



Cycle Instead Sponsorship Application

1. APPLICANT DETAILS

Name of Organisation: _____

Street Address: _____

Post Code: _____

Postal Address: (if different to street address) _____

Post Code: _____

Applicant/Nominee: _____

Position: _____

Telephone: (Work) _____ (Mob) _____

(Home) _____ (Fax) _____

Email Address: _____

(ABN or ACN): _____

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

Has your organisation received sponsorship from this Department in the past?

- Yes
 No

Does your organisation have current public liability insurance?

- Yes *If yes, please attach your certificate of currency.*
 No

Has your organisation completed a risk assessment for your proposed project / event?

- Yes *If yes, please attach a copy with application.*
 No



2. PROJECT / EVENT DETAILS

Project / Event Name:

Date and Time:

(NB: If applicable please specify start and finish dates for event)

Location:

(NB: If applicable please specify start and finish locations for event)

Is the event / project a new initiative?

- Yes**
- No**

Brief description of the project / event:

Target Group(s): *(include gender, age range and estimated number of participants)*

Main purpose of project/event (Please tick appropriate boxes)

- Promote the transport benefits of cycling**
- Promote the health benefits of cycling**
- Promote the recreational benefits of cycling**



- Promote the environmental benefits of cycling**
- Promote safety and provide education in regards to cycling**
- Raise funds for charity (*These events are eligible for funding*)**
- Other - please specify:**

Aims: *(Two main intended outcomes of the project/event)*

1.

2.

Strategies *(How the will Aims be met)*

1.

2.

Partnerships *List all other organisations or groups if any, which will work with you on this project/event, (eg. government, non-government, sporting groups).*

1.

2.

3.



3. PROMOTION

Will your organisation be promoting the project/event? *(E.g. posters, signage and brochures)*

- Yes ***
- No**

*** If yes, how do you intend to promote the project / event?**

4. FINANCIAL DETAILS AND FUNDING REQUEST

Requested support **(Please tick one)**

- Financial only
- Merchandise only *
- Financial and Merchandise*

Financial and merchandise *

*** If merchandise support is sought, please identify intended use: *(E.g. Prizes for participants)***

Budget breakdown - **Please provide income and expenditure associated with your project/event.**
(Listed categories are a guide only; if necessary, you may provide a separate table.)



Income	Net income (\$)	GST (\$)	Total (\$)
Income - cash			
Financial assistance requested from DPI			
Cash contribution by applicant			
Other			
Income - in kind <i>(estimate value of each)</i>			
Venue donation			
Coordinators/staff/personnel			
Materials			
Other in-kind support			
TOTAL INCOME			

Expenditure	Net cost (\$)	GST (\$)	Total (\$)
Expenditure - cash			
Professional fees			
Venue costs			
Marketing/promotion			
Administration			
Materials			
Catering			
Other			
Expenditure - in kind <i>(estimate value of each)</i>			
Venue donation			
Coordinators/staff/personnel			
Materials			
Other in-kind support			
TOTAL EXPENDITURE			

5. DECLARATION

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

Under the Financial Management Act 2006, the Department for Planning and Infrastructure requires evidence that the monies provided were expended in accordance with the approval provided by the Department. At the completion of the project, please attach a copy of the event audit statement and supporting documentation, which indicate how the Department for Planning and Infrastructure's funds were spent.

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:** _____

Thank You

Contact Details

Bikewest
Department of Transport
GPO Box C102
PERTH, WA 6839

Phone: 9216 8313
Fax: 9216 8497
Email: cycling@transport.wa.gov.au
Website: Cycling Instead Sponsorship

Please allow six (6) weeks for your application to be processed.

The Department for Planning and Infrastructure 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

For Office Use Only:

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



Cycle Instead Funding Priorities

Cycle Instead sponsorship funding priority areas are those activities that promote:

- the benefits of cycling specifically to local families and communities.
- the benefits of cycling specifically to females.
- the benefits of cycling specifically to youth.
- opportunities for novice riders to participate in cycling.
- *Cycle Instead* and the Perth and Regional Bicycle Networks.

Important Criteria

- The program must comprise one of the following as its key purpose:
 - promote and encourage cycling for transport, health and/or recreation
 - promote the environmental and/or economic benefits of cycling
 - focus on cycling skills, safety and education.
- Sponsorships will not be granted to assist with financing costs associated with running an organisation, such as staff and equipment costs.
- Sponsorships will not be granted for infrastructure projects.
- Travel, tours, conference attendance, camps are not eligible for sponsorship.
- Sponsorships will not be granted to agencies receiving funding from car manufacturers, companies associated with the tobacco or alcohol industries, or the fast food industry.
- Sponsorship will not be granted to individuals, for individual endurance rides or for fund raising purposes.
- Applications must be submitted by an organisation, association, Local Government Authority, transport or health organisation, which will take lead responsibility for the event/activity.
- Sponsorship will be granted on the basis that a basic risk assessment (road closures, signage, water, sunscreen etc) will be undertaken prior to the event/activity taking place.