

COMMUNITY EVENT SPONSORSHIP GUIDELINES FOR SPONSORSHIP \$1,000 OR LESS

Penrith City Council is committed to working in partnership and in support of the local community to encourage, develop and conduct a wide range of local recreational, business, cultural and community events that make a positive contribution to the Penrith Local Government area.

This support is given in the form of one-off financial or in-kind assistance to individuals, community groups and not-for-profit organisations.

ELIGIBILITY CRITERIA

- The event/activity must take place in the Penrith Local Government Area.
- Opportunity for Council's support to be recognised publically.
- Preference will be given to events/activities that provide free attendance.
- The event/activity should be in line with and not conflict with the objectives and mission of Council.

INELIGIBLE APPLICATIONS

Council does not consider the following to be suitable to receive assistance;

- Fundraising events or organisations whose main role is to fundraise.
- Events/activities where attendance is limited to individual organisations and their members.
- Your proposal is for funding towards the operating costs associated with running an organisation (eg. salaries and equipment).
- Your organisation has not fulfilled previous sponsorship obligations, including provision of post evaluation.

TERMS AND CONDITIONS

- Applications must be completed in full and returned at least 8 weeks before the event/activity is due to take place.
- All purchases made by the applicant with Council's funds are to be used only for the reasons stated in the application.
- If requested by Council the applicant must be able to provide substantial planning documents.
- If requested by Council the applicant must be able to provide written quotes from a registered business for all the items to be funded by Council.
- The applicant must acknowledge Penrith City Council's support of sponsorship via verbal/written methods of communication and strategically place Council's supplied banners at the event/activity. Additionally the Council logo must be included on all marketing collateral for the event. It is the applicant's responsibility to contact the Events Development Officer for the correct logo and to pick up, display and return Council banners to be used to promote Council's sponsorship of the event/activity.
- The applicant must provide written feedback at the conclusion of the event providing evidence of how Council's support was recognised.
- Submission of an application does not guarantee sponsorship.
- Must supply copy of current insurance cover including public liability to the value of \$10 million and provide a copy of the certificate.
- Must be able to provide proof of event - eg supply event flyer or marketing material.

EXCLUSIONS & CONFLICTS OF INTEREST

The Council will not provide support to individuals or organisations and their subsidiaries, which are in conflict with the objectives and mission of Council.

Activities are not to compromise the Council's ability to exercise its role impartially toward the community. Any persons found to have a conflict of interest should not be involved.

Council does not consider the following suitable to receive assistance either financial or in-kind:

- Those involved in the manufacture, distribution and wholesaling of tobacco related products, pornography and addictive drugs.
- Those found guilty of illegal or improper conduct by ICAC or any other legal authority.
- Those whose services or products are considered to be dangerous to health.
- Those involved in the political arena.

CONTACT US

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