

# Capital Works Grants (Sporting Clubs) - Application Form 2024/25

## Form Preview

### ELIGIBILITY

\* indicates a required field

#### Important Information

##### Before applying, please:

- Read the [Capital Works Grants 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 Capital Works Grants 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
- Under lease or seasonal license on Council owned property, *or* under a substantive lease with the State Government on land owned or managed by an authorised government department
- Servicing a significant number of local residents.

Applications are open all year round, and for administrative purposes are broken into two rounds to correspond which Financial year funds will be awarded from. Applicants are required to contact Recreation Services staff to discuss the proposed project prior to completing this application.

#### Recreation Services Contact

**This is a mandatory requirement for ALL funding categories. Your application will be deemed INELIGIBLE if you do not contact Recreation Services staff. They can be contacted on (08) 9411 3444 during business hours or email [recreation@cockburn.wa.gov.au](mailto:recreation@cockburn.wa.gov.au)**

**Did you contact a City of Cockburn Recreation Services Staff member to discuss your potential application? \***

☐ YES

☐ NO

Please note that emails promoting the funding rounds sent by the City do not constitute contact with the Grants Officer. The applicant must initiate contact and advise of the specific intention for the funding.

**Name of Person Contacted \***

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**Date of contact \***

**Method of contact \***

☐ Phone

☐ Email

☐ In person

☐ Other:

### 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 Capital Works Grant. Check here: [is your organisation not-for-profit?](#)

**Does your organisation operate under a lease or seasonal license on Council owned property, or have a substantive lease with an authorised government department on State Government owned land? \***

☐ YES

☐ NO

If NO, you are not eligible for this funding

**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

**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 (include grant type, and approximate dates and amounts).**

Please include approximate date, category of funding, project title and amount.

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

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☐ 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.  
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

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**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 Association? \***

☐ YES ☐ NO

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

How many members do you have in your Club?

**Last Season \***

Must be a number.

**Current Season \***

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](#).

**Applicant Organisation ABN \***

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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

## FUNDING TYPE

### Grant Streams

The **Major Capital Works Grant** is to support incorporated not-for-profit organisation/ associations (sporting clubs) to plan and implement projects to develop, modify, upgrade, or extend sporting, recreation and community facilities.

The maximum grant available through the Major Capital Works Grant is \$50,000 per project however; the City's contribution towards Major Capital Works projects will not exceed 50% of the total project cost.

Once a club has a successful application, they cannot apply for the grant again for three years and until they have acquitted all previous grant funding.

The **Minor Capital Works Grant** contributes to minor capital works projects carried out on City owned property. The purpose is to support sporting clubs to undertake timely development and upgrading of infrastructure, with the aim to increase community participation in sport and recreation.

The maximum amount available is \$4,000 per project. Please note that the City's contribution towards minor capital works projects will not exceed 50 per cent of the total project cost. Clubs may only apply for the Minor Capital Works Grant once per financial year.

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It is important to note that contributions of voluntary labour and donated materials (in-kind contributions) can be recognised as a component of the applicant's contribution towards projects in either category.

### Which Grant stream are you applying for?

- ☐ MAJOR Capital Works Grant - Up to \$50,000
- ☐ MINOR Capital Works Grant - up to \$4,000

## PROJECT DETAILS

\* indicates a required field

### Project Title \*

### Timing and Location

#### Project start date \*

Project must not commence until at least one month after the application has been lodged, as funding will not be provided retrospectively.

#### Project end date \*

Project duration must be no longer than 12 months.

#### Where will the project take place? \*

Address

  

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

#### Additional project locations

Address

  

If applicable, please include additional location if being held at multiple venues

#### Have you obtained Planning and Building approval for your project? \*

- ☐ YES
- ☐ NO
- ☐ N/A
- ☐ Unsure
- ☐ Other:

#### Please attach a copy of these approvals

Attach a file:

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Max 25mb. Please note: There is additional capacity further in the form to add more documents.

### Has your project been identified in the City's Community, Sport and Recreation Facilities Plan? \*

☐ YES

☐ NO

For further information please refer to [City of Cockburn Community, Sport and Recreation Facilities Plan](#) or [Summary Brochure](#)

### Please indicate which objective/s your project aligns to from the City's Community Sport and Recreation Facilities Plan \*

- ☐ Multi-functional/co-located facilities
- ☐ Community Engagement
- ☐ Upgrading of existing facilities
- ☐ Consistency and equity
- ☐ Accessibility
- ☐ Responsible provision

Please select as many responses as applicable with

### Please explain how your project aligns with this plan

Include any additional works etc your project offers, any variation to the timeline that the City has proposed and any contributing factors.

## Project Details and Benefits

### Project description (What are you planning?) \*

Word count:

Must be no more than 200 words.

Describe your project and its aims.

### Project rationale (Why are you doing it?) \*

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.

### How have you identified the need for this project? \*

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Please include any consultation you have undertaken with other users of the site and the local community

**Who will benefit from the project? (Who? How many?) \***

Word count:  
Must be no more than 200 words.  
Describe how the Cockburn community will benefit. Include estimated numbers of attendees/ participants

**What are the planned activities? How will you achieve the project aims? (What? How?) \***

List the specific activities that will take place to carry out your project and meet your aims. This is the project plan with an indication of the timeline for each task. Here is a sample project plan to view. This can also be uploaded in the next question.

