



APPLICATION FORM

Before you complete your request for sponsorship or donation, please review the below information to ensure that you are eligible to apply under our Program.

About our Program

The New Hope Group Community Sponsorship and Donation Program aims to assist non-profit community groups and organisations to make a positive contribution to the quality of life of residents in the communities in which we operate.

The program actively supports advancement in education, health and welfare, and cultural and sporting initiatives. Assistance under this program may be provided through financial or in-kind support.

At least six weeks should be allowed for the assessment of the application. Please note that submitting an application for a sponsorship or donation does not guarantee approval.

What events and projects will New Hope consider supporting?

Preference will be given to applications made by *not-for-profit organisations* that can demonstrate *a benefit to the communities within the areas in which New Hope has existing operations or planned activities*. At present, these areas include:

- Brisbane City Council
- Central Highlands Regional Council
- Fraser Coast Regional Council
- Ipswich City Council
- Isaac Regional Council
- Toowoomba Regional Council
- Western Downs Regional Council

Applications from individuals (as opposed to groups) will only be considered under special circumstances and will be made at the discretion of New Hope.

It is important that any support provided would be in the public interest and that there is transparency in the administration of events or projects supported.

How do you contact New Hope if you have further questions?

For assistance, please contact the Community team by email at community@newhopegroup.com.au or by calling (07) 3418 0500 or 1800 882 142

How will New Hope provide payment for approved donations or sponsorship requests?

All successful applications will be paid by cheque. If the request is for in-kind support, New Hope will contact you to assist in making any required arrangements.

Am I eligible to apply for support?

Under this Community Sponsorship and Donation Program New Hope will not support a request that:

- Provides benefit outside of our operational and development areas
- Funds private business activities
- Is a religious activity or event
- Would be associated with gambling
- Funds a recurring organisational expense
- Will be used to pay off debt
- Is usually funded by government
- May create a real or potential conflict of interest due to connections between the requester and an employee of the Company, a relative of an employee, a public official or a relative of a public official; or
- Is not made with the appropriate 6 week lead time or made in accordance with the requirements of this Application Form.

How to apply

All applications must be made using this Application Form and should be *lodged at least 6 weeks prior to the required date*. Exceptions for timing may be made where special circumstances exist with the approval of New Hope.

Completed Application Forms can be submitted by:

- Email (*preferred*): community@newhopegroup.com.au
- Post: New Hope Group Community Team, PO Box 47, Ipswich, Qld, 4305

It is preferred that completed Application Forms be submitted by email.



APPLICATION FORM

This form can be filled in electronically and *submitted electronically by email* once complete.

Please complete all sections and *allow at least 6 weeks for consideration* of the request.

Contact details

Date of request:

Name of organisation / individual:

ABN (if applicable):

Street address:

Postal address:

Contact person:

Daytime phone number: Mobile number:

Email address:

About your organisation

What type of organisation do you represent (select)?

- Incorporated Association Government Department/Agency
- Company Limited by Guarantee Other (provide details):
- University / School P&C Group

Is your organisation:

- Not-for-profit? Yes No
- Registered for GST? Yes No
- Approved for Deductible Gift Recipient (DGR) status? Yes (*attach evidence*) No

Details about your request

Name of event / project:
(if applicable)

Date of event / project:
(if applicable)

Amount / item(s) requested:

If various sponsorship options exist, please attach any supporting proposal documentation or outline the options with your application.

Which of the following local government areas will the sponsorship or donation benefit?

- | | |
|---|---|
| <input type="checkbox"/> Brisbane City Council | <input type="checkbox"/> Isaac Regional Council |
| <input type="checkbox"/> Central Highlands Regional Council | <input type="checkbox"/> Toowoomba Regional Council |
| <input type="checkbox"/> Fraser Coast Regional Council | <input type="checkbox"/> Western Downs Regional Council |
| <input type="checkbox"/> Ipswich City Council | |

What type of request are you making?

- Sponsorship** Generally a partnership arrangement with a group or organisation for mutual benefit. A sponsorship is generally for a fixed term, determined by a time frame, occasion or event. New Hope would generally receive recognition through promotional opportunities including, but not limited to, signs, banners and logos in related publications.
- Donation** A donation is support given to a group or organisation, where no immediate benefit to New Hope is anticipated. Examples may include financial support for a local, state or national emergency relief program; or gifts donated to raise funds for a local cause.

Are you an employee of New Hope or do you have a New Hope Group employee supporting your application?

- Yes No If applicable, supporting employee's name:

Have you previously received a financial or in-kind contribution from New Hope?

- Yes No

If yes, when and what amount or type of support did you receive?

Outline the broad objectives and aims of your organisation:

Please be sure to include how your organisation provides benefit to the communities in which we operate.

What outcomes would a contribution from New Hope help to achieve?

How will New Hope's contribution be spent?

Please detail below any quotes showing how the contribution would be distributed and attach any supporting documentation (e.g. emails, quotations, budget for event/project). Attachments in PDF or Word document formats can be accepted with your submission.

If requesting ***sponsorship***, please advise how the contribution will be recognised.

If requesting a **sponsorship**, which New Hope Group promotional items may be required?

- Logo for placement in promotional material: Yes No
- Banners / Signs: Yes No
- New Hope Company Biography (e.g. for Programmes, MC announcements) Yes No
- New Hope promotional items Yes No
- Other (please specify below):

If your request is successful, please advise to whom any cheque should be made payable:

Submission Checklist

Prior to lodging your Application Form, please review the below points to ensure that your application is ready to be submitted.

- I have:*
- Confirmed that my organisation / project / event is eligible for support:
 - Allowed 6 weeks for processing of the request:
 - Completed all sections (*as required*) of this Application Form:
 - Included all required supporting documentation

Please ensure the following documents are included with your submission:

- Evidence of legal entity status (if applicable)
- Copy of Deductible Gift Recipient (DGR) status (if applicable)
- Any supporting documentation (e.g. quotes, emails, budgets, etc.)

Ready to submit your application? Email your electronic version of this form to: community@newhopegroup.com.au (preferred) or send by post to: PO Box 47, Ipswich, Qld, 4305.

New Hope Group Use Only

Date application received:

Beneficiary type: Arts / Entertainment Health/Welfare Community Service
 Education Sporting Other

Details of prior approvals:

Budget available:

Budget coding:

Request outcome: **Approved** **Not approved**

Amount / Item(s) approved:

Approved by Corporate Affairs: Date:

Notes: