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Sponsorship Policy

ABN 49 056 993 913

The purpose of this policy is to:

www.ames.net.au

- to coordinate all sponsorship activities
- ensure the sponsorship activity is suitable for AMES Australia
- any sponsorship proposal is assessed fairly and equally
- AMES Australia maximises the full potential benefit from any sponsorship arrangement into which it enters in line with the Victorian Government Sponsorship Policy.

Sponsorship applications

- All sponsorship applications must use the Sponsorship Application Form and Checklist.
- All sponsorship applications, regardless of the extent or type of funding or potential funding source, must be submitted to the Senior Manager Development and Innovation for consideration via the [Sponsorship Application Form](#) and [Checklist](#).
- Prior to deciding whether to provide a sponsorship, Senior Manager Development and Innovation will assess the value and benefit that the activity would bring to the organisation and impact to AMES Australia's clients, against the cost and effort required to administer the sponsorship and make a recommendation to the sponsorship assessment panel.
- Sponsorship requests can be from \$250-\$10,000 however, sponsorships will be limited to the available funds for the calendar year and the sponsorship assessment panel reserves the right to reject applications based on short and long-term budgetary planning requirements.
- In applying for a sponsorship you agree that you will enter a sponsorship agreement with AMES Australia.
- A background check of organisations/sponsors will be undertaken prior to an agreement to ensure that the organisation is of financial alignment with AMES Australia's values and that activities are appropriate and aligned with the values of the Victorian Government.
- Sponsorship applications cannot include private benefits for AMES Australia employees.
- The duration of the sponsorship will be specified along with any reason for termination of such agreement before the specified duration.
- Where sponsorships are ongoing/annual event, continuation of sponsorship is not guaranteed and unless stipulated in a sponsorship agreement.
- A central register of sponsorships is maintained.
- All sponsorships are assessed following an event and feedback gained, suggestions or concerns raised will be documented on the Central Register.
- AMES Australia does not provide sponsorship to individuals or political parties.
- Sponsorships will not be granted where sponsorship will be passed on to third parties.

- Conflicts of interest will need to be declared as per AMES Australia Code of Conduct Policy.

Sponsorships application assessments

Sponsorships are assessed on a monthly basis, and decisions provided in the last week of each month. Sponsorship applications are required a minimum four months from the date of the planned sponsor activity.

Sponsorship applications should be emailed to: sponsorship@ames.net.au