### Project Plan

Please provide a detailed summary of all the tasks required for your project from start to finish including allowance for approval process (if applicable), attainment of suppliers and capacity of suppliers/contractors to undertake the works.

If you are seeking any assistance from the City to meet any of these items please provide further information in the comments section.

Here is a sample project plan to view

Task List	Task Description	Anticipated Completion Date	Additional comments
		Must be a date.	

**Optional attachment of a project plan**

Attach a file:

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



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### Please upload any other supporting information

Attach a file:

## Experience and Community Support

### What experience has your organisation in undertaking a project of this nature? \*

- ☐ No experience as yet      ☐ Some experience      ☐ Substantial experience

### Have you spoken to and received support from the other users of this site? \*

- ☐ YES      ☐ NO

This is strongly recommended. e.g. Seasonal users, regular hire groups, recreational/leisure users etc. that share the grounds and building of your project.

### List the organisations and Cockburn community members that support your project \*

Word count:

Must be no more than 100 words.

### Letters of support or referees

Attach a file:

Letters of support will strongly assist your application. They are written by another organisation or individuals telling of the positive impact of your organisation or project, and how or why they support you. From an organisation, they must be printed on the supporter's letterhead and be signed by the Chair, President or CEO. Max 25mb

## Promotion and Acknowledgement

### How will your project be promoted and advertised? How will you engage participants? \*

Word count:

Must be no more than 150 words.

Describe types of media or other means to be used, and ways the project will be promoted and participants reached.

### How will the City of Cockburn's support be recognised? Note, you will be required to provide evidence of this in your grant acquittal. \*

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Word count:

Must be no more than 150 words.

Describe the ways support received will be acknowledged.

## BUDGET AND FINANCIAL DETAILS

**\* indicates a required field**

Financial Details - Please use GST exclusive figures for all amounts.

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

\$

What is the total expected cost of your project? This includes all the expenses including volunteer hours.

**Grant amount requested \***

\$

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

**Please note:**

Requests for Minor Capital Works are to a maximum of \$4,000, and for Major Capital Works to a maximum of \$50,000.

**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 - Please ensure all figures are GST exclusive.

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. equipment hire, goods being purchased including quantity, services being engaged etc.)

Please view the [sample budget](#) before commencing.

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

**Note:**

1) INCOME must include:

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- all funding received or pledged by the club themselves, and alternate sources such as other funding bodies, sponsors, donations etc.
- in-kind contributions. These are donations of goods/materials and services that have a value; these may include supplies/materials donated and volunteer labour.

**Calculating volunteer time** - Calculate volunteer time at the following rates:

- Unskilled labour - \$25 per hour
- Qualified tradesmen - \$35 per hour
- Professional services - \$50 per hour (eg. structural engineer, architect etc.)

2) EXPENDITURE must include:

- purchase of non-consumable and consumable items
- equipment purchase or hire
- labour
- in-kind expenses (for goods, materials and services). Please calculate volunteer labour as above.

3) The combined value of voluntary labour and donated materials must not exceed 50% of the Applicant's contribution.

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

5) 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.

6) Quotes must be provided (please note Major Capital Works applicants must provide two quotes). Quotes must include the supplier's name, address, phone number and ABN, and indicate whether GST is applicable.

7) Confirmed funding means approval has been given and you can provide written proof upon request that the allocated funding or in-kind contribution has been guaranteed.

## Funding Source

### Income Description Confirmed funding? Income Amount (\$) Notes

		GST Excl. a dollar amount	
Applicants Funds		\$	
Voluntary Labour		\$	
Donated Materials		\$	
Funding Requested from the City of Cockburn		\$	
Other Funds - identify from who in Notes)		\$	
		\$	
		\$	
		\$	

Budget Totals

Total Project Cost

\$

This number/amount is calculated.

Expenditure

Please provide details of your project budget **(do not include GST)**

Item (eg. materials and supplies)	Expenditure Amount (\$)	Calculations - for in-kind contributions, show how you have arrived at these amounts
		NB: Items/services require quotes to be provided with grant application.
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

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? \*

☐ YES

☐ NO

If NO, please review your budget table before submitting.

Minor Capital Works Expenses

For goods or services you intend to purchase or hire, please attach a copy of the quotes \*

Attach a file:

Attachments

Please upload a copy of minutes from the club committee endorsing the project and confirmation of the club's financial contribution to this project \*

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Attach a file:

**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.

**Please upload your organisation's most recent financial statements \***

Attach a file:

This includes the profit and loss statements. Applicants for the Major Capital Works funding will also be required to submit independently audited financial year statements in addition to the most recent financial statements

**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.

## Major Capital Works Attachments

**For goods or services you intend to purchase or hire, please upload two (2) written quotes for all expenditure (costs) \***

Attach a file:

Max 25mb per file attachment. Recommended no more than 5mb per attachment.

**Please attach the most recent independently audited financial year statements**

Attach a file:

This is an audit requirement for the City for any funding requests over \$5,000

## Optional additional information

**Please upload any other research, documentation or information to support your application**

Attach a file:

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This can include plans, building approvals, examples of what has been done elsewhere, documents demonstrating alignment to clubs/associations mission

### 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 \***

**Account name \***

**Branch code/BSB number \***

**Account number \***

## 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.

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- 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. Acknowledge the City's funding by displaying signage if applicable (supplied by City).
- I am prepared to undertake joint media promotion with the City.
- 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.
- All necessary permits and approvals will be obtained prior to the beginning of the project.
- The 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

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.**