

# Sports Equipment Grants - Application Form

## Form Preview

### ELIGIBILITY

\* indicates a required field

#### Important Information

##### Before applying, please:

- Read the [Sports Equipment Grant Guidelines](#) and [Policy](#);
- Preview the Application Form, so you can gather all information needed;
- Contact the Recreation area on **(08) 9411 3444** during business hours or email **[recreation@cockburn.wa.gov.au](mailto:recreation@cockburn.wa.gov.au)** to determine your eligibility, ensure you are applying under the correct category, and to answer any questions.

Incomplete applications and/or applications received after the closing date will not be considered.

All questions **MUST** be completed by the Applicant Organisation.

Failure to do so will make you ineligible.

The Sports Equipment Grant will only be available to incorporated and not-for-profit sport or recreation clubs that are:

- Are based or operating within the City of Cockburn
- Servicing a significant number of local residents.

Applications are open all year round, and for administrative purposes are broken into funding rounds to correspond which Financial year funds will be awarded from. Clubs may only apply once per round (i.e. apply only once every financial year).

#### Eligibility Questions

**Is your organisation an incorporated, not-for-profit sport or recreation club based or operating within the City of Cockburn? \***

☐ YES ☐ NO

If NO, you are not eligible for a Sports Equipment Grant. Check here: [is your organisation not-for-profit?](#)

**Does your organisation provide services for a significant number of local residents? \***

☐ YES ☐ NO

If NO, you are not eligible for this funding

**If you answered NO to any of the above Eligibility Questions, you may not be eligible for funding and should contact the Recreation Services team on (08) 9411 3444 before proceeding with this application.**

#### Previous Funding

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**An applicant may successfully apply for and receive funding from different categories, provided they meet the criteria for the particular category, however, the applications cannot be for the same project, and any previous year's funding must be satisfactorily acquitted.**

**Has your organisation previously received funding from the City of Cockburn? \***

☐ YES, this financial year    ☐ YES, in previous years    ☐ NO

If you have received funding in this financial year, contact the Club Development Officer on (08) 9411 3444 to confirm your eligibility before proceeding with this application.

**If you have received previous funding from the City of Cockburn, please provide details of your most recent successful application/s: grant type, approximate date, and approximate amount**

**Does your organisation have any outstanding City of Cockburn acquittal reports?**

\*

☐ YES    ☐ NO    ☐ Not applicable

Applicants that have been successful in previous years are eligible to apply provided all previous funding (Grants and Sponsorship) has been satisfactorily acquitted. Acquitted means you have provided a detailed report of how the funding was used, including providing receipts and evidence such as photos or media, using the appropriate Acquittal Form.

## APPLICANT DETAILS

\* indicates a required field

### Applicant Organisation Details

**Sporting or Recreation Club name \***

Organisation Name

**Street address \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

**Postal address \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

**Organisation phone number \***

Must be an Australian phone number.

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Must include area code.

**Organisation primary email \***

Must be an email address.

**Organisation website**

Must be a valid URL

### Contact Person

**Contact name \***

Title

First Name

Last Name

**Position held in organisation \***

**Contact phone number \***

Must be an Australian phone number.  
Must include area code.

**Contact email \***

Must be an email address.

This is the address we will use to correspond with you about this application.

**Is your Club affiliated with a State Sporting Association? \***

☐ YES

☐ NO

**What is the name of the State Sporting Association?**

How many playing members do you have in your Club?

**Last Season \***

Must be a number.

**Current Season \***

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Must be a number.

### Please upload a copy of your organisation's Certificate of Incorporation \*

Attach a file:

Max 25mb

### Does your organisation have an ABN? (Australian Business Number) \*

☐ YES ☐ NO

If you do not have an ABN, please complete and submit a Statement by a Supplier Form with your application; if this form is not submitted, the Australian Taxation Office will require 48.5% of an approved grant to be withheld. Download the form [here](#).

### Does your organisation have current public liability insurance? \*

☐ YES ☐ NO

You will be asked later in this form to attach a copy.

### Applicant Organisation ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Please upload your completed Statement by a Supplier Form \*

Attach a file:

Max 25mb

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### PROJECT DETAILS

\* indicates a required field

#### Equipment Details and Benefits

**Please provide a brief overview of the equipment required. Sporting Equipment can include any sport specific items and/or storage options which assist with ensuring equipment is stored safely and efficiently. \***

Please note the Conditions regarding what can be funded through this Grant type. If in doubt, please speak to the Club Development Officer

**How will this equipment assist in achieving the club's objectives \***

Word count:

Must be no more than 500 words.

Describe the issue or need that your project will address and how it will assist in achieving clubs objectives.

**Please provide any other supporting information that is relevant to this application**

#### Promotion and Acknowledgement

**How will the City of Cockburn's support be recognised? (Note: You MUST provide evidence of this in the grant acquittal) \***

Word count:

Must be no more than 150 words.

Describe the ways support received will be acknowledged. May include mention on website, newsletter, Social Media etc.

### BUDGET AND FINANCIAL DETAILS

\* indicates a required field

#### Financial Details

**Total project cost (please use gst exclusive figures) \***

\$

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What is the total expected cost of the equipment you wish to purchase?

### Grant amount requested \*

\$

What is the total financial support you are requesting from the City of Cockburn in this application?

### Please note:

Requests for Sports Equipment Grants are to a maximum of \$1,000.

**The City's contribution to these projects will not exceed 50% of the total project cost.**

**Applicants must include a financial and/or in-kind contribution to the project.**

As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.

**Will the applicant proceed with the proposed project if funding approved is less than the amount requested? \***

☐ YES

☐ NO

## Budget Information

Outline your project budget including details of other funding that has been confirmed and/or applied for. Clear item descriptions must be given (e.g. number of items purchased and what it is to be used for)

The budget **MUST** balance (**TOTAL INCOME = TOTAL EXPENDITURE**).

