



## Community Welfare Fund Sponsorship and Donations Guidelines and Applications

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1. Mission:  
The Returned and Services League of Australia (Queensland Branch) Gaythorne Sub-Branch Inc. provides initiatives to the local community for the wellbeing and for the chance to give opportunities for individual and other groups to strive for pursuits of excellence.
  
2. Purpose:
  - 2.1 Gaythorne Sub-Branch Inc. receives annually many requests for donations, support, monetary assistance, in-kind assistance, and sponsorships. Based on the information provided in this submission, our Board has to decide how our budget funding will be allocated. At times the decision for funding will mean that some of the applications may not be approved.
  
  - 2.2 Any figures given in these guidelines and application are to be used as a guide only and Gaythorne Sub-Branch Inc. reserves any rights therein to increase, decrease or disallow the amounts as it sees appropriate.
  
  - 2.3 **Correct completion of the application and the provision of all required documentation at the time of application will allow for the speeding up of the process of an application and for any further correspondence if required.**
  
  - 2.4 As The AGM is held in March each year no decision on Sponsorships will be made until after the first meeting of the Board.
  
  - 2.5 Decisions on Donations and Assistance requests will be made on the month they are received

3. Preparation of the Application:

3.1 An application for Sponsorship may only be made in writing on the "Community Welfare Fund Application", which is also available from our website ([www.gaythornersl.com.au/sub-branch](http://www.gaythornersl.com.au/sub-branch)) or from the Secretary at the Gaythorne Sub-Branch Inc.

3.2 The following points that have a bearing on the submission will need to be addressed.

- a. Details of your organisation;
- b. Supporting letter from the Board or Parent Organisation stating full support for the function or event;
- c. A detailed explanation of the demographics of who will attend the event;
- d. A clear outline of the sponsorship benefits, including a list of media opportunities, signage, increased business, digital media exposure and other mediums that would benefit the Gaythorne RSL Sub Branch Inc.;
- e. Are a non-profit entity, educational institution, Defence Unit, Charity or Community based organisation, sporting club or individual who is attempting to achieve an educational goal;
- f. Have an affinity to the Gaythorne RSL Sub-Branch;
- g. Which other organisations have been approached;
- h. Advice if this is to be a one-off event or a recurring event;
- i. Proof of evidence of non-profit organisation, charity or community based organisation will be required;
- j. Any logo exposure to the Gaythorne Sub-Branch Inc. would not be a necessity, but would be a bonus;
- k. Media articles relation to past events
- l. Current Balance Sheet;

4. Eligibility Criteria:

- a. Be situated within the acknowledged demographical area of the Gaythorne Sub-Branch Inc.
- b. Carry out business within the same area;

5. Assessment:

- 5.1 All sponsorship applications for the next year's allocation will need to be received by Gaythorne Sub-Branch Inc. no later than 31 October each year
- 5.2 Please forward three (3) copies of the completed application and supporting documentation to:

**The Secretary  
Gaythorne Sub-Branch Inc.  
PO Box 6361  
MITCHELTON QLD 4053**

- 5.3 Please note: Meeting any conditions set out by the Gaythorne Sub-Branch Inc. does not infer or oblige the RSL to provide financial assistance.
- 5.4 In all cases if additional information is required, then the applicant is to provide that information before the application can be assessed.

6. Successful Applicants

- 6.1 Successful applicants for Sponsorships will be notified within 30 days after the AGM in March.
- 6.2 There will be a Community Sponsorships Awards Ceremony held in the club at which all the groups will be presented with their cheques.
- 6.3 Successful applicants may be published in external publications, media and listed on Gaythorne Sub-Branch Inc. website for public information.



Returned and Services League of Australia (Queensland Branch) Gaythorne Sub-Branch  
Inc.

## Community Welfare Fund Application

### Sponsorship Application

Applicants should read the Funding Guidelines carefully before completing this Application Form. Answer each question carefully and submit three (3) copies of Application and requested documentation no later than 31<sup>th</sup> October annually. Address applications to:

The Secretary Gaythorne  
Sub-Branch Inc.  
PO Box 6361  
MITCHELTON Qld 4053  
Email: [committee@gaythornersl.com.au](mailto:committee@gaythornersl.com.au)

Name of Organisation:

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Postal address:

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Phone Number:

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Email address:

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Name Other Organisations approached:

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Bank Account Details (if applicable):

Name of account:

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Bank:

\_\_\_\_\_

BSB Number:

Account Number:

\_\_\_\_\_

Contact person details: (Business hours)

Name:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email address:

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Date of Event:

\_\_\_\_\_

Type of Event:

\_\_\_\_\_

Amount requested

\$ \_\_\_\_\_

What is the donation primarily being used for?

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Is this a one-time only application or an annual or on-going event?

YES I NO (please circle one)

If "yes" please give details of proposed future event dates:

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**Sponsorships / Grants only:**

\*\* Please complete this form and include your written submission separately.

Office Use Only:

Date received: .....

Approval: YES / NO Date: .....

Notified: YES / NO Date: .....

Date request to be forwarded: .....