



Walk There Today Sponsorship Program
APPLICATION FORM

APPLICANT DETAILS

Name of Organisation: _____

Postal Address: _____

Post Code: _____

Street Address:

(if different to postal address) _____

Post Code: _____

Contact Person: _____

Position Title: _____

Telephone:

(W) _____

(M) _____

(H) _____

Facsimile: _____

Email Address: _____

Has your organisation received sponsorship from the Department of Planning and Infrastructure in the past?

- Yes
 No

Does your organisation have current public liability insurance?

- Yes*
 No

**If yes, please attach your certificate of currency*



PROJECT / EVENT DETAILS

Event / Project Name: _____

Date: _____ Time: _____

(NB: if applicable please specify start and finish dates for events)

Location: _____

Is the event / project a new initiative?

- Yes
- No

Will your Event / Project work in partnership with other organisations?

- Yes
- No

(List other groups you will collaborate with, such as Government, non-government, sporting groups etc)

PROJECT / EVENT DESCRIPTION

Please provide a brief description of the project / event:

Estimated number of participants: _____



Target Groups: *(Please tick appropriate boxes)*

- Children up to 15 years
- Youth 15 to 22 years
- Indigenous Cultures
- Adult women
- Adult men
- Seniors
- People with disabilities
- Other: please describe: _____

Main Purpose of project / event (tick appropriate boxes):

- Promote walking for transport
- Promote walking for health and recreation
- Support a new walking group setup
- Support an existing walking group
- Other: please describe: _____

PROMOTION & PUBLICITY

How will you be promoting the event / project?

- **Promotional material** *(eg. posters, signage and brochures)*

- *Yes
- No

***If yes, how will you distribute this material?**



- **Print advertising** (*eg. local community newspapers*)
 - Yes
 - No

- **Radio advertising** (*eg. community service announcement or news item*)
 - Yes
 - No

- **Websites, email groups and list servers**
 - Yes*
 - No

***If yes, list websites, email groups and list servers?**

- **Other**
Please describe:

PROJECT EVALUATION

Project evaluation must be carried out according to the evaluation form attached and returned no later than two (2) weeks after the event.

MERCHANDISE REQUEST

Please identify intended use of the merchandise:



SPONSORSHIP ITEMS		QTY requested	TO BE COMPLETED BY DPI Walking Unit	
			Recommendation	Approved
<i>Walk There Today</i> Merchandise	T-Shirt (provided under the condition they are worn by volunteers helping at the event)			
	Cap			
	Calico Bag			
	Enviro Bag			
	Lanyard			
	Key Ring			
	Wrist Band (adult)			
	Wrist Band (child)			
	Tattoo			
	Sticker			
	Road Safety Bookmark			
Publications	Walking Guide Book			
	Brochures	Walk There Today		
		Walk Safely on Shared Paths		
	Posters	Walk for transport		
		Walk for recreation		
Walk for health				
<i>Walk There Today</i> signage	A4 sign			
	A-Frame			
	Sign Post			
	Road Safety Silhouette	Mother and Child		
		40 Km School Zone		
Banner				
TOTAL VALUE OF SPONSORSHIP				
Images and descriptions of merchandise and signage available on request by contacting the Walking Unit via email walking@transport.wa.gov.au or phone 9216 8447				



DECLARATION

Merchandise is provided on the understanding that:

- An event / project evaluation will be completed and returned to The Department for Planning and Infrastructure's Walking Unit, within **two (2)** weeks of the sponsored event / project being completed.
- The *Walk There Today* signage be used by the organisation at the event to aide in the promotion of the event, raise awareness of the benefits of walking and to encourage people to 'Walk There Today'.

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

Name: _____

Position: _____

Signature: _____ **Date:** _____

Walk There Today Signage Loan Conditions

The Walk there Today promotional signage is loaned to organisations to aide in the promotion of events, raise awareness of the benefits of walking and to encourage people to 'Walk There Today'.

Conditions of Loan:

- All signage must be returned to the Walking Unit within 10 working days of the event.
- The requesting organisation is responsible for the collection and return of the Walk There Today signage.
- The organisation utilising the signage will accept total responsibility for loss and/or damage to the signage and will agree to pay on invoice the cost of repairs or replacement of the signage.

I have read and agreed to the above conditions:

Name: _____

Position: _____

Signature: _____ **Date:** _____

Loan Period (inclusive): _____

Delivery date: _____ **Return date:** _____



Government of **Western Australia**
Department of **Transport**

Thank you for completing the *Walk There Today* Sponsorship application.
Please ensure you keep a copy of your application and return the original to:

Email: walking@transport.wa.gov.au **(FOR OFFICIAL USE ONLY)**

Mail: Walking Unit
Department of Transport
GPO Box C102
PERTH, WA 6839
Phone: 9216 8000

Fax: 9216 8497

Recommendations to Manager/Walking:

Manager's approval/date:
