



Please return to:
 Town of Bassendean
 PO Box 87
 Bassendean, WA, 6934
 Enquiries – 9377 8000

APPLICATION FORM

To assist in the assessment of your application, please ensure you print clearly, complete all details and provide any attachments requested – Thank you.

NAME OF APPLICANT GROUP:	Bassendean Church of Christ
NAME OF EVENT:	Easter Fair

TYPE OF APPLICANT GROUP:	<input type="checkbox"/> Incorporated sporting/leisure/cultural organisation <input type="checkbox"/> Incorporated charitable (non profit) organisation <input type="checkbox"/> Incorporated community group <input type="checkbox"/> Educational institution
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CONTACT PERSON: (Must be over 18yrs)	Mr <input type="checkbox"/>	Given Name	Kerry
	Mrs <input type="checkbox"/>	Surname	Jacques
	Ms <input type="checkbox"/>	Position Held	Administration
		Proof of Identity (Driver's License No.)	3801892 (WA)

POSTAL ADDRESS (For Invoices):		PHYSICAL ADDRESS:	
(Same as physical address)		4 Ivanhoe Street	
Suburb		Suburb	Bassendean
Postcode		Postcode	6054

CONTACT NUMBERS	Work Phone	9377 1620	Fax	
	Home Phone		Mobile	0437 056 879
	E-mail	admin@basso.org.au		

Community Events Sponsorship



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IS THE APPLICANT GROUP REGISTERED FOR THE GST? YES <input type="radio"/> YES NO <input type="radio"/>	DOES THE APPLICANT GROUP HAVE AN AUSTRALIAN BUSINESS NUMBER (ABN)? YES <input type="radio"/> ABN is: 402 1167 0592 NO <input type="radio"/>
IS THE APPLICANT GROUP INCORPORATED? YES <input type="radio"/> Incorporation number on top of incorporation certificate is: A1013888T NO <input type="radio"/>	DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE? YES <input type="radio"/> [Please attach a copy of your certificate of currency for public liability cover] Attached NO <input type="radio"/>

PROJECT DESCRIPTION (Brief description of overall project – 150 words max):

To organise and run a community-based Easter Fair on 9 April 2017 for the Bassendean Community to celebrate Easter.

This free event will include a variety of family-friendly activities, including (but not limited to), face painting, Easter egg decorating, paper crafts, free sausage sizzle, a puppet show, and other activities for the purpose of a fun afternoon for young children and families.

A sponsorship from the Town of Bassendean will allow us to offer more activities at this event for the community to enjoy.



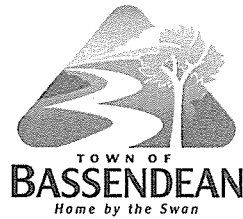
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BRIEF BACKGROUND OF ORGANISATION (Purpose, how long in operation, etc. 150 words max.):

The Bassendean Church of Christ has been in the Town of Bassendean since 1913. We are a protestant evangelical church that seeks to serve God in the community in which we have been placed. Besides the Easter Fair Day, we run other community-based events such as a weekly Community Craft morning, an after-school kids group at Eden Hill primary school, youth groups and Sunday Schools, and participate in such events as Anzac Day. We have also been involved in organising the Bassendean Carols by Candlelight in partnership with the Town of Bassendean for 27 years, since the Carols event started. We have many members who come from the Bassendean town, and enjoy being a part of the community.

PROJECT OUTCOMES:

- For families, and people in general, to enjoy and celebrate the lead-up to Easter through theme-based activities
- For at least 150 people to come along and enjoy the festivities
- For the Easter message of love and hope to be presented



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WHAT RELATIONSHIP DOES YOUR ORGANISATION HAVE WITH OTHER SERVICES WITHIN THE COMMUNITY?

The Bassendean Church of Christ interacts with a wide number of community organisations through our Carols event, including the local SES group, the local police (Kiara police station), the Town of Bassendean's leisure services section, and local guest artists, choirs and puppeteers from the surrounding community, including the concert band. We also work with the Morley division of the Salvation Army, Anzac Terrace Primary School, and Eden Hill Primary School through the kids club programs.

The church also runs services with a number of Aged Care facilities within the community, including Juniper Tranby, Aegis Ascot, and Aegis Bassendean (in both the high and low care residencies).

WHAT BENEFITS DO YOU SEE FOR YOUR GROUP FROM THIS PROJECT?

- To highlight the significance and meaning of the Easter period.
- To promote the profile of the Bassendean Church of Christ within the community
- To allow our church members to serve and 'give back' to our community.

