

Sponsorship Application Form
June 2022

The EPA will evaluate applications for sponsorship only if they are made on this form. To submit your sponsorship request, please fill out the form and email it to the EPA head office (engagement@epa.nsw.gov.au). Answer all applicable questions. Attach additional pages if necessary.

Applicant details

Name of group or organisation

ABN

Type of organisation (please tick)

Not for profit

Private company

Registered charity

Other, please specify:

Contact details

Title

Mr/Miss/Ms/Mrs

First name

Last name

Address

Telephone 1

Telephone 2

Email

Your public liability policy (please include a copy of your public liability cover)

Insurance company

Policy number

Amount

Expiry date

Project details

Name of the activity for which sponsorship is being sought

Describe the activity and provide details of the purpose for which sponsorship is sought.

Project date

Start Date

End Date

Project location

Provide a summary of the activity's objectives.

Define the EPA's role in the activity.

Meeting EPA objectives

Describe how the sponsorship activity will help achieve EPA objectives as set out in [the EPA Strategic Plan](#).

e.g. enhances community confidence about environment protection and/or strengthens EPA's role as leader, partner and protector for community and the environment.

Provide details of how you will acknowledge EPA's sponsorship support.

Does the activity have a communications plan? Please include a copy if applicable. A communications plan is mandatory for sponsorships above \$10,000.

Yes

No

How will you evaluate the sponsored activity? This might include media, social media and advertising coverage, surveys, vox-pop evaluation etc.

Is there a plan of management if the activity involves a large event, and have any potential risks been identified and addressed? If yes, please provide relevant details.

Details of sponsorship sought

What financial commitment are you requesting from EPA for this sponsorship? \$

Does the sponsorship offer the EPA additional opportunities to partner, network, collaborate with stakeholders, increase its profile and/or extend its brand visibility e.g. a speaking engagement? If yes, please provide relevant details and approximate value.

Have you received funding for this project in the past? If yes, please state when and from which organisations.

What other organisations sponsor or provide funding for this project or are partners in it? Please list these and outline the level of support received.

List any referees you would like to put forward to support your application (optional).

Acknowledgement

Please tick:

Government Information Public Access (GIPA) Act – I have read the privacy provisions as set out at the end of this application

I have read the assessment criteria and information as set out in the privacy policy

Reporting – I agree to provide a report on the sponsorship within two months of the project's conclusion.

Signature and date

Name (of Director or individual)

Date

Signature

Privacy

The EPA collects and manages the personal information you provide according to the *Privacy and Personal Information Protection Act 1998*. Providing your personal information is voluntary; however, the EPA may not be able to process your application without it.

The EPA collects this information to assess requests for sponsorship. Personal information collected by the EPA may be disclosed to the people assessing the sponsorship application. Once the EPA has

collected your personal information, you have the right to access and correct any of it at any time. To do this, contact the EPA Stakeholder Engagement and Communications Branch.

Confidentiality

The name of the applicant or organisation and other details may be disclosed in documentation, such as media releases, and be made publicly available in the EPA's annual report. If you require strict commercial and/or personal confidentiality, state this in your application.

For privacy enquiries or general enquiries concerning access to or amendment of personal information held by the EPA, call a Right to Information/Privacy Officer on (02) 9995 5000.

How to submit your application

Please **email** this application form to Engagement and Public Affairs, Environment Protection Authority, at engagement@epa.nsw.gov.au.

NSW Environment Protection Authority

Email: info@epa.nsw.gov.au

Website: www.epa.nsw.gov.au

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