



"Community Responsibility" Program

Application Information and Guidelines for Community Grants and Funding

>>> www.sharpairlines.com.au



About the Program

Sharp Airlines recognises that in every community there are formal and informal groups in need of support funding or sponsorship which assists important causes.

In regional areas in particular these groups are often the fabric which holds together small communities.

Sharp Airlines has built a reputation for listening to the public, investing in development, encouraging initiative and seeking new opportunities. Our commitment is to deliver quality service and to provide whatever support we can to the community where necessary.

With this in mind, Sharp Airlines has established its own community fund to which groups can apply for funding to support worthy causes.

Applications to the Sharp Airlines community fund will be assessed on the extent to which support will facilitate community outcomes beyond those which can be achieved at present.

Who can apply?

Organisations, clubs or community groups that apply must be based within Victoria or South Australia.

Applications can come from formal, long-standing organisations or simply from an informal gathering of people which may, for example, be seeking support for an individual who has struck difficult circumstances.

Applicants may seek funding to support an event or to give a boost to an already established community activity.

Sharp Airlines is eager to support the community through this fund and invites applications.



Filling out the Application Form

The attached application form is designed to collect information about what you have planned for your project. It includes budget considerations, information on the location and setting of your project, and the objectives and strategies you will employ in carrying out your project.

Enquiries & Contact Details

All funding applications are to be sent to Sharp Airlines.

Email: Community@sharpairlines.com.au

Fax: 03 5574 825

Mailing Address:

Sharp Airlines
Community Applications
Hensley Park Road
Hamilton VIC 3300

What is the Process?

1. Complete the "Community Responsibility" Program Application & Guidelines
2. Send the Application Form to Sharp Airlines - Marketing
3. Sharp Airlines will check and verify the information
4. Once processed at the end of each month, Sharp Airlines will review and make a decision
5. We will contact you to advise if you have been successful



6. Applications are reviewed on a quarterly basis; applications need to be in by the following dates: end of 31 March, 30 June, 30 September and 31 December.
 - Please note all efforts will be made to try and accommodate any urgent requests, but we cannot guarantee your application will be reviewed prior to the dates above.
7. You will be advised within 15 days of the closing date by email if you are successful
 - If successful, follow the requirements on the following page

Requirements

1. **Approval** – Sharp Airlines logo must be on all promotional and advertising materials and we must approve these before they finalised, eg Sharp Airlines must approve flyers or posters before they are printed.
2. **Acknowledges our Support** - Successful applicants are expected to acknowledge the support of Sharp Airlines in all media activities, public events and promotion – through verbal recognition, signage, and local media and promotions.
3. **In-kind requests** – No cash payments will be made, we only accept applications for in-kind requests
4. **Completion** - Events and Projects are required to be completed within 12 months.
5. **Delay** - Please contact Renee Boyce, if the project/event is delayed, and the Sharp Airlines team will assess whether funding will still proceed.
6. **Cancellation** – please contact Leanne Clapham, if the project/event is cancelled.
7. **Public Liability** - All authorisations including public liability insurance remain the responsibility of the applicant.



8. **Report** - Successful applicants must provide a Project/Event Report no later than 30 days after the completion of the project. This report must include:
 - a. Copies of all publicity materials produced for the project.
 - b. Copies of all media coverage about the project.
 - c. Identifying how grant funds have been spent and the success of the project in meeting its objectives.
9. **Withdrawal of Funds** – Sharp Airlines reserves the right to withdraw approved funds if it deems necessary.



Application Form

Sharp Airlines “Community Responsibility” Program

Part One

Name of Organisation / Group	
Incorporation Number (If incorporated)	
Telephone	
Fax	
Email – required to advise if successful	
Web address	
Postal Address	
Suburb / Town	
Postcode	
Key Contact Person	
Mobile	



Part Two – Project / Event Details

Name of Project / Event	
Date of the Event	
Location of the Event	
In-kind support requested	
Summary of the Project / Event	
Has the Project / Event been delivered before?	Yes / No
What was the success? If relevant...	
What will the funds be used for?	



Part Three – Marketing & Promotion

How will you promote the event/project?	
How can Sharp Airline's support be included in the promotion & communication?	
Can Sharp Airlines assist with media publicity of the event/project?	Yes / No



Example – Part two Project / Event Details

EXAMPLE ONLY

Name of Project / Event	Carngham Football Club 2008 trivia night
In-kind Support Requested	2 one-way flights to Adelaide
Summary of the Project / event	The club requires funds for the 2008 trivia night, to be used as prizes
Has the project / Event been delivered before? Yes / No	Yes, this will be the third year the trivia night has been run.
What was the success? If relevant...	The success of the past two trivia nights has been substantial. On both accounts the venue has been too small for the number of people wanting to participate, resulting in the club having to turn people away.
What will the funds be used for?	The funds will be used to hire a bigger facility for the evening, with any left over money being put towards prizes.



Example - Part Three Marketing & Promotion

EXAMPLE ONLY

How will you promote the event/project?	Invitation to all club members / Life members Notice in local news paper Advertising material around town in form of flyers / banners
How can Sharp Airline's support be included in the promotion & communication?	Advertising signs displayed on front and inside of venue Promotion of your business on sponsor board displayed at trivia night Newsletter acknowledgement, acknowledgement on trivia night advertising material and on advertising at home games
Can Sharp Airlines assist with media publicity of the event/project? Yes / No	No, all media publicity is run through the Carngham Football Club