



**EVENT SPONSORSHIP DONATION  
FUNDING ACCEPTANCE FORM**

<b>Applicant Name</b>	[applicant]
<b>Project Title</b>	[proposal]
<b>Amount of Assistance</b>	\${document field1} (excluding GST)

**APPLICANT'S SIGNATURE**

I have read and understand the conditions attached to the *Approval of Request for Financial Assistance* under the Orange City Council Event Sponsorship Donation for the abovementioned project, and hereby accept this offer of assistance.

<b>Signature</b>

<b>Date</b>

<b>Please print name</b>

<b>Position within Organisation</b>

**ORANGE CITY COUNCIL REPRESENTATIVE SIGNATURE**

<b>Signature</b>

<b>Date</b>

<b>Please print name</b>

<b>Position within Organisation</b>

**In order to receive payment, please return this Acceptance Form signed AND documentation as stated in Funding Condition Number Three (3), within 6 weeks of the date of this offer otherwise it will be withdrawn.**

## EVENT SPONSORSHIP DONATION

Conditions applying to all approved projects

### 1 Acceptance

This agreement is made between the Orange City Council (Council) and Orange Colour City Running Festival (the Organisation) which together are known as the Parties. The funds are to be used for the Orange Running Festival 2019 (the Project).

You must accept this offer of assistance within six weeks of the date of this offer otherwise it will be withdrawn.

### 2 Contact Person within Council

Your project contact officer is Manager Business Development, Sharon D'Elboux, who can be contacted by calling Council on (02) 6393 8000 or emailing [sdelboux@orange.nsw.gov.au](mailto:sdelboux@orange.nsw.gov.au)

### 3 Payment of cash components of sponsorship

Council will provide the Organisation with a donation for the sole purpose of undertaking the Project specified in the application form. Payment will be made as specified as below:

Payment to GST Registered Applicants will only occur when:

- a Council receives the Acceptance Form completed and a tax invoice is supplied.
- b A tax invoice is to be provided to council for the grant amount as stated on the Acceptance Form. The tax invoice is to include the Organisations contact details, ABN, date, the wording "tax invoice", the wording "Orange City Council Event Sponsorship Donation Payment", grant amount and must be addressed to Orange City Council PO Box 35 Orange NSW 2800.
- c The allocation of funds is to be deposited in a bank, building society or credit union account, either in a separate account or in an independent part of an existing account in which fund transactions can be easily identified and audited.

Payment to GST Unregistered Applicants that **do not** have an ABN will only occur when:

- a Council receives the Acceptance Form completed and a tax invoice is supplied.
- b A tax invoice is to be provided to council for the grant amount as stated on the Acceptance Form. The tax invoice is to include the Organisations contact details, ABN, date, the wording "tax invoice", the wording "Orange City Council Event Sponsorship Donation Payment", grant amount and must be addressed to Orange City Council PO Box 35 Orange NSW 2800.
- c Council receives the "Statement by Supplier" Australian Taxation Office form.  
<https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf>

## EVENT SPONSORSHIP DONATION

### Conditions applying to all approved projects

- d The allocation of funds is to be deposited in a bank, building society or credit union account, either in a separate account or in an independent part of an existing account in which fund transactions can be easily identified and audited.

Payment to GST Unregistered Applicants that **do** have an ABN will only occur when:

- a Council receives the Acceptance Form completed and a tax invoice is supplied.
- b A tax invoice is to be provided to council for the grant amount as stated on the Acceptance Form. The tax invoice is to include the Organisations contact details, ABN, date, the wording “tax invoice”, the wording “Orange City Council Event Sponsorship Donation Payment”, grant amount and must be addressed to Orange City Council PO Box 35 Orange NSW 2800.
- c The allocation of funds is to be deposited in a bank, building society or credit union account, either in a separate account or in an independent part of an existing account in which fund transactions can be easily identified and audited.

#### 4 Taxation and Other Regulations

You agree that it is solely your responsibility to ensure you comply with any taxation liability and or regulations under any Federal or State legislation.

The Organisation will keep accurate current financial and operational records on all aspects of the funds.

#### 5 Acknowledgment of Assistance

The funding recipient must prominently feature recognition of Orange City Council support in all materials, publications and programs related to the grant. This includes logos and statements in all advertising and promotional material, media releases and in other promotional contexts. Appropriate logos will be provided with each sponsorship agreement.

Acknowledgement of assistance must adequately reflect the funding amount given by Council and be equal to other sponsoring organisations that have given the same level of assistance.

#### 6 Organisational Insurance

The Organisation will have the appropriate insurance cover. This may include worker's compensation, public liability, personal accident and professional indemnity. Certificates of currency may need to be provided to Council as part of this agreement if specified. Funds from Council cannot be used to pay for insurance.

## **EVENT SPONSORSHIP DONATION**

**Conditions applying to all approved projects**

### **7 Extension of Funds**

Any extension to project duration and spending of Council funds must be approved by Council in writing.

### **8 Revocation**

Financial assistance may be reviewed or revoked at any time under any one or more of the following circumstances:

- i Unsatisfactory work
- ii Failure to acknowledge Council's support
- iii Non disclosure, misleading or false disclosure of information.

### **9 Acquittal**

An Acquittal report is to be sent to Council within 3 months of the Project end date and it must include at least the following:

- i Details of the outcomes achieved by the Project compared to those identified in the application
- ii Level of participation at the Project and where possible a breakdown of postcodes.
- iii Copy of any easy to access promotional material produced.
- iv Identification of expenditure levels and confirmation of payments to individually named local businesses
- v Where the application identified jobs to be created, confirmation the positions were created

If any of the funds (including interest earned on it) is not used on the Project by the end of the Project, all residual money must be returned to Council within one month after the agreed completion date of the Project.