**All figures must be GST exclusive.**

### Please note:

1) INCOME must include:

- all funding sources, ie, club funds, donations, amount requested from the City of Cockburn Sports Equipment Grant, or other grants.

2) EXPENDITURE must include:

- equipment purchase or hire (gst exclusive amounts).

3) DO NOT add commas to figures, e.g. write \$1000 not as \$1,000 to ensure figures in the table total correctly.

4) Funds will not be provided for consumables or personal items, however, they may still be included as part of your project budget if they are funded by other sources of income.

5) Quotes must be provided. Quotes must include the supplier's name, address, phone number and ABN, and indicate whether GST is applicable. (A copy or screenshot of an online item is sufficient)

## Funding Source

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Funding Description	Is the funding confirmed?	Amount (\$)	Funding Notes
Please list source of other funds		GST Excl. a dollar amount	Provide details of other amounts being contributed & by who
Applicant's funds		\$	How much money will your organisation contribute?
Funding Requested from the City of Cockburn		\$	How much money are you requesting from the City?
Other funds		\$	
		\$	
		\$	

### Budget Totals

#### Total Project Cost

\$

This number/amount is calculated.

### Expenditure

Please provide details of your project budget

**Do not include GST**

Item (eg. equipment/supplies)	Expenditure Amount (\$)	Expenditure Notes
		NB: Items/services require quotes to be provided with grant application. Use this section to provide notes or calculations
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

### Budget Totals

#### Total Project Expenditure Amount

\$

This number/amount is calculated.

**Do your budget totals balance i.e. does the Total Income Amount equal the Total Expenditure Amount? \***

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☐ YES

☐ NO

If NO, please review your budget table before submitting.

### Quotes

**For goods or services you intend to purchase, you must attach a copy of the quote/s**

Attach a file:

### Attachments

**Please upload Public Liability Certificate of Currency**

Attach a file:

Max 25mb

**Please upload a bank statement for your organisation (preferably less than one month old) \***

Attach a file:

Max 25mb. This is to ensure that any transfers are made to a current Australian bank account held in the name of the Organisation that has not been overdrawn

**If applicable, please upload proof of other financial contributions (e.g. letters of offer or confirmation from other funding contributors)**

Attach a file:

Max 25mb. This may include CSRFF, Lotterywest etc.

### Bank Account Details

If your application is successful, funds will be provided via electronic funds transfer (EFT), and we will require the following information.

Please note: This must be the same account for which you have supplied a current statement.

**Club/organisation name \***

Organisation Name

**Name of bank or financial institution \***

**Branch location \***



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**Account name \***

**Branch code/BSB number \***

Must be no more than 6 characters.

**Account number \***

Enter account number without spaces

## CERTIFICATION AND SUBMISSION

\* indicates a required field

This MUST be completed by an appropriately authorised person (e.g. office bearer such as Chair, President, CEO or authorised officer) on behalf of the applicant organisation. This person may be different to the contact person listed earlier in the application.

### Certification

- I am authorised by my organisation to complete and submit this application form.
- I certify that to the best of my knowledge all of the information supplied in this application and attachments is true and correct.
- I will notify the City of Cockburn of any change to the information supplied and any other information or circumstances arising that may affect this application.
- I understand that this is an application only and may not necessarily result in funding approval.
- I give permission for the City of Cockburn to contact any person or organisation required during the assessment of the application and understand that information may be provided to other agencies, as appropriate.
- I understand that any decision made by the City of Cockburn is final and is not subject to an appeals process.

I understand that if the City of Cockburn approves a grant:

- I will be bound by the contents of this application to carry out the project as described in this application, which will form part of the contractual agreement with the City.
- I will be required to enter into and accept a formal funding agreement with the City. This agreement will contain a comprehensive set of provisions designed to protect the interests of the applicant organisation and the City.

If successful:

- I agree to acknowledge the City's funding through all promotional avenues.
- I am prepared to undertake joint media promotion with the City.

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- I recognise that special conditions may need to apply to the funding addressing relevant elements of the City's various strategies and plans to compliment the organisation's objectives.
- The Club and project will be covered by appropriate insurance.
- All relevant health and safety standards will be met.
- The City does not accept any liability or responsibility for the project.
- I will ensure that acquittal requirements are met within 30 days of the nominated project completion date.

**Please fill in your details below as your endorsement of this application and the statements above.**

**I have read and agree to the above certification statements \***

☐ Yes

**Authorised Person Name \***

Title      First Name      Last Name

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**Position \***

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**Phone Number \***

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Must be an Australian phone number.  
Must include area code.

**Date \***

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## Privacy Notice

The City of Cockburn will use any information provided for the purpose of processing your application and for remaining in contact with you.

Please note the information provided in your application and any related documentation/ discussions may be provided to members of the assessment panel in order to assist the City of Cockburn in processing your application.

By submitting an application you consent to the City of Cockburn publishing the applicant's name, project description and amount funded in promotional material used for promoting the Cockburn Community Fund.

The City of Cockburn values the privacy of its customers and stakeholders. Please [click here](#) for further information on our privacy statement.

## Feedback

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You are now coming to the end of the application process. Before you **REVIEW** and click the **SUBMIT** button please take a minute to provide some feedback. This will help us to continually improve the funding application process for our customers.

**Please indicate how you found the online application process**

☐ Very easy    ☐ Easy    ☐ Neither    ☐ Difficult    ☐ Very difficult

**How many minutes did it take you to complete this application?**

Please estimate in minutes e.g. 1 hour = 60 minutes

**Please suggest any improvements we should consider**

Word count:

Must be no more than 100 words.

**Thank you for your application and your feedback.**