



North West Shelf Project



# QUARTERLY GRANTS SPORTS FUNDING GS.34 2016/2017

## APPLICATION FORM

Grant Reference Number CC/\_\_\_\_\_

APPLICANT DETAILS			
Incorporation Status	Incorporated <input type="checkbox"/> Not Incorporated <input type="checkbox"/>		
If not incorporated or an individual, auspice detail/name:			
Association/Organisation:			
Year of establishment:			
Title of initiative/project:			
Contact person for project:			
Position held:			
Postal address:			
Office hours telephone:		Mobile:	
Email address:			
Australian Business Number (ABN):			
<i>If no ABN, a Statement by Supplier Form must be completed &amp; returned with this application.</i>			
Are you registered for GST?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Has your organisation been granted deductible recipient status?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Total amount requested (ex GST):			
Community Engagement Officer contacted:		Date Contacted:	

**The Sports Funding Grant Guidelines *MUST* be read *BEFORE* completing this application. Appropriate supporting documentation must be attached with this application form.**

Queries should be directed to:  
Club Development Officer on 9186 8555 or  
Email: [grants.officer@karratha.wa.gov.au](mailto:grants.officer@karratha.wa.gov.au)  
Guidelines can be downloaded from the Council's website at [www.karratha.wa.gov.au](http://www.karratha.wa.gov.au)

## SECTION 1 – ABOUT YOUR ORGANISATION

### 1. DETAILS OF YOUR ORGANISATION/SELF (Please complete ONE below unless an auspice)

Individual Applicant (Auspice details to be provided below)

Please outline your initiative/project and how the grant will assist in achieving your objectives.

Club/ Organisation

Please outline in one paragraph the objectives of your organisation/club. If this is an auspice project, please outline how the auspice organisation aligns with your initiative.

Is your organisation listed on Aboriginal Business Directory WA or Supply Nation? Yes  No

Is your organisation recognised as non-profit, as defined below? Yes  No

**Definition of non-profit:** A non-profit organisation is an organisation that is not operating for the profit or gain of its individual members, whether these gains have been direct or indirect. This applies both while the organisation is operating and when it finishes. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members.

List the key people and decision makers (including CEO, managers and board members if applicable) involved in this initiative/project.

Name	Position	Time with organisation

Are any board members, staff members or volunteers current or former government officials or close relatives of a government official? Yes  No

*\*\*Please note that this will not preclude you from receiving grant funds.*

**If yes, please provide name of individual/s and positions held:**

Do any current or former government officials or close relatives of a government official have an interest in the initiative/project or the organisation? Yes  No

If your organisation is disbanded, state the arrangement for disposing of the subsidised equipment. Please attach the 'wind-up' clause in your constitution if applicable (Equipment and Facility Development categories).

## 2. MEMBERSHIP/CLIENT DETAILS

Are you a membership based organisation? Yes  No

Please indicate the target groups your organisation aims to engage:

- Children (under 12 years)
- Young people (12 – 17 years)
- Women ( 18 – 55 years)
- Men (18 – 55 Years)
- Older people (55 + years)
- Aboriginal and Torres Strait Islander people
- People from culturally diverse backgrounds
- People with disability
- Low income families
- All of the above
- Other (please specify) \_\_\_\_\_

Will the above mentioned groups be your target audience for the initiative/project? Yes  No

If not, please outline your target audience:

## SECTION 2 – GRANT DETAILS

### 1. REASON FOR APPLICATION

Which City of Karratha Strategic Theme does your project/initiative align with?  
(see <http://www.karratha.wa.gov.au/plans-strategic-business-community> for full document)

**Our Community – Diverse and Balanced**

**Our Economy – Well Managed and Diversified**

**Our Natural and Built Environment – Thriving and Sustainable**

**Our Leadership – Responsive and Accountable**

Please outline your initiative/project, the purpose of your funding request and where this will operate.

How did you identify the need for the initiative/project?

What (if any) organisations will you be collaborating with to deliver your project?

Who will benefit from the initiative/project and how will these benefits be sustained after initiative/project completion? (List community groups, organisations, individuals etc.)

What are the key activities you will carry out during the initiative/project? (Dates MUST be entered against 'activity completed' and 'acquittal documentation completed')

Date	Activity/key milestone
	Activity completed
	Acquittal documentation completed

Describe what impact a reduced level of funding would have on your project/initiative? Will the project/initiative still occur?

## 2. FUNDRAISING

Please demonstrate how your club/group will raise any additional funds for the project. (e.g. car washes, raffles, membership income, additional funding applications etc). Please ensure these are reflected in Section 3.

