# Every Club Grant scheme Application Form

## Applicant’s Details

Organisation Name:

Postal Address:

Suburb:       State:       Postcode:

Street Address:

Suburb:       State:       Postcode:

Contact Phone:

Website:

Email Address:

## Grant preferred contact person

All application correspondence will be directed to this person

Title:

First Name:

Last Name:

Position Held:

Contact Phone:

Mobile Phone:

Email:

## Additional Organisation Details

Does your Organisation have an Australian Business Number (ABN)?

If your Organisation has no ABN, then your Organisation should contact the Australian Taxation Office (ATO) to discuss its eligibility to obtain an ABN.

Yes [ ]  No [ ]

ABN:

Is your organisation registered for GST?

Yes [ ]  No [ ]

Is your organisation not-for profit?

Yes [ ]  No [ ]

Is your Organisation incorporated?

If yes, attach a copy of your organisation’s Certificate of Currency

Yes [ ]  No [ ]

Incorporation Number:

Does your organisation have current public liability insurance with a minimum of $10 million?

Yes [ ]  No [ ]

If yes, attach a copy of your organisation’s Certificate of Currency. If no, please contact the department.

Bank Account Name:

Financial Institution:

BSB:

Account No:

Organisation Financial Year Start Date:

Organisation Financial Year End Date:

## Project Information

Project Title:

Project Start Date: (DD/MM/YY)

Project End Date: (DD/MM/YY)

Location of Project:

Please tick relevant region where the project will be delivered.

[ ]  Metropolitan

[ ]  Kimberley

[ ]  Pilbara

[ ]  Gascoyne

[ ]  Mid-West

[ ]  Wheatbelt

[ ]  Peel

[ ]  South West

[ ]  Great Southern

## Investment framework

The department will invest in projects over two years commencing 1 January 2021 to 30 December 2022. Please refer to the investment framework on page 5 of the guidelines.

Applicants with an existing Every Club Grant need to consider the following:

* Must have satisfactorily met reporting requirements and acquit their current grant by no later than 30 October 2020 to be eligible as a new applicant for Year 1 and 2 funding.
* Must apply for Year 2 funding only, if their current grant will be acquitted after 30 October 2020.

## Requested funding - Project budget overview

Total project costs excluding GST

Amount requested from DLGSC excluding GST Year one

Amount requested from DLGSC excluding GST Year two

Total contribution from applicant

Total contribution from other organisations excluding GST

## Project Description

Please provide a brief description of your overall project and what it is trying to achieve (limited to 500 words)

## Project Details

Each application will be assessed against the assessment criteria outlined on page 8 of the guidelines. Please address each of the questions under the assessment criteria below.

Assessment Criteria 1 Strategic Alignment: Project clearly delivers outcomes outlined in the applicant’s strategic/community plan and/or club development plan.

Have you attached a copy of your strategic/community plan and/or your club development plan for 2020/21 and 2021/22 as supporting evidence.

Yes [ ]  No [ ]

What are the club development outcomes that your organisation aims to achieve in 2020/21 and/or 2021/22?

How do the outcomes align with your organisation’s strategic plan?

Assessment Criteria 2 Identified need: Project clearly demonstrates the needs of the sport and recreation clubs in its community (geographical or sport) and has been informed by consultation, evidence and trends. Attach supporting evidence where relevant.

How many clubs will your project support/develop?

How many new clubs have been established in your local government in the past two years?

How has your organisation identified its clubs needs based on consultation, evidence and/or trends?

Assessment Criteria 3 Capacity and capability building: The extent to which the project is clear, realistic and delivers good value towards supporting the governance, planning and management capacity and capability of clubs and clubs’ workforce.

What initiatives will you deliver to support clubs to adopt governance, planning and management practices?

What education, training and professional development opportunities will you deliver to develop the club workforce?

Assessment Criteria 4 Partnerships: Outline the extent to which the project facilitates partnerships and is delivered in collaboration with other key stakeholders in the sport and recreation industry.

What stakeholders/partners have been identified to work in collaboration to achieve the project outcomes?

Detail the role and level of involvement of each stakeholder/partner?

Assessment Criteria 5 Organisational capacity and capability: Demonstrate capacity and capability to deliver project outcomes, provide a detailed budget outlining the project deliverables and confirm the required percentage financial commitment of the total grant amount.

What strategies will be implemented to ensure the project will be delivered on time and on budget?

What resources will be required to deliver the project? (i.e. staff, consultant, volunteers)?

What risks have been identified as part of your plan?

