



HERITAGE SPONSORSHIP PROGRAM APPLICATION FORM 2022

- Please read the 'Guidelines for Applicants' before completing this application.
- Applications should be submitted using the Heritage Sponsorship Program Application Form via email to HCWAincentives@dplh.wa.gov.au
- Please note the maximum size for email attachments, including the application form, is 10 megabytes.
- Application information is added by entering text into the appropriate boxes. This form allows text to be entered, saved and re-edited as required.
- Before entering information into the application you must check that your computer has Adobe Acrobat Reader 8 or above installed. This can be downloaded for free from <https://get.adobe.com/reader/>
- Apple Macintosh users must use Adobe Reader to complete and save the application form. Completing forms in Apple's Preview program may mean that data entered in the form will be lost.
- All applicants will be notified by email that their application has been received. If you do not receive an email notification after submitting your application please contact 6551 8002.

If you have any questions about the sponsorship process, or would like any assistance with your application, please contact the Senior Heritage Grants Officer by email HCWAincentives@dplh.wa.gov.au or by telephone on 6551 8002.



APPLICATION FORM

PART A APPLICANT DETAILS

Application date:

Organisation name:

Contact person (this is who will be contacted if further information is required)

Name:

Job title or role:

Daytime telephone:

Mobile:

Postal address:

Town/Suburb:

Postcode:

Email:

Please provide a brief overview of your organisation:

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PART B
PROJECT DETAILS

Project title:

Does this sponsorship application relate to a State Registered Place?

If so, please include the place number/s.

Visit [inHerit](#) to search the State Register of Heritage Places

Please list any other groups or organisations supporting the project and outline what role they will play:

Project description:

(Include the overall objective of the event, project location, start and finish date and project URL (if available)).

Who is the target audience for this activity?

Please detail community sectors, and estimated number of participants:

How does the proposed activity support the Heritage Council's strategic objectives? (The six strategic objectives can be found on the first page of the 'Guidelines for Applicants').

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How will your organisation manage and deliver this project?

(Briefly outline the process you will follow to deliver this activity and note any key documents. Is there a risk management plan in place? Are there any permits and approvals that will need to be obtained?)

Has your organisation delivered or contributed to any similar activities or events in the past?

How will the success of the activity be measured?

What considerations have been made to universal access? This can include access for young families, people from a culturally and linguistically diverse background, seniors and people with a disability.

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PART C
MANAGING SPONSORSHIP FUNDS

Which organisation will manage sponsorship funds and reporting requirements?

Does this organisation have an Australian Business Number (ABN)?
(If yes please include)

Is this organisation incorporated? (yes/no)

Is this organisation GST registered? (yes/no)

Does your organisation have public liability insurance? (yes/no)

Has your organisation received funding from the Department of
Planning, Lands and Heritage in the past 12 months? (yes/no)

If yes, name of project:

Amount:

Date:

Is there a cost associated with attending the event/activity? If yes, please outline:

What would be the outcome if this sponsorship application is unsuccessful?
Would any changes be made to the format of the event?

Budget

Please complete the budget table below or attach your project budget when submitting your application:

Income	\$ or in-kind	Expenditure	\$
Amount requested from DPLH		Salaries, fees, wages	
Other grants (please specify)		Administrative expenses	
Other sponsorship (please specify)		Advertising & promotional costs	
Estimated income (ticket sales etc.)		Equipment, venue hire, logistics	
Other		Other	
Total income:		Total expenditure:	
Result (surplus/deficit) \$			

Note: Department sponsorship monies cannot finance costs associated with running an organisation, such as staff and equipment costs.

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What benefits will be offered to the Heritage Council for this level of sponsorship support? What is the value of this support? Examples of any advertising (traditional and online) that will feature the Heritage Council logo. Will a Heritage Council representative be given the opportunity to speak?

SPONSORSHIP AGREEMENT

If your organisation's sponsorship application is successful, your organisation will be required to enter into a formal agreement with the Department of Planning, Lands and Heritage. This agreement will contain a comprehensive set of provisions designed to protect the interests of the applicant organisation and the Department of Planning, Lands and Heritage and the Heritage Council of Western Australia.

PART D CHECKLIST AND DECLARATION

Please ensure that you have completed all sections below before you submit your form.

- Read the 'Guidelines for Applicants' and understand the criteria before completing this application. The criteria to be addressed are:

Demonstrate sustainability and economic benefits of heritage conservation and adaptation
Deliver or contribute to training and education in heritage conservation management
Develop understanding of the importance of heritage and its conservation
Contribute to brand awareness for the Heritage Council within relevant market sectors.
Promote community understanding of, and engagement with, the State's heritage places
Promote and encourage heritage tourism.

- Check that my organisation and project are eligible for assistance with the Senior Heritage Grants Officer
- Complete all sections of the application form
- Include all required and supporting documentation (project plans, past marketing material for similar events and budgets)
- Sign the declaration below.

DECLARATION:

I _____ declare that to the best of my ability the information provided in this application form is true and correct:

Signature:

Position:

Date:

An electronic signature will suffice



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