## 3. GRANT CATEGORY

Please refer to the Community and Cultural Grant Scheme Guidelines and tick below the category you wish to apply for.

- Hosting Regional/State Heats or Championships
- Junior Club Participation in Regional / State Championships
- Equipment
- Sports Development
- Facility Development
- Individual Sports Scholarship (via Auspice)

**Please refer to the latest version of the guidelines on the *City of Karratha website* for funding limits and conditions.**

**SECTION 3 – GRANT EXPENDITURE DETAILS**

Please list all expenditure details and attach quotes for items such as equipment, labour, consultant fees, hire or rental fees, travel, accommodation etc.

Any items for which funding is requested **must** be accompanied by a corresponding written quote. Where quotes are not attached, applications will be deemed incomplete and therefore ineligible and will not progress for committee consideration.

Item	Total Cost (ex GST)	Amount Requested from City of Karratha (ex GST)	Other OR IN-KIND** contribution List the contributing Club/Org, amount and Confirmed/Not Confirmed (ex GST)		
			Club/Organisation	Amount	Confirmed/Not Confirmed
e.g. Bus hire to Perth & return	\$2,500.00	\$1,000.00	Club/Organisation	\$1,500.00	C/NC
<b>TOTAL COSTS:</b>			<b>TOTAL:</b>		

\*\* In Kind – itemise under ‘Other or In-Kind Contribution’ the monetary value of the in-kind contributions. These amounts reflect a non-cash input to the project which can be given a dollar value (eg: unpaid volunteer time, the use of club equipment not being charged back to the club, free use of facility).

**Total grant amount requested from City of Karratha = (ex GST)**

**Remember – Council will only fund the total cost of the eligible items for that category, subject to all criteria being met, as per the guidelines.**

## SECTION 4 – OTHER INFORMATION

Please list your attached supporting documentation (including quotes, copy of incorporation status, letters of support etc).

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If successful in your application, how do you intend to acknowledge funding partners City of Karratha and Woodside-operated North West Shelf Project? *(see guidelines for suggestions)*

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## DECLARATION

I hereby certify that I have been authorised by the:

**Organisation Name:** \_\_\_\_\_

To prepare and submit this application.

The information contained herein, is to the best of my knowledge, true and correct.

<b>Name and position:</b>			
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Signature:</b>			
<b>Date:</b>			

### Please Note:

Under Australian and international laws, bribery (ie. offering, giving, requesting or accepting money and other advantages to induce an action which is illegal, unethical or a breach of trust) and corruption (ie. abusing a responsibility or position of trust to receive some personal gain or advantage) are illegal. By signing this Application Form, you (a) confirm that you have read and understood this information; and (b) represent, warrant and agree that no part of any funds granted to the Applicant will be used for the purposes of bribery and/or corruption.

The application form must be signed by the individual or applicants President/Chairperson to be accepted.

**Where no signature is provided, the application will be deemed incomplete and therefore ineligible. The application will not progress for committee consideration.**

## SECTION 5 – FINAL CHECKLIST

Before submitting the application please ensure you have:

- Read the Quarterly Grant Scheme Guidelines and complied with category criteria.
- Discussed your application with the Club Development Officer.
- Provided your ABN and advised if you are registered for GST.
- If your organisation is Australian based, included a copy of the organisation's Deductible Gift Recipient (ATO) document, where applicable.
- Included proof of your incorporated status and (if applying for Equipment or Facility Development) a copy of your constitution's wind up clause.
- Clearly defined the purpose of the grant.
- Shown other funding sources (including your Club/Organisation where appropriate).
- Shown in-kind contributions.
- Included quotes for ALL requested expenditure items.
- Provided letters of support and/or other documents that support the application.
- Ensured the accountable officer has signed and dated ALL required sections on the application.
- Submitted the application by 4pm on the closing date. This can be the date marked by Australia Post on the closing date if submitting by post. Late applications will not be accepted under any circumstance. **Please do not send by fax.**

***Applications can only be submitted in the following ways. It is the responsibility of the applicant to ensure the submission is received by the nominated day and time:***

### **By Post**

City of Karratha  
PO Box 219  
KARRATHA WA 6714

### **Hand Delivered**

City of Karratha Administration Office  
Welcome Road  
Karratha

### *Opening Hours:*

9am-4pm Monday to Friday  
9am-5pm Thursdays only

### **Email**

grants.officer@karratha.wa.gov.au