i>	111	
<i>Flyers/ advertising</i>	1600	
<i>Party hire items</i>	1000	
<i>Other (videographer/ white ribbons/ decorations/ gifts for key role volunteers)</i>	2539	

<b>TOTAL EXPENDITURE</b>	<b>63199</b>	
<b>SURPLUS*/DEFICIT</b>	4399 (to be carried forward for 2019 Civic Centre hire)	

## APPLICATION CHECKLIST


Before submitting please ensure that you have included all necessary information and attachments with your application.

- Completed all sections of the application, including a detailed budget
- Included a copy of Certificate of Incorporation (if auspice by another organisation, please include a letter of confirmation to administer the funding and a copy of their Certificate of Incorporation)
- Included a financial statement for the most recently completed financial year (an audited financial statement may be requested)
- Included evidence of public liability insurance (Certificate of Currency)
- Provided two quotes for any purchase over \$2,000 utilising Shire funding
- Included letters of support from community groups and / or other organisations
- Retained a copy of this application for your records
- Included other supporting material e.g.: business plan, annual report, presidents report etc

I certify that to the best of my knowledge the information provided in this application is true and correct (*please note the President, Secretary or Treasurer of the organisation must sign this declaration*)

Name:

Position:

Signature:   


Date:

**Please return your completed application form using one of the following options:**

- Email to [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au)
- Post to Chief Executive Officer, Shire of Broome, PO Box 44, Broome WA 6725
- Hand deliver to Shire of Broome Administration Office, 27 Weld Street, Broome

For enquiries or to discuss your application please contact Shire of Broome Youth and Community Development Officer on (08) 9191 3456

**APPLICATIONS CLOSE 4:00pm Thursday 6 September 2018**



# Rainbow Coast Insurance Brokers

ABN 61 639 009 461

AFSL 253712

31 Collie Street  
ALBANY WA 6330

Tel: (08) 9841 8577  
Fax: (08) 9841 6141

Email: rcib@rcib.com.au

## CERTIFICATE OF INSURANCE

From: Luke Kelly

We hereby confirm that we have arranged the insurance cover mentioned below:

ROTARY CLUB OF BROOME INCORPORATED  
PO BOX 3468  
BROOME WA 6725

Date: 17/07/2018

Our Reference: ROTAR BROO  
RENEWAL

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<b>Class of Policy:</b> Liability Insurance
<b>Insurer:</b> AIG AUSTRALIA LTD Level 11, 108 St Georges Tce, Perth WA 6000 ABN: 93 004 727 753
<b>The Insured:</b> ROTARY CLUB OF BROOME INCORPORATED

<b>Policy No:</b> SUA/009381
<b>Invoice No:</b> 47939
<b>Period of Cover:</b> From 3/03/2018 to 3/03/2019 at 4:00 pm

### Details:

See attached schedule for a description of the risk insured

### IMPORTANT INFORMATION

The Proposal/Declaration:

- is to be received and accepted by the Insurer
- has been received and accepted by the Insurer

The total premium as at the above date is:

- to be paid by the Insured
- part paid by the Insured
- paid in full by the Insured
- paid by monthly direct debit

Premium Funding

- This policy is premium funded

Please note that the policy defined above is subject to the receipt of the Proposal Declaration and acceptance by the Insurer (if not already completed and accepted) and subject to the full receipt and clearance of the total premium payable by the insured.

**Schedule of Insurance**

<b>Class of Policy:</b> Liability Insurance	<b>Policy No:</b> SUA/009381
<b>The Insured:</b> ROTARY CLUB OF BROOME INCORPORATED	<b>Invoice No:</b> 47939
	<b>Our Ref:</b> ROTAR BROO

This policy has been placed with

SPORTS UNDERWRITING AUSTRALIA PTY LTD  
 ABN 53119852096  
 PO BOX 288 KEW EAST VIC 3102

SPORTS UNDERWRITING AUSTRALIA PTY LTD is underwritten by

AIG AUSTRALIA LTD  
 ABN 93 004 727 753  
 Level 11, 108 St Georges Tce, Perth WA 6000

**Sporting Club:**

Rotary Club of Broome Incorporated

**Sporting Activity:**

Dragon Boat Practice and Annual Regatta and no other activities. Annual Regatta includes traffic management.

**Premises:**

At and From Town Beach, Robinson Street, Broome, Western Australia, 6725

**Number of Participants:**

Up to 440

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**Platinum Liability Amateur Sports Policy Schedule**  
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Wording: SUAPLA 0915

**General Liability**

Limit of Indemnity for Part A ..... \$ 20,000,000  
 Property in your physical or legal control ..... \$ 500,000  
 Excess - Nil Each & Every Claim

Professional Indemnity - Not Insured

Management Liability - Not Insured

It is hereby declared and agreed that General Provisions - Exclusion 1d is deleted and replaced with the following:

**1. Aircraft and Watercraft**

caused by or arising directly or indirectly out of or in connection with:  
 d. the use of your Product with your knowledge in the construction, operation, maintenance, servicing or repair of any Watercraft exceeding 12 metres in length.

All other terms, Exclusions and Conditions remain unaltered.

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