



## Information and Application Form for Sponsorship Requests

### Sponsorship Guidelines - ASSIST (Under \$2000)

**Harvey Water is a self-funded dual cooperative which delivers non-potable deliverable water to its members and a broad customer base, located 100km south of Perth in Western Australia.**

Harvey Water's sponsorship program contributes to a wide variety of community projects, with particular interest in projects focused on agriculture & farming, sustainable environment, education, community infrastructure and community events. Our key communities from which we invite sponsorship are Harvey, Waroona, Dardanup, and Collie.

If you would like Harvey Water to consider supporting your community based event, project or initiative, please submit a sponsorship application form with supporting documentation.

As an organisation, Harvey Water receives many applications for sponsorship each year and unfortunately we cannot support each and every submission.

Successful applications will be selected from those submissions received which closely align with the sponsorship criteria, and offer the opportunity for Harvey Water to be recognised as a valuable member of the communities in and around the irrigated area.

Sponsorship is provided on a one-off basis and there should be no assumption funding will be granted in future years.

To allow Harvey Water to fairly assess each application, the following Guidelines have been provided to gauge if your project fits within our Sponsorship Criteria. There are two categories which are outlined below.

### Sponsorship Guidelines and Criteria

#### Category 1

SUPPORT under \$500

- Schools and Education based projects
- Voluntary Organisations that encourage community involvement
- Sporting clubs and sporting projects benefiting the local community
- Environment and Catchment Care

#### Category 2

ASSIST under \$2000

- Community Events - which attract visitors from outside the key communities that demonstrate economic impact.
- Sustainable Environment - projects which demonstrate sustainable solutions to the protection, management and enhancement of the environment.
- Community infrastructure - projects which provide long term benefits to the local community with the development of infrastructure and improvement of resources.



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### Who Can Apply?

Eligible organisations are;

- Not-for-profit organisations
- Incorporated community organisations
- Not-for-profit educational institutions (e.g universities, schools and colleges)

Applications will **NOT** be considered from:

- Local Government
- Commercial businesses
- Individuals
- Political organisations
- Religious organisations/groups

### What is excluded?

Sponsorship will **NOT** be given for:

- Operating costs such as administrative costs, insurance, wages/salaries, professional fees, travel expenses, conference expenses or registration fees.
- Planning documentation such as feasibility studies, business plans, marketing and advertising
- Plans, cost benefit analysis and economic impact studies.

### How to Apply

Organisations seeking sponsorship from Harvey Water are requested to complete the following sponsorship application form.

Applicants are encouraged to provide supporting documentation (for example plans, diagrams, brochure outlines and letters of support from partnership companies) with the sponsorship application to assist Harvey Water in assessing the application. Please note: hard copies will not be returned to the applicant.

### Application Process

Applications will be acknowledged by email from Harvey Water once received. Applications will be processed within 30 days of the closing date and all Applicants will be notified of outcomes.

### Applicant Agreement

Sponsorship funding is subject to agreement that funds allocated by Harvey Water are to be used specifically for the project outlined in the application form, payable to the applicant and are not transferable to another party. Any unspent sponsorship funds not used to complete the project are required to be repaid to Harvey Water. A sponsorship acquittal form will be required to be completed and submitted to Harvey Water within 60 days of completion of the event or project.

### Sponsorship Acknowledgement

All successful sponsorship applicants will be asked to acknowledge Harvey Waters' contribution in an appropriate form (e.g newsletter, brochure, banner, media).

Copies of the Harvey Water logo are available in electronic format to successful applicants. Please seek Harvey Waters' approval for the use of logo.

We ask you to provide images of your event for our promotional use (and include the Harvey Water logo if possible). This will be requested as part of your project / event acquittal.