What strategies will be used to sustain project outcomes beyond the funding period?

## Project budget

### Please list all anticipated costs of your project in as much detail as possible, including which expense items the department’s contribution would fund:

| **Revenue** | **2020/21** | **2021/22** | **Funding source** |
| --- | --- | --- | --- |
| **Revenue item excluding GST**(e.g. participant fees, sponsorship, other grants) |       |       |       |
| **Requested from DLGSC** Note maximum limits apply |       |       | DLGSC |
| **Supplied by your organisation** note co-contribution required |       |       |       |
| **From any other organisations** (please specify) |       |       |       |
| **Participant fees** (if relevant) |       |       |       |
| **Other revenue items** |       |       |       |
| **Total revenue ex GST** | $      | $      |       |

| **Expenditure** | **2020/21** | **2021/22** | **Funding source** |
| --- | --- | --- | --- |
| **Expenditure item\* excluding GST**(e.g. venue hire, consultant fees, equipment hire, administration costs) |       |       |  |
|  |       |       |  |
|  |       |       |  |
|  |       |       |  |
|  |       |       |  |
| **Total expenditure ex GST** | $      | $      |  |

## Promotional Use of Project Material

DLGSC may wish to use certain information from your grant for promotional purposes. If your application is successful, can we promote your project to the media?

Yes [ ]  No [ ]

## Privacy statement and statement of disclosure

The Organisation acknowledges and agrees that this Agreement and information regarding it is subject to the Freedom of Information Act 1992 and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling the DLGSC office listed below.

All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant’s club name, sport, location, and grant purpose.

DLGSC will subscribe the preferred grant contact for this application to the DLGSC industry newsletter, no matter the outcome of this application.

## Applicant’s Certification

I certify that the information supplied is to the best of my knowledge, true and correct.

I certify that I have the authority, as vested by the Board/Committee/Council/CEO, to submit this application by electronic transmission.

**Name:**

**Position:**

**Signature:** \*

**Date:**      **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_club**

\*A signature is required to be eligible for this grant and will be requested if not provided when you submit. Electronic signature accepted.

## Application check list

Please submit the following:

* A completed and signed copy of this application and supporting evidence
* A copy of your incorporation certificate
* A copy of current public liability insurance certificate (minimum requirement is $10 million)

## Further information and contact details

If you have any queries about your eligibility or the details required when applying for this grant, please contact:

Governance and Industry Development team at DLGSC

Telephone: (08) 9492 9700

Email: everyclub@dlgsc.wa.gov.au

## DLGSC Regional Offices

Gascoyne Office (Carnarvon)
15 Stuart Street, Carnarvon WA 6701
PO Box 140, Carnarvon WA 6701
Telephone 08 9941 0900
gascoyne@dlgsc.wa.gov.au

**Goldfields Office**
106 Hannan Street, Kalgoorlie WA 6430
PO Box 1036, Kalgoorlie WA 6430
Telephone 08 9022 5800
goldfields@dlgsc.wa.gov.au

**Great Southern Office**
22 Collie Street, Albany WA 6330
Telephone 08 9892 0100
greatsouthern@dlgsc.wa.gov.au

**Kimberley Office (Broome)**Unit 2, 23 Coghlan Street, Broome WA 6725
Telephone 08 9195 5749
kimberley@dlgsc.wa.gov.au

**Mid-West Office**Level 1, 268-270 Foreshore Drive, Geraldton WA 6530
PO Box 135, Geraldton WA 6531
Telephone 08 9956 2100
midwest@dlgsc.wa.gov.au

**Peel Office**
Suite 94, 16 Dolphin Drive, Mandurah WA 6210
PO Box 1445, Mandurah WA 6210
Telephone 08 9550 3100
peel@dlgsc.wa.gov.au

**Pilbara Office**
Karratha Leisureplex
Dampier Highway
PO Box 941, Karratha WA 6714
Telephone 08 9182 2100
pilbara@dlgsc.wa.gov.au

**South West Office**
80A Blair Street, Bunbury WA 6230
PO Box 2662, Bunbury WA 6231
Telephone 08 9792 6900
southwest@dlgsc.wa.gov.au

**Wheatbelt Office (Narrogin)**Narrogin Regional Leisure Centre
50 Clayton Road, Narrogin WA 6312
Telephone 08 9690 2400
wheatbelt@dlgsc.wa.gov.au

**Wheatbelt Office (Northam)**298 Fitzgerald Street, Northam WA 6401
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wheatbelt@dlgsc.wa.gov.au