

# QUEENSLAND DAY

## Sponsorship Program

### Fact sheet and FAQs for events held on or around 2020 Queensland Day

#### What is Queensland Day?

Queensland Day is an annual celebration of the state's birthday on 6 June and acknowledges the 'birth' of Queensland in 1859 as a separate colony. It is an annual celebration of the state's culture, heritage, people and industry.

In celebrating Queensland Day, the community can share a sense of pride in being both Australian and a Queenslander. It is a time to reflect on how lucky we are to be part of such a wonderful lifestyle.

#### What is the Queensland Day Sponsorship Program?

The program allocates sponsorships of up to \$15,000 per event for organisations and community groups to plan and host their own Queensland Day event to be held between Saturday 30 May and Sunday 7 June 2020.

#### How much can I apply for?

Each applicant can apply for up to \$15,000 per event.

The amount you apply for must be no more than 50 per cent of your overall budget. Therefore your organisation needs to make a contribution to the event (cash and/or in-kind) or secure external sponsors, or a combination of both.

Your sponsorship request must be fully justified in the budget you provide as part of your application.

#### Who can apply?

Applications are invited from legal entities operating in Queensland on a not-for-profit basis (e.g. incorporated associations, local governments and universities); or a Parents and Citizens Association which is able to demonstrate wider community benefit and participation for the event.

Applications will not be accepted from individuals, commercial or management entities, Queensland Government departments, agencies and statutory authorities, federal government departments and agencies, tertiary institutions, public or private schools, or members of parliament.

#### What if my organisation is not incorporated?

Non-incorporated bodies may apply but the application must be auspiced by an incorporated body that accepts legal and financial responsibility for the sponsorship. You will need to provide these details on the application form.

The applicant, or the organisation auspicing the sponsorship application, must have the capacity to administer the sponsorship in accordance with the sponsorship reporting requirements.

#### Do I need an ABN (Australian Business Number)?

No, you are not required to have an ABN. However, if your organisation is successful you will be required to complete an Australian Taxation Office (ATO) Statement by a Supplier form. There are tax implications for not supplying an ABN, so contact the ATO at [www.ato.gov.au](http://www.ato.gov.au) to find out more.

#### Do I need to be registered for GST?

No, you do not need to be registered for GST. If you are not eligible for GST, no GST will be payable.

#### My organisation operates a number of branches across the state. Is each branch allowed to submit an application?

Yes. Larger or statewide organisations operating branches across a number of regions may submit one application per branch.

A branch is part of a larger organisation, having significant local capacity and identifiable client or member base in its own right, and a committee to oversee the operations of the branch.

#### Our organisation is looking at submitting a joint application with another organisation. Will we be eligible?

Yes. A consortium of eligible organisations may submit a joint application for sponsorship however the upper limit of \$15,000 towards eligible costs of the initiative will apply.

#### Am I able to secure additional sponsorship from the Queensland Government for my Queensland Day event?

The Queensland Government approaches sponsorships on a whole-of-government basis. If you have applied for or are successful in receiving funding from the Queensland Government or a Queensland Government statutory body (e.g. Tourism and Events Queensland) for your initiative, you must disclose this as part of your application. This funding will not preclude your initiative from receiving this sponsorship.

#### What if our event has applied for sponsorship from another Queensland Government agency, however we have not received a response?

Please provide details of this application within the sponsorship details section of the application form.



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### What types of initiatives are eligible?

Events should be held to celebrate Queensland Day and engage as much of the community as possible.

Types of initiatives that will be considered for sponsorship include:

- concerts
- festivals
- markets
- parades
- barbeques
- active recreation activities.

This list is not exhaustive, and you are welcome to submit a proposal for a different type of event that fits within the criteria listed in the guidelines.

Ideally, your event should be free to allow as many people as possible to attend. Ticketed events will be considered for sponsorship, provided the event is accessible, offers value-for-money and is run on a not-for-profit basis. Please include details of ticketing income in the revenue section of your budget.