TARGET GROUP:

Who is the project being developed for and state approximately how many people will benefit from the project?

- The target group is families and children, but it is also open to (and attended by) all people, including elderly people.
- We seek to reach these groups through advertising, and planning relevant fun-based activities
- We seek to make it a free event (including a free sausage sizzle), with minimal charge for soft-drinks.
- We expect, weather permitting, to attract between 150 -200 people to the event.



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BUDGET

INCOME	
Income - Cash	
Sponsorship requested from the Town of Bassendean (GST exclusive)	1000
Cash Contribution from Applicant	1760
Ticket Sales if applicable	-
Merchandise Sales (Sale of soft drink cans - estimate)	100
Other cash income	-
Income - In Kind	
Venue Donation	
Coordinators Time	
Materials	
Photocopies	
Mail outs	
Other In-kind support	
TOTAL INCOME	\$2860

EXPENDITURE	
Expenditure - Cash	
Artist Fees or Quote for Service	
Equipment Hire	100
Venue Costs	
Marketing Promotion	
Administration	
Materials	400
Catering (Sausage sizzle and drinks)	400
Merchandise	
Other (Bouncy Castle approx. \$500, Animal Farm \$400)	900
Expenditure - In Kind	
Venue Donation	-
Coordinators Time (20 hours estimate)	500
Materials	
Photocopies	560
Mail outs	
Other In-kind expenditure	
TOTAL EXPENDITURE	\$2860

Note:

- The sponsorship request that is made to the Town of Bassendean should not include the GST, because the Council will automatically "cash-up" the amount for successful applicants if they are registered for the GST, (i.e. The Council will include an additional 10% for the GST). For example, if an organisation applies for sponsorship of \$1,000 and it is approved by Council, they will receive \$1,100, if they are registered for GST.
- Requests for sponsorship for items over \$500 shall be supported by two written quotes from contractors/suppliers (and included with the application form). In the event of insufficient contractors/ suppliers, one quotation will be accepted.



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CHECKLIST

Please check your application against the table below and ensure all relevant criteria has been completed. If any criteria has not been completed, please supply a **brief** comment stating reasons.

Criteria	Yes	No	Comments <i>If applicable</i>
Have you enclosed six copies of the completed application?	Yes		
Have you enclosed copies of the quotes from supplier/service providers, if required?			
Have you enclosed a copy of your Certificate of Incorporation?	Yes		
Have you completed the budget and attached details as outlined in the application?	Yes		
Have you consulted with community groups and individuals affected by the project?	N/A		Event is run on our property by our volunteers. We will let Town of Bassendean Ranger know about the event closer to the date.
Have you discussed this project with Council staff?	Yes		Gabriella Filippi



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Conditions of Application to Town of Bassendean


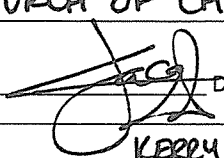
If the application is successful these conditions will form part of your sponsorship contract with the Town of Bassendean.

1. We agree to display the Town of Bassendean logo (supplied by Council) on our letters.
2. We agree to acknowledge the Town's sponsorship through public address announcements.
3. We agree to acknowledge the Town's sponsorship by displaying signage (supplied by Council) at our event.
4. We are prepared to undertake joint media promotion with the Town.
5. We recognise that special conditions may need to apply to the sponsorship addressing relevant elements of the Town's Corporate Plan to compliment the organisation's objectives.
6. We agree to invite two representatives from the Town of Bassendean to the sponsored activity or event.
7. We agree to provide an acquittal report on the form provided within four (4) weeks of the project's completion.
8. We undertake in consideration of the sponsorship payment to carry out our proposed project in full.

Acceptance of Conditions

I have read and understand the above conditions and am authorised to accept them on behalf of the hirer / club / group / school named previously.

APPLICANT GROUP: BASSENDEAN CHURCH OF CHRIST

SIGNATURE OF APPLICANT:   DATE: 25-1-2017

IAN KIRK
SENIOR PASTOR

KERRY JACQUES
ADMINISTRATION

Community Events Sponsorship



Department of Consumer & Employment Protection
Government of Western Australia

WESTERN AUSTRALIA
Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1013888T

Certificate of Incorporation

This is to certify that

CHURCH OF CHRIST BASSENDEAN INCORPORATED

was on the second day of September 2008
incorporated under the
Associations Incorporation Act 1987.

Dated this second day of September 2008

Commissioner for Consumer Protection