

Sponsorship Application Form 2024

Form Preview

Sponsorship Application Form

The Guidelines

All applicants should carefully read the [Sponsorship Guidelines](#) and ensure that the project meets all eligibility criteria. If you are unsure about eligibility, please email Waste.Initiatives@nre.tas.gov.au.

Please note that information provided in this application may be verified.

NOTE: If the application is successful, we may require further information, formal confirmation and/or proof of eligibility.

Sponsorship Funding

Sponsorship is for projects from \$1,000 to \$10,000, and total funding allocation is \$100,000 per financial year.

A cash or demonstrable in-kind contribution from the project proponent of 50% is expected as part of the proposal, unless clearly explained as part of the project proposal.

Applicant and Project Manager

* indicates a required field

The Applicant

Under the program criteria, the principal applicant must have an Australian Business Number (ABN).

Applicant Name *

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Australian Business Number (ABN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

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ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

You can use the [ABN Lookup website](#) to search for your ABN and related information.

Applicant Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Website

Must be a URL.

Applicant Entity

Type of Entity *

- Pty Ltd Company Partnership Joint Venture or Consortium
 Company Limited by Guarantee Sole Trader Other:
 Incorporated Association Trust

Person Applying on behalf of the Applicant

Please give us the name of the person applying on behalf of the Applicant, and add their contact details below.

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Position / Title *

Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.
Mobile is recommended.

Applicant Contact Details

Please provide the details of the Applicant, or if the Applicant is an Organisation, the details of the person completing the Application.

Applicant Email *

Must be an email address.

Applicant Phone Number *

Must be an Australian phone number.

Applicant alternative Phone Number

Must be an Australian phone number.

GST Registration

Applicants can elect to be registered for GST, or required to register for GST under certain circumstances. For more guidance, see [Registering for GST | Australian Taxation Office](#).

Sponsorships distributed under the program may attract GST. Sponsorship payments to successful proponents, who are registered for GST, are increased to compensate for GST payable provided the Applicant provides a valid tax invoice noting the GST.

Is applicant registered for GST or will be registered for GST upon payment of Sponsorship? *

Yes

No

If the Applicant is a Trust, please attach a copy of your Trust Deed and any variations *

Attach a file:

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If the Applicant is a Partnership, Joint Venture or Consortium, please attach evidence that all parties agree to be involved. *

Attach a file:

Project Manager

Will the Project be managed by someone other than the person named above? *

- Yes
 No

Project Manager Details

Project Manager Name *

Project Manager Email *

Must be an email address.

Project Manager Phone Number *

Must be an Australian phone number.

Project Location

* indicates a required field

Project/Event Location

Where will your Project mainly be located?

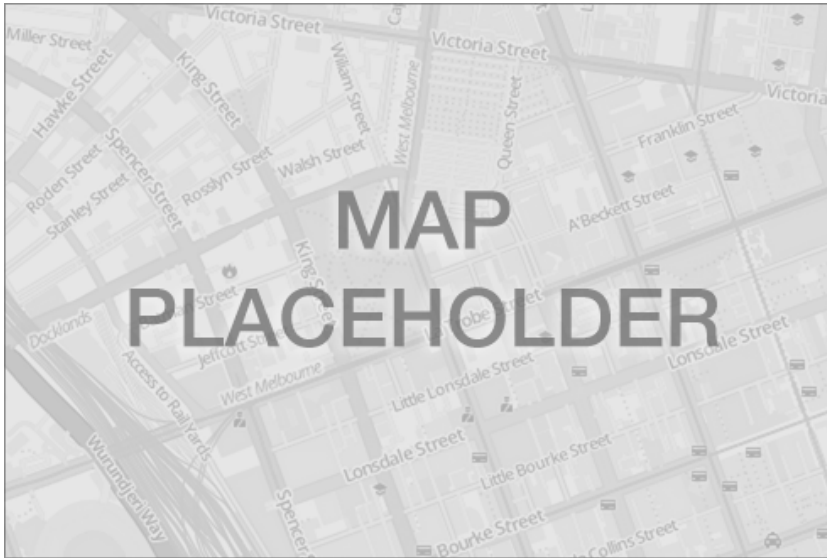
If it is an event, then please identify the location of the event. Alternatively identify the main place of operations.

Project Location Address *

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.
Please provide the location of the Project / Event (if it has one), or the main address of the Applicant.

Which Local Government Area (or Areas) will your project or event be located within?