### Contact Information

If you require any further information or assistance with completing the sponsorship application form, please contact the Harvey Water Sponsorship Coordinator Justine Quayle on (08) 9729 0109 or email: [jquayle@harveywater.com.au](mailto:jquayle@harveywater.com.au)



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### Sponsorship Application Form - ASSIST (requests under \$2000)

On behalf of the Applicant Organisation, I have read the Harvey Water sponsorship guidelines before completing this application.

1. ORGANISATION DETAILS			
Organisation Name:			
Registered for GST:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ABN No:
Postal Address:			
Contact Person:			
Position Title			
Telephone:	Landline:	Mobile:	
Email:			
Which of the following best describes your organisation? Please select one:			
<input type="checkbox"/> Not-for-profit organisation		<input type="checkbox"/> Not-for-profit educational institution	
<input type="checkbox"/> Incorporated community organisation			
<input type="checkbox"/> Other (please specify) _____			
Which community/s are you aligned with? <input type="checkbox"/> Harvey <input type="checkbox"/> Waroona <input type="checkbox"/> Dardanup Collie			
Has Harvey Water provided sponsorship funding to your Organisation in the past?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what year(s) and to what value?			
2. PROJECT / EVENT INFORMATION			
Project / event name:			
Estimated start date:		Estimated completion date:	
Total budget:		<b>Funding request (incl. GST):</b>	
3. FOCUS AREA			
Which of the following focus areas does your project/event address.			
<input type="checkbox"/> Community Events		<input type="checkbox"/> Sustainable Environment	
		<input type="checkbox"/> Community Infrastructure	



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### 4. PROJECT/EVENT DESCRIPTION

Please provide a description of your project. Please include additional pages if required (including plans, diagrams, etc). Maximum 300 words.



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### 5. FUND USAGE

Please provide specific details of what Harvey Water sponsorship funds will be used for within the project or event. Maximum 100 words.

### 6. FUNDING AWARENESS

How would the provision of sponsorship funding for this project or event build awareness of Harvey Water as a community member. Maximum 100 words.

### 7. FUNDING OUTCOMES

Identify the positive outcomes your organisation and the local community may receive as a result of this project / event. Maximum 100 words.



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### 8. AUDIENCE

Estimate the number of people who will attend the event or benefit from the project.

Total:

Expand (if required): \_\_\_\_\_

### 9. PLEASE OUTLINE HOW YOUR ORGANISATION WILL RECOGNISE THE SUPPORT PROVIDED BY HARVEY WATER?

- Harvey Water logo on written material relevant to the project / event
- Harvey Water logo on organization / project website
- Naming rights to the event / award / project
- Display of Harvey Water banner at event
- Other (please specify below):

### 10. BUDGET

As part of your supporting documentation, please list the main income and expense items

Description	Amount Budgeted	Comments
<i>INCOME</i>		
<b>Total</b>	\$	

11. BUDGET		
As part of your supporting documentation, please list the main income and expense items		
Description	Amount Budgeted	Comments
<i>EXPENSE</i>		
<b>Total</b>	\$	

12. DETAILS OF REQUESTS FOR FUNDING FROM OTHER AGENCIES, ORGANISATIONS OR BUSINESSES		
Name	Amount Requested	Comments <i>(include if funding approved or pending)</i>
<i>HARVEY WATER</i>	\$	
<b>Total</b>	\$	



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### 13. APPLICANT DECLARATION

I declare, as a representative of the named organization, that the information supplied is true and accurate to the best of my knowledge.

Should this application be approved I/we agree to:

- Provide a tax invoice
- Seek approval for use of the Harvey Water logo prior to publication
- Only use Harvey Water sponsorship funds provided for the project outlined in the application.
- Agree to ensure that appropriate insurances are held (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle) and that risk management is in place for the project / event.
- Repay to Harvey Water any unspent funds not used to complete the project or event detailed in the application.
- Complete and return a sponsorship acquittal form within 60 days of project / event completion.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Please email all applications and supporting documents

to: Sponsorship Coordinator

Email to: [admin@harveywater.com.au](mailto:admin@harveywater.com.au)