### Can I apply for an event that isn't held on or around Queensland Day?

No. This program is only for events held on Queensland Day in 2020, or between 30 May and 7 June 2020.

For funding outside this period, please refer to other available funding programs at the Queensland Government grants website [www.qld.gov.au/grants](http://www.qld.gov.au/grants)

### I would like to hold an event for members of my club.

#### Can I apply?

No. Events must not be private or invite only. They must be targeted at, and accessible to, the wider community.

### I am hosting an event for another celebration day that falls on or around Queensland Day. Can I apply?

No. Events held to commemorate other celebration days should apply for sponsorship from other available Queensland Government programs. The aim of this program is to fund events held to celebrate Queensland Day. Visit the Queensland Government grants website at [www.qld.gov.au/grants](http://www.qld.gov.au/grants) for other programs.

### Can I raise money for a charity at my event?

You may consider raising money for a charity at your event, if this isn't the primary purpose. This may be in the form of inviting a charity to run the barbeque at your event for a gold coin donation.

You must not hold the event as a fundraising event for your own organisation.

### Is there a word limit on how much I can write in my proposal?

No. However you should ensure your application is concisely written and includes the requested information.

### How do I complete the budget?

A budget template has been provided as part of the application process. Use this to itemise the costs associated with your event, as well as the income you may receive. Suggestions of what you need to include are listed on the budget template. **Your budget must balance (i.e. expense total equals revenue total).**

### How do I apply?

It is essential that you read the program guidelines and terms and conditions before you apply.

Applications should be submitted with the following:

- completed budget template
- certificate of incorporation (if appropriate)
- two letters of support from community representatives (external to the applicant).

Applications will only be accepted via the official online application form.

### What if our organisation does not have insurance?

As part of the terms and conditions of the program, an organisation that is successful for sponsorship must hold and maintain the following current insurance policies during the terms of the sponsorship:

- a. public liability for a sum of not less than \$20 million per claim with an insurer authorised by the Australian Prudential Regulation Authority to operate in Australia
- b. workers' compensation insurance in relation to employees of the successful applicant in accordance with the *Workers Compensation and Rehabilitation Act 2003 (Qld)*.

If your organisation does not have current insurance, the appropriate insurance will need to be organised should the application be successful, and proof of insurance provided promptly.

### Who can supply a letter of support for my application?

You are required to supply two letters of support with your application. These can be from anyone external to the organisation who can endorse the application, for example, your local councillor or member of parliament, a supplier or another business or organisation your organisation has partnered with. It is recommended you request letters of support early in your application process.

### What happens if my letters of support have not been provided in time?

At the time of submission, applications must contain all the requested documents in full.

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No late documents will be considered, nor will incomplete applications.

### **When do applications close?**

Applications close 5pm, Monday 9 September 2019.

### **Will I receive acknowledgement of my application?**

Receipt of all applications will be acknowledged via email, so please ensure you provide a correct email address on your application form. If you do not receive an email acknowledgment within three business days, please notify the Sponsorship Program Coordinator via email at [qlddaysponsorship@premiers.qld.gov.au](mailto:qlddaysponsorship@premiers.qld.gov.au) or phone (07) 3003 9200.

### **How will my application be assessed?**

Eligible applications will be assessed as part of a competitive process evaluating how well the event aligns with the Queensland Day Sponsorship Program assessment criteria.

### **When will I find out the outcome of my application?**

Applicants will be advised in writing by January 2020.

### **What am I required to do if I am successful?**

You will be required to:

- enter into a sponsorship agreement with the Queensland Government
- promote Queensland Day
- deliver the event as per the proposal
- acknowledge the Queensland Government's support as stipulated in the agreement
- deliver on milestones as detailed in the agreement, including submission of a status report
- incorporate and display any logos, signage and merchandise provided by the Queensland Government
- liaise with the Sponsorship Program Coordinator regarding the event and approvals
- invoice the Department of the Premier and Cabinet in milestones for the sponsorship amount granted
- provide a final report within four weeks of completion of the event.