To check please go to [Find your local council | LGA Tasmania](#)

Local Government Area (or Areas): *

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Break O'Day | <input type="checkbox"/> Devonport | <input type="checkbox"/> Huon Valley | <input type="checkbox"/> Northern Midlands |
| <input type="checkbox"/> Brighton | <input type="checkbox"/> Dorset | <input type="checkbox"/> Kentish | <input type="checkbox"/> Sorell |
| <input type="checkbox"/> Burnie | <input type="checkbox"/> Flinders | <input type="checkbox"/> King Island | <input type="checkbox"/> Southern Midlands |
| <input type="checkbox"/> Central Coast | <input type="checkbox"/> George Town | <input type="checkbox"/> Kingborough | <input type="checkbox"/> Tasman |
| <input type="checkbox"/> Central Highlands | <input type="checkbox"/> Glamorgan-Spring Bay | <input type="checkbox"/> Latrobe | <input type="checkbox"/> Waratah-Wynyard |
| <input type="checkbox"/> Circular Head | <input type="checkbox"/> Glenorchy | <input type="checkbox"/> Launceston | <input type="checkbox"/> West Coast |
| <input type="checkbox"/> Clarence | <input type="checkbox"/> Hobart | <input type="checkbox"/> Meander Valley | <input type="checkbox"/> West Tamar |
| <input type="checkbox"/> Derwent Valley | | | |

About the Project

* indicates a required field

Project Summary

Please tell us about the proposed Project. If you have a prepared Project Plan, you can upload a copy below.

Please upload a plan for delivering the Project, including the Project scope and key activities, project outcomes, and any key Project milestones and timelines.

Attach a file:

A maximum of 1 file may be attached.

the plan needs to include dates and activities relating to the delivery of the project

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Project Title *

Word count:

Must be no more than 30 words.

Project Purpose *

This is a short summary of what the funds will be used for (one or two sentences)

Project Description

Waste Heirarchy

Preferences for how WRRB understands resources and products are like those expressed in the [Waste Hierarchy](#), which has been a widely recognised framework for waste management for over 40 years.

The Waste Hierarchy emphasises waste prevention as the most desirable outcome. It promotes strategies such as reducing consumption, improving product design, and minimising waste generation. It is one roadmap that guides the transition to a circular economy, optimising product and resource use, and minimising loss and waste at each stage of the product lifecycle. It is often about using less, using for longer, and using again.

Please tell us about the type of project proposed, including how it fits into the Waste Heirarchy.

Type of Project *

- | | |
|--|---|
| <input type="checkbox"/> Behaviour Change | <input type="checkbox"/> Increasing Resource Recovery (including recycling) |
| <input type="checkbox"/> Business Education / Awareness Raising | <input type="checkbox"/> Increasing Reuse |
| <input type="checkbox"/> Capturing / Improving Data | <input type="checkbox"/> Promoting Circular Economy Partnerships |
| <input type="checkbox"/> Community Education / Awareness Raising | <input type="checkbox"/> Promoting Success and Champions |
| <input type="checkbox"/> Circular Economy | <input type="checkbox"/> Reducing Waste |
| <input type="checkbox"/> Event | <input type="checkbox"/> Remote / Regional Action |
| <input type="checkbox"/> Increasing Community Capacity | <input type="checkbox"/> Other: <input type="text"/> |

Select at least one.

Please provide a brief description of the Project, including what the Project aims to achieve.. *

Word count:

Must be between 50 and 200 words.

Provide a short description (100 words recommended) of your project

Please indicate below the waste stream and/or area or activity as per NRE waste categories listed in the Data Recording and Reporting for Landfill Facilities Guideline that your Project relates to (you may tick more than one): *

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- Construction and demolition products and materials ‡
 - Paper and cardboard
 - Plastics products and packaging ‡
 - Glass
 - Agricultural and industrial plastics ‡
 - Leather and rubber (excluding tyres)
 - Organics ‡
 - Ash
 - Tyres ‡
 - Hazardous waste
 - Textiles ‡
 - Mixed Materials
 - Oil and chemical solvents ‡
 - Other:
 - Metals
- ‡ Priority Materials as identified in the WRR Strategy - may be given priority for Sponsorships

Event Details

Tell us a bit about your event!

Event URL

Please give us your Event website or web page.

Event Waste Management approach

Word count:

Please describe the measures that will be taken to minimise waste and increase resource recovery.

Sponsorship Requested

Sponsorship requested by the applicant *

\$

Must be a dollar amount and between 1000 and 10000.

Budget

We need to know all budgeted income and expenditure for the Project, including the Sponsorship requested.

