

The Sporting Event Sponsorship program aims to assist eligible organisations to host local, district, regional, state, national and international sporting events within the boundaries of the city.

The Sporting Event Sponsorship program operates on a financial year basis; that is, applications made in May/June 2011 will be for events held from 1 July 2011 to 30 June 2012.

Applications open: 1 May 2011

Applications close: 10 June 2011

Organisations that apply for support under the Sporting Event Sponsorship program must meet the following criteria:

- Sporting events must be within the geographic boundaries of the Ipswich City Council
- Must be an incorporated, Ipswich based not for profit organisation
- Sponsorship is only available for one event per organisation each financial year
- Must be covered by a Public Liability Insurance Policy up to \$10,000,000.00
- All previous Ipswich City Council Sporting Event Sponsorship grants in excess of \$1,000.00 must be acquitted

The following are not eligible to apply under the Sporting Event Sponsorship program:

- Schools
- Political organisations
- Unincorporated groups
- Religious events
- Charity events
- Events that are not a sporting competition or championship

Application forms can be lodged at:

Ipswich City Council
Customer Service Centre
143 Brisbane Street
IPSWICH (Top of the Ipswich City Mall)

Or post to:

Ipswich City Council
PO Box 191
IPSWICH QLD 4305

Or fax to: (07) 3810 6731

Or email to: council@ipswich.qld.gov.au

Organisations will be notified of the outcome of their application. Applicants may be required to attend a meeting to further discuss the event and the sponsorship agreement, including type of support and responsibilities.

The value of sponsorship will be determined by Council in accordance with your application and the marking assessment. Please note that previous event sponsorship support does not guarantee ongoing sponsorship support.

If you have any enquiries regarding the Sporting Event Sponsorship program please visit the Ipswich City Council website www.ipswich.qld.gov.au or contact Ipswich City Council on (07) 3810 6666 or via email to council@ipswich.qld.gov.au.

Part 1 - Organisation Details

Name of organisation: (please attach a copy of the certificate of incorporation)

Postal Address of Organisation:

Postcode:

Australian Business Number (ABN):

If your organisation does not have an ABN, please complete the Withholding Tax Exemption Declaration form on page 5.

Is your organisation registered for GST?

 Yes No

If yes, your organisation is required to enter into a Recipient Created Tax Invoice (RCTI) Agreement (*for further information on RCTI's please see page 6 and complete the agreement on page 7*).

If no, an invoice for the sponsorship amount will be required to be submitted upon approval. Successful organisations will be advised and the invoice requested before sponsorship funds will be processed.

Does your organisation have Public Liability Insurance cover to \$10,000,000.00?

 Yes (please attach) No

Event Manager:

Position in Organisation:

Home Phone Number:

Work Phone Number:

Fax Number:

Email Address:

Part 2 - Assessment Information

Organisation

Is your organisation based in Ipswich (i.e. Ipswich Local Government Area)?

Yes No

Does your organisation have an organisational structure?

Yes (please attach) No

Does your organisation have a club development plan/future plan?

Yes (please attach) No

Describe events your organisation has previously held (please include type, level of event, duration etc)

Does the event manager have any event qualifications or previous experience in organising events?

Yes (please provide details) No

Event Information

Name of Event:

Event Location:

Date of Event (e.g. number of days/weeks):

Event Duration:

Other Event Details/Information (optional)

If your event provides opportunity for the general public to participate please list these activities (i.e. come and try sessions, coaching clinics, school visits/workshops etc)

What is the level or standard of the event?

Local State District/Zone
 National Regional International

Name of Governing/Sanctioning Organisation (please attach letter or supporting documentation)

Do you have an event management plan for the event?

- Yes (please attach)
- No (please provide an outline of what the key issues/factors will be for your event)

Participation Information

Anticipated participation numbers (excluding spectators and general public activities)?

- 0 - 50 151 - 300
- 51 - 150 300 +

Anticipated spectator numbers:

Budget Information

Does your organisation have a complete budget for the event?

- Yes (please attach) No

Have you received any other sponsorship for the event (monetary and in-kind)?

- Yes No

If yes, please describe the details of the sponsorship:

If you have not received any, do you intend on seeking sponsorship?

- Yes No

If yes, please explain details (including how you intend to seek sponsorship, who you will approach and the type of sponsorship you are seeking):

Part 3 - Organisation Declaration

Please have two members of the organisations executive committee complete the details below in the presence of a Justice of the Peace or a Commissioner for Declarations.

(**Note:** The JP is a witness to the signatures of the office bearers of the organisation and is not endorsing this application).

If Withholding Tax Exemption

Complete this section if your organisation does not have an ABN and wish to claim exemption from withholding tax.

Please tick one of the following boxes:

I declare that the whole of the payment is exempt from income tax under subdivision 50A of the *Income Tax Assessment Act 1997*.

