



# Sponsorship Application Form 2023-24

Please return completed application form to:

In Person: Kangaroo Island Council, 43 Dauncey Street, Kingscote  
Penneshaw Community Business Centre, 99 Middle Terrace, Penneshaw  
By Post: PO Box 121, Kingscote SA 5223  
Fax: 08 8553 2885  
Email: [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au)

For further information please contact Customer Service on 8553 4500.

The Kangaroo Island Council Community Sponsorship Program is designed to assist Island-based not-for-profit organisations by offering **full or part sponsorship** of the fees associated with hiring Council facilities and services as listed below. Full or part sponsorship is determined by the type of event as set out in Section B. Where this is unclear, percentage of sponsorship offered will be at the discretion of Council.

Kangaroo Island Council will consider the provision of assistance to individuals, groups, not-for-profits and organisations of up to \$2,000 in-kind support (e.g. venue hire, road closures) per eligible application with a maximum of one successful application per year per group. In-kind or sponsorship is required no less than 1 month prior to event. Sponsorship applications over \$2,000 in-kind support per annum will be referred to Council for a decision. Applications need to be submitted no less than 3 months prior to event.

## Eligibility

### 1. Applicants

- Applicants can be a charity or not-for-profit association
- Applicants must be based on Kangaroo Island
- Requests for event support (in-kind) not related to fees for Council facilities including road closures will be referred to the Community Grants program.
- Sponsorship cannot be applied to bonds, statutory or legislative fees, fines or expiations.

### 2. Sponsorships

Eligible sponsorships include:

- Hire of Council facilities – halls, ovals, parks and reserves
- Costs associated with road closures for public events
- Development Application fees for projects on public land - or on private land given suitable unconditional public access. *Please note: DA and associated fees must be paid to Council on receipt of a Fee Request Letter. Eligible applicants may request for these fees to be refunded through the Sponsorship program. Only assessment fees are refundable, not application fees.*



## Section A: Applicants Details

Community Group/Auspice:

(Note: if applying on behalf of a non-incorporated group, please include the group's name)

Postal Address:

Not-for profit: ☐ This is an Incorporated not-for-profit group

Contact Name:  Phone

Email

## Section B: Sponsorship Details

Council Service (tick box): ☐ Hire of Council facility (which facility)

(note: while a nominal entry fee may be charged, the event must be open to the public)

☐ Regular hire (multiple hires of facility within the financial year) ☐ Single hire of the facility (within the financial year) ☐ Single hire of the facility for a fundraiser event (within the financial year)

☐ Road Closure ☐ Other

(note: must be for a public event)

☐ Development application (Go to Section C)

☐ Commercial Event ☐ Other:

Application forms: ☐ Appropriate application forms for hire of Council facility, road closure or a Development Application have been supplied to Council

Details/Overview of event  
(or attachment):  
*This will be used in reports  
to Council.*



## Section C: Development Applications

DA and associated fees must be paid on receipt of a Fee Request Letter from Council. Eligible applicants can recoup these fees through this Sponsorship program.

DA Application number:

520 / /

Total fees (as outlined in your Fee Request Letter from Council):

\$

Bank details:

Account Name

BSB

Account No.

## Section D: Acknowledgement of Council Sponsorship

(tick as appropriate)

☐ Council logo displayed in:

☐ Poster

☐ Brochure

☐ Newsletter

☐ Social Media

☐ Other promotional materials

☐ Council Sign/banner/poster displayed at site/event (Council to provide)

(note: Council Sponsorship banners are available on request)

☐ Council provided with free stall at event

☐ Verbal acknowledgement of Council sponsorship at event

☐ Other



## Section E: Terms and Conditions

1. Irrespective of receipt of Sponsorship, all other terms and conditions applicable to Development Applications, Road Closures and hire of Council facilities still apply.
2. Details of acknowledgement of Council Sponsorship and any other conditions of Sponsorship, including the provision of a photo of the event/activity if appropriate, and photo consent form, will be included in your approval letter.
3. Evidence that the Sponsorship conditions have been met should be supplied to Council within 6 weeks of the event.

Signed:

Date:

 

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## FOR OFFICE USE ONLY

Details of sponsorship

Total cost

Sponsorship  
amount

Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_



