



ESPERANCE PORTS

Sea & Land

Community Sponsorship Program - Sponsorship Application Guideline

Esperance Ports Sea and Land (EPSL) is pleased to support the local and regional community through sponsorship to eligible community groups. Applications can be made to support events, projects, equipment or infrastructure and may be used for all or part funding of the proposal.

These guidelines are provided to help you gauge if your project meets the sponsorship criteria. Sponsorship applications must be submitted on the application form provided.

The amount of support will vary from time to time according to EPSL's business circumstances and the availability of funds.

Application Deadlines

There will be two funding rounds each Financial Year, being held six months apart in December and June. Applications for sponsorship may be submitted at any time, however the majority of the available funds will be allocated during the official funding rounds and therefore offers the best chance of a successful application. 60% of the funding will be allocated in the first round, with the remaining 40% of funding being allocated in the second round.

Applications for the funding rounds must be received by:

- First Round - 31 December of each year
- Second Round - 30 June of each year

Sponsorship Guidelines and Criteria

Applications will be considered for community based events, projects and initiatives. Proposals that have a maritime, maritime trade or marine theme are preferred however this is not an essential requirement. EPSL will consider applications that meet at least one of the following criteria:

- **Maritime**
Projects that have a focus on the marine environment, maritime trade or a marine based activity, infrastructure or educational program.



- ***Environment***
Projects that demonstrate solutions for the protection, management and enhancement of the environment.
- ***Education***
Educational based projects and initiatives for youth and mature aged students.
- ***Community Infrastructure***
Projects that provide long term benefits to the local community with the development of infrastructure and improvement of resources.
- ***Community Events***
Community events, sporting programs and art projects that encourage community involvement or increase the capacity building of the region. (If funding is provided one year for an annual event, sponsorship in subsequent years is not guaranteed.)
- ***Indigenous Relations***
Projects and events that respect the indigenous community, value cultural heritage and increase community focus within the indigenous community.

Who Can Apply?

Applications will be accepted from:

- Not-for-profit organizations
- Incorporated community organizations
- Not-for-profit educational institutions (e.g. universities, schools and colleges)
- Local Government Authorities (or on behalf of a not-for-profit organization)

How much can you apply for?

Please take into consideration the following application processes when requesting the amount of sponsorship.

Amounts under \$1,000 (\$1 - \$999)

Sponsorship applications for amounts under \$1,000 can be authorized by the Chief Executive Officer. While applicants are strongly encouraged to apply as part of the official funding rounds (by 31 December or 30 June), applications can be considered at any time on an as received basis.

Amounts over \$1,000 (\$1,000 – upwards)

Sponsorship applications for amounts of \$1,000 will be considered by the Board of Directors. Applicants are strongly encouraged to apply as part of the official funding round by (by 31 December or 30 June). Processing times for applications submitted outside of this period will be dependent upon the board meeting schedule. Please note that there may be little or no availability of funds after the official funding round(s).



Longer Term Projects

Funding for longer term projects, which may run over more than one year will be considered.

Notwithstanding the above, EPSL retains absolute discretion over decisions regarding community sponsorship and the final funding figure per application. EPSL's decision on sponsorship applications is final.

How to Apply

- Complete the Sponsorship Application Form.
- Applications are encouraged to provide supporting documentation with the sponsorship application to assist EPSL in assessing the application (e.g. plans, diagrams, brochure outlines and for larger projects, letters of support from partnership organisations). Please note supporting documents will not be returned to the applicant.
- Send applications and supporting documents to EPSL:

Post: Executive Officer
Esperance Ports Sea and Land
PO Box 35
ESPERANCE WA 6450

In Person: Executive Officer
Esperance Ports Sea and Land
Administration Building
Cnr Bower Avenue and the Esplanade
ESPERANCE WA 6450

Email: dstorm@epsl.com.au

Processed Applications

- All applicants will receive advice in writing advising whether or not your application has been successful.
- If your application is successful you will be required to sign a 'conditions of acceptance' form and submit a tax invoice before any money is paid.
- Sponsorship funding is subject to agreement that funds allocation by EPSL are to be used specifically for the project outlined in the application form and 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 EPSL.



Sponsorship Acquittal

- Successful applicants must complete and return an acquittal form (available via download from the EPSL website www.epsl.com.au .
- Where possible, photos, media clippings or other documentation relating to publicity for the project and acknowledgement of EPSL's sponsorship should be submitted with the acquittal.
- Independent audits are not required, however a statement of expenditure of the sponsorship funds, signed by the Chief Executive Officer/President and Chief Financial Officer / Treasurer of the organization, should be included.

Sponsorship Acknowledgement

With all sponsorship applications, the successful applicant will be asked to acknowledge EPSL's contribution in an appropriate form (e.g. newsletter, brochure, banner, media, event attendance).

Copies of EPSL's logo are available in electronic format to successful applicants.

Contact Information

If you require any further information or assistance with completing the Sponsorship Application Form, please contact:

Name: Debbie Storm – Executive Officer, Esperance Ports Sea and Land
Telephone: 08 9072 3332
Email: dstorm@epsl.com.au

