



# SPONSORSHIP APPLICATION FORM

## *Cycle Instead* Bikeweek 2010

### Sunday 21 - Sunday 28 March

**Note: Applications must be received before 10 December 2009**

## 1. APPLICANT DETAILS

Name of Organisation:

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Postal Address:

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Post Code:

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Street Address: *(if different to postal address)*

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Post Code:

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Contact Person:

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Position:

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Email Address:

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Telephone:

(W)

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(M)

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Facsimile:

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Australian Business Number (ABN):

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*(Groups without an ABN must provide the necessary exemption declarations to avoid PAYG withholding tax of 48.5%)*

Does your organisation have current public liability insurance?

- Yes  
 No

Have you completed a risk assessment of your proposed event/project?

- Yes  
 No

**NOTE: Sponsorships will be granted on the basis that a risk assessment will be undertaken prior to the event/activity. Further information on risk assessments will be provided to successful applicants.**





## 5. DECLARATION

Funds are provided on the understanding that an event / project evaluation report will be completed and returned to the Department of Transport's Bikewest Unit, within **4 (four) weeks** of the sponsored event / project being completed.

Under the Financial Management Act 2006, the Department of Transport's Bikewest Unit requires evidence that the monies provided were expended in accordance with the approval provided by the Department of Transport. The Department will request a copy of an expenditure statement and supporting documentation within **4 (four) weeks** of the sponsored event / project being completed. This will provide an audit trail, as required by State Government regulations. Future applications for funding may be declined if these requirements are not met

I hereby certify that I have been authorised to prepare and submit this application. The information contained herein is to the best of my knowledge true and correct.

Full Name:			
Position:			
Signature:		Date:	

Please return this application form either by **post, fax** or **email** to:

Bikeweek Sponsorship  
 Bikewest, Department of Transport  
 GPO Box C102  
 PERTH, WA 6839  
 Fax: 9216 8497

Email: [cycling@transport.wa.gov.au](mailto:cycling@transport.wa.gov.au) - NOTE: for emailed applications, please place **BIKEWEEK SPONSORSHIP** in the subject heading.

If you need to discuss any aspects of the Funding Priority Areas, the Funding Essential Criteria or the Sponsorship Application Form you may contact the Bikeweek Coordinator on 9216 8308 or the A/Cycling Promotions Team Leader on 9216 8556.

*The Department of Transport will not use or disclose personal information collected about you other than for a purpose made known to you, a purpose you would reasonably expect, a purpose required, authorised or permitted by or under any law, or a purpose otherwise authorised by you. For more information visit [www.transport.wa.gov.au/privacy](http://www.transport.wa.gov.au/privacy)*

### **For Office Use Only:**

Application approved:	Y	N	
Approved by:			
Signature:		Date:	