I declare that the payment is for goods/services performed as a hobby/personal interest.

I have no reasonable expectation of profit or gain from the activity undertaken and consider that I do not meet the definition of enterprise for tax purposes.

Note: If Council has reasonable grounds to believe that the above declaration is false or misleading, tax will be withheld from the payment in accordance with section 12-190, in Schedule 1 to the *Tax Administration Act 1953*.

Declaration

We declare that we have been authorised by the applicant organisation to prepare and submit this application for Sporting Event Sponsorship. We declare that all information relating to the organisation and the event is true and correct.

Signature of Member 1 of Organisation

Name:

Position held:

Signature:

Date:

Signature of Member 2 of Organisation

Name:

Position held:

Signature:

Date:

These signatures have been taken and declared before me, at this day of 20

Signature:

Justice of the Peace or Commissioner for Declarations

Registration Number:

Part 4 - Recipient Created Tax Invoice (RCTI)

If your Organisation has an ABN and is also registered for GST it is required to enter into an RCTI Agreement. The RCTI Agreement allows Ipswich City Council to raise a Tax Invoice on behalf of the organisation. If you enter into this Agreement, a Tax Invoice cannot be issued by the organisation. This will eliminate the need for unnecessary correspondence.

Ipswich City Council has introduced the RCTI Agreement into our Sporting Event Sponsorship program to better assist in providing a faster more efficient process. This will ensure payment of sponsorship is processed in a timely manner.

Under A New Tax System (*Goods and Services Tax Act*) 1999 [the legislation] and associated tax rulings, the sponsorship paid to your organisation by the Ipswich City Council is deemed to be a 'taxable supply' of services. Your organisation is therefore known as 'the supplier' and the Ipswich City Council is known as 'the recipient'.

You must advise the Ipswich City Council of:

- Your GST status
- The total event budget
- The total amount of funding requested excluding GST

(This information is captured in the Sporting Event Sponsorship application form.)

After processing each claim, the Ipswich City Council will issue an RCTI and arrange payment of the sponsorship. The Ipswich City Council will send an RCTI to your organisation and you will have the responsibility to remit the GST component of the sponsorship to the ATO.

Recipient Created Tax Invoice Agreement

Complete this form ONLY if your organisation is eligible to enter into a Recipient Created Tax Invoice (RCTI) Agreement.

- The Ipswich City Council (the recipient) has agreed to provide sponsorship to the eligible organisation (the supplier) with respect to the delivery of certain services for the purposes of Sporting Event Sponsorship within the Ipswich City Council boundaries.
- The Ipswich City Council will provide a Recipient Created Tax Invoice (RCTI) for all taxable supplies made by a GST registered Supplier to the Recipient when payment is made.
- The eligible Organisation acknowledges that it is both registered for the purposes for the GST Legislation and has provided the Australian Business Number (ABN) to the Ipswich City Council prior to the date of issue of any RCTI under the Agreement.

The Parties Hereby Agree:

- The Ipswich City Council can issue an RCTI and/or give adjustment note to the sponsored Organisation in respect of Sporting Event Sponsorship.
- The sponsored Organisation will not issue tax invoices or adjustment notes in respect of the same Sporting Event Sponsorship.
- The sponsored Organisation acknowledges that it is registered for GST when it enters into the agreement and that it will notify the Ipswich City Council if it ceases to be registered.
- The Ipswich City Council acknowledges that it is registered when it enters into this agreement and that it will notify the sponsored organisation if it ceases to be registered for GST or if it ceases to satisfy any of the requirements of the determination.
- The recipients must not issue a document that would otherwise be an RCTI, on or after the date when the recipient or the supplier has failed to comply with any of the requirements of the determination.

For and on behalf of (insert full legal name of eligible organisation below) as the supplier

Organisation Name:

ABN:

Name:

Signature:

Date:

For and on behalf of the Ipswich City Council

ABN:

Name:

Signature:

Date:

Part 5 - Checklist

Please ensure that all sections of the application form have been completed and the following supporting documentation is attached:

Compulsory Documentation:

- Certificate of Incorporation
- Public Liability Insurance (Certificate of Currency)
- Documentation from the organisation sanctioning the event
- Complete budget
- Recipient Created Tax Invoice Agreement (RCTI) (if applicable)

Other Documentation:

- Organisational structure
- Club development plan/future plan
- Event management plan
- Any further supporting information

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IPSWICH

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Ipswich City Council is collecting your personal information for the purpose of fulfilling its functions, responsibilities and activities. For further information about how we manage personal information, to whom personal information could be disclosed and the laws that authorise or require the collection of personal information, please see Council's Privacy Statement and Personal Information Digest by visiting www.ipswich.qld.gov.au. Generally, we do not disclose your personal information outside of Council unless we are required by law to do so or you have given your consent. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Information Digest and this collection notice.