



# TOWN OF COTTESLOE

## DONATIONS APPLICATION FORM

The Town of Cottesloe makes an allocation in its annual budget for donations to community organisations for projects within Cottesloe. Donations are normally limited to \$5,000 and the Town likes to see that community organisations are contributing to the project as well.

Priority is given to new initiatives which enhance the lifestyles of those living within the area.

Previous successful applicants should not assume that funding will always be granted for ongoing projects or event.

Other sponsorship priorities and eligibilities are listed toward the end of this form.

This information form is designed to assist you in making your application for donation and to enable us to efficiently deal with your request.

Name of Organisation: Melanoma WA  
Postal Address

Contact & Position

Telephone (H)

Aims of Organisation: Reduce the impact of melanoma on our community

When was your organisation established? 2008

Is your group a non-profit organisation? YES/NO      Is your group a registered association? YES/NO  
Does your group have an ABN number? YES/NO      If yes, ABN Number

**(Please note the Council can only make grants to organisations with a bank account)**

Has the Town of Cottesloe previously assisted your organisation by either direct donation or indirect assistance e.g. waiving hire fees YES/NO

If YES, date of previous assistance 8/4/18

If YES, amount of previous assistance \$

Purpose of previous assistance: waived all fees excluding bin hire for Perth melanoma march

### Present Application

Amount requested from the Town of Cottesloe \$ 4539.00

Date when donation request is required 1st November 2018 (for event 19/11/18 - 23/11/18)

### Project Details

If you have any further information you would like to include with your application form, please attach.

### Project Description

please see attached document

How will the event/project benefit the Cottesloe community?

please see attached document

Is this a regular project or a one-off event? Please detail

*please see attached document*

Please detail how the sponsorship from the Town of Cottesloe will be used

*please see attached document*

Will there be a cost involved for the Cottesloe community for participation in your event or project

E.g. Entry fee YES/NO

If YES please detail

What acknowledgement will the Town of Cottesloe receive for its donation?

*please see attached document*

**Budget Summary**

Please attach a detailed budget for the project if appropriate

EXPENDITURE	<i>security guard 19/11/18 - 23/11/18</i>	\$ 1400.00
	<i>accommodation cost</i>	\$ 500.00
	<i>marketing / advertising</i>	\$ 500.00
	<i>fuel and generator</i>	\$ 500.00
A	TOTAL EXPENDITURE	\$ 499.00
INCOME	Your Contribution	\$ 220.00
	<i>handyman</i>	\$ 320.00
	<i>NO FRY day. AN ARENESS PRACTS.</i>	\$ 600.00
	<i>school</i>	\$ .
	Box office/entry fees/sales estimates (if appropriate)	\$ .
	Amount requested from the Town of Cottesloe	\$ .
B	TOTAL INCOME	\$ .

**Donation Agreement**

If donation is approved I agree:

- To provide the Town of Cottesloe with a tax invoice for the amount granted.
- To present the Town of Cottesloe with a report on the event including a financial report of the sponsorship expenditure, copies of material which feature the Town's logo and a brief assessment of the project's success (Donation's over \$500 only).
- Please notify Council immediately, if the donation amount granted is to be used differently to what was granted.

Signed \_\_\_\_\_

Dated *5/6/18*

Please return to: Deputy Chief Executive Officer  
Town of Cottesloe  
PO Box 606  
COTTESLOE WA 6911

Email: [council@cottesloe.wa.gov.au](mailto:council@cottesloe.wa.gov.au)