



# ***DARUMBAL COMMUNITY YOUTH SERVICE INC***

*Po Box 266 Rockhampton Qld 4700*

*Ph: 07 4922 6180 Fax: 07 4922 8147*

**ABN 55 066 537 031**

## **Guidelines for Applying: Sponsorship / Donations for Individuals & Groups**

### **Guide for Individual Applications**

DCYSI is committed to supporting children and young people enhance their individual capacities through sports, recreation and other identified talents. We also recognise the great commitment made by many community volunteers and workers who run events and activities for the community. A maximum of \$250 per individual is available per application; however is subject to funding availability.

DCYSI receives many requests for sponsorship and donations and each request is carefully assessed and judged upon its own merit. These Guidelines have been developed to assist you in the preparation for your application for support through our organisation.

- ❖ Must be between the ages of 10 - 25;
- ❖ One application only per calendar year;
- ❖ Must have sufficient proof of selection in state or national team or representation;
- ❖ Must provide relevant personal contact information and payment details;
- ❖ Letter of support/ recommendation for the individual from the governing body (including letterhead; emails will not be accepted);
- ❖ Provide formal information of event including dates/location;
- ❖ The recipient (and/or parent/guardian), will provide a DCYSI Consent to Media Release providing authorisation for applicant's success stories and/or promotion to be published on DCYSI Facebook site; as well as DCYSI Annual Reports (a photo of the applicant is to be provided); and
- ❖ Allow up to 4 weeks to process the application.



# ***DARUMBAL COMMUNITY YOUTH SERVICE INC***

*Po Box 266 Rockhampton Qld 4700*

*Ph: 07 4922 6180 Fax: 07 4922 8147*

**ABN 55 066 537 031**

## **Guide for Group / Sponsorship Applications**

DCYSI is committed to supporting children and young people enhance their capacities through sports, recreation and other identified talents. We also recognise the great commitment made by many community volunteers and workers who run events and activities for the community

DCYSI seeks to foster and support our local talent and we aim to do this by providing in-kind support for groups, sporting teams for academic and sporting achievements. We do this by supporting your fundraising efforts by in-kind support towards either a fundraising event, fundraising BBQ or raffle.

- ❖ Provide event/company information including contact person and details; and ABN number;
- ❖ Name of group and its members, full names and date of birth must be provided;
- ❖ The recipients (and/or parent/guardians), will provide a DCYSI Consent to Media Release providing authorisation for all beneficiary's success stories and/or promotion to be published on DCYSI Facebook site; as well as DCYSI Annual Reports (a photo of the beneficiaries is to be provided;
- ❖ Detailed description of what support you need and supporting evidence (i.e. event registration form);
- ❖ Letter of support/recommendation for the group from a governing body;
- ❖ Evidence of how DCYSI will be acknowledged through the partnership (i.e. proof of logo on team shirts, evidence of promotional material being distributed, schedule of Facebook acknowledgement on group page etc.). NB: DCYSI will prepare any appropriate media announcements or promotional materials required to support partnership.
- ❖ Must be primarily between the ages of 10- 25; or can provide evidence of how this target age will benefit; and
- ❖ Provide up to 4 weeks to process application.

If you have any queries in relation to your application or these guidelines, please feel free to contact any of our friendly administration staff on the numbers provided above.

Nyoka Fetoa'i

Chief Executive Officer

11/09/2018