Please provide all relevant Income and Expenditure below, including clearly identifying any In-Kind amounts. eg. "Marketing (In-Kind)"

Budget

Income	\$	Expenditure	\$

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Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Budget Document

Attach a file:

If you have prepared a full Budget, please attach it here.

Project Inputs, Outputs and Outcomes

We want to know the Inputs, Outputs and Outcomes of the Project.

Here is an explanation of each of those terms.

What are inputs?

Inputs are the resources needed to deliver the event or project.

These investments are typically the easiest to measure: money, equipment, volunteer time, and in-kind donations. These metrics can help quantify the commitment needed for the event or project, but not the value ultimately created.

What are outputs?

Outputs are the things a project generates or number of people involved. Typical examples include people attending an event, people taught, resources donated, trash picked up and waste diverted from landfill.

What are outcomes?

Outcomes are the ways Tasmania has changed as a result of a Project. Common outcomes might include a cleaner environment, more recycling, less landfill or increased capacity for a circular economy.

Outcomes tell us how the event or project improves Tasmania, including increased social, environmental and economic value.

By measuring the outcomes of Sponsorship, we can figure out which interventions work best, so we can guide future programs.

What are the inputs for the event / project? *

Must be no more than 500 words.

Please include at least money, donations, volunteer time and in-kind contributions.

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What are the anticipated outputs from your event/project? *

Word count:

Must be no more than 500 words.

Please describe any metrics for your sponsorship e.g. number of people attending the event, amount of resource recovered or diverted from landfill, number of people educated, etc

What are the anticipated outcomes from your event/project? *

Word count:

Must be no more than 500 words.

The positive changes or benefits that directly impact the people or communities served by the project (e.g., improved well-being, increased recycling awareness and participation, increased circular economy capacity, etc...)

How will the Applicant know these outcomes have been achieved? *

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

What Metrics will be used to measure the Project?

For example, number of people at your event, money raised, number of brochures produced.

Project Timeline

Please provide a realistic timeline for the commencement and completion of your project.

Expected project start date *

Expected project completion date *

File Upload

Attach a file:

If you have a documented timeline or gantt chart, please upload it here

Communications Strategy

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* indicates a required field

Communications

Please provide a summary of your communications plan for the Project.
Where possible, include details of communications before, during and after the Project.

Communications Strategy Document

Attach a file:

Please upload any prepared Communications Strategy you have in relation to the Project, including samples of previous communications from previous projects or events.\

Communications Plan *

Assets Created

The Board will consider the ongoing value of any assets created, including publishable materials.

That might include documents, training materials, equipment that will continue to be used after the Project is finished or digital assets such as web pages or videos.

Project Assets

Details any materials and publications that will last beyond the anticipated timeline of the Project

Social Media

Please provide all details of social media accounts the Applicant will use to promote the Project

Facebook

YouTube

Instagram

TikTok

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SnapChat

X

Assessment

* indicates a required field

The Assessment Process

Information for all Applicants regarding eligibility criteria and assessment are included in the Sponsorship Guidelines. Each of the criteria below must be satisfied in order to be eligible.

Please provide a summary of how each the criteria is met and support this with uploaded documents.

If you need to collect more information to make a complete application, you can save the form and come back to it at any time.

Criterion 1 - Design and merit of the project to deliver on the program objectives

How will your project, event or organisation implement the objectives of this Sponsorship?

*

Word count:

Must be between 50 and 300 words.

Please upload any documentation in support of Criteria 1

Attach a file:

Criterion 2 - Capability and capacity to deliver

Describe the skills, abilities and experience of your team and your project management strategies. For example:

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- what skillsets, resources and experience do you have within your Project team that will increase the probability of a successful Project, and the implementation of your project's outcomes?
- What plans or processes do you have in place to monitor, track and report Project implementation and outcomes through time?
- What risks have you identified in relation to the Project?

*

Word count:

Must be between 50 and 300 words.

Please upload any documentation in support of Criteria 2

Attach a file:

Criterion 3 - Sponsorship funding impact

Describe the benefit your business and your Project will gain from receiving sponsorship funding, for example:

- How will funding improve, increase, allow or expand your activities, improve resource recovery outcomes and/or increase your integration into the resource recovery sector and Tasmanian circular economy?
- What financial barriers do you currently have to completing your project?
- What other funding is also being utilised in the project? For example, are you leveraging other government funding or finance as part of your planning?
- Please confirm you can provide a 50% contribution of funding to the project (cash and/or in-kind), as per the guidelines, and if not please provide an explanation in this section

*

Word count:

Must be between 100 and 1000 words.

Please upload any other supporting documentation in support of Criteria 3

Attach a file:

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Declaration and Sponsorship Payment and Signatory details

* indicates a required field

Bank Details

Successful proponents will be asked for their bank account details to process sponsorship payments. This bank account must be in the same name as the Applicant for Sponsorship.

Bank Account

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Current Bank Statement *

Attach a file:

A minimum of 1 file must be attached.

Attach a copy of the Applicant's most recent bank statement here

Return of Funds

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another sponsorship payment. This process may result in significant delays in Sponsorship funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

The recipient will be required to return some or all the funds if a sponsorship recipient:

- does not complete the activities or tasks required under the sponsorship funding agreement,
- does not use any of the sponsorship funding provided,
- if the information provided is found to be false or misleading, or
- if the recipient's situation changes in a way that prevents completion of the agreed project.

Signatories to Grant Deed

If the Applicant is successful, we need accurate details of the Applicant's authorised signatories.

Director / Signatory 1 - Name *

Director / Signatory 1 - Position *

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Director / Signatory 2 - Name

If two signatories are required

Director / Signatory 2 - Position

If two signatories are required

Signatories to Grant Deed

Please list the full name of all the Required Signatories, and their position, if applicable.

Signatories Full Names (and Position) *

Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by a proposal that are in any way related to the program.

Financial Declaration

You must upload and have the relevant Financial Delegate (i.e. Accountant or Chief Financial Officer or Owner/Operator) complete this [Financial Declaration Form](#) as part of complying with this grant application process.

If you have any questions on this, please email waste.initiatives@nre.tas.gov.au.

Please upload your signed Financial Declaration form here: *

Attach a file:

Conflict of Interest

Does the Applicant have any perceived or existing conflicts of interest to declare? If yes, please describe them below, and include how you anticipate managing this conflict. *

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I confirm I have read the guidelines that relate to this grant and believe my proposed project fits within these guidelines *

- Yes
 No

I confirm I am able to provide acknowledgement to the Waste Resource and Recovery Board as outlined in the guidelines *

- Yes
 No

Final Declaration

The term 'Application' means this on-line form and all attached documents.

For and on behalf of the applicant detailed in this application, I, the undersigned, acknowledge and warrant (as the case may be) that:

- 1.I have authority to provide the information contained in this application and to execute (by completion of details below) this application for and on behalf of the applicant.
- 2.The Department and WRR Board can rely upon the information and representations contained in this application (including these acknowledgements).
- 3.I have read, understood and I am able to comply with all criteria, terms and conditions contained in the guidelines and application form.
- 4.I have read and understood the eligibility requirements and assessment criteria for this program and declare to the best of my information, knowledge and belief, the Applicant is eligible under those criteria and the information provided is true and correct.
- 5.The Department and / or WRR Board may undertake checks including, but not limited to credit checks, organisational searches and any other checks and enquiries on the Applicant as the Department and / or WRR Board determines and is hereby authorised to do so.
- 6.The application is made at the Applicant's own cost and risk, the selection of the Applicant for program funds is at the absolute discretion of the Department and / or the WRR Board and this application remains the property of the Department and the WRR Board.
- 7.The Applicant will be responsible for notifying the Department and / or the WRR Board in writing of any changes relating to information provided in this application. Until receipt of such notification, the the Department and / or the WRR Board shall process the application in accordance with the information provided.
- 8.Sponsorship payments will be made via Electronic Funds Transfer (EFT) to a nominated bank account and the the Department and / or the WRR Board is hereby authorised to make such payments.
- 9.the Department and / or the WRR Board is under no obligation to verify the authority of the undersigned on the bank account details.
- 10he Department and / or the WRR Board will not be held responsible for delays of payment, or errors due to factors outside their reasonable control. The Department and the WRR Board reserves the right to terminate or suspend an EFT and to pay by cheque or any other manner which the Department and / or the WRR Board may determine.
- 11The Applicant agrees to indemnify the Crown in the Right of Tasmania, against all present and future legal liability, claims or proceedings for financial loss arising from,

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or attributable to the provision and use of the information contained in this application and/or receipt and use of sponsorships.

12. If a sponsorship is awarded, the Applicant must enter into a legal agreement with the department in order to receive the sponsorship. This agreement will be on such terms and conditions as the Department and / or the WRR Board determines and, together with this application form and any applicable program guidelines, will form the whole agreement.

I agree *

Yes