

Shire of Northam Community Grants

Club Sponsorship 2019/20



The Shire of Northam invites applications from community sport and recreation clubs to assist in the hosting of major club events or competitions that will bring additional benefits to the Shire of Northam community. Funding will generally be limited to \$5,000 per club, unless determined otherwise by Council.

ELIGIBILITY

Only sport/recreation clubs located within the Shire of Northam that are affiliated with a State Association are eligible to apply.

The event/competition must take place within the Shire of Northam and entries must be open to residents and non-residents. Funding can be utilised for hosting and promotion of the event/competition or for prize/prize money where it encourages excellence in sport.

Consideration will not be given to the following:

- Retrospective funding
- Recurrent salaries or operational costs not directly associated with the funded event/project
- Equipment purchases
- Fundraising activities
- Clubs that have outstanding acquittals

ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

- Significance of event at local/state/national level
- Additional benefits to the community (e.g. promotion of the region, attraction of competitors and spectators)
- Evidence of other support/funding
- Recognition of Shire of Northam support

APPLICATION REQUIREMENTS

In order to be considered for funding applicants must provide the following by the advertised closing date:

- Completed and signed application form
- Copy of Certificate of Incorporation (if applicable)
- Copy of Public Liability Insurance
- Copy of certified organisational financial statements

APPLICATIONS CLOSE 4PM THURSDAY 18 APRIL 2019

Applications can be submitted by mail, email or hand delivered:

Shire of Northam
395 Fitzgerald Street
PO Box 613
NORTHAM 6401
records@northam.wa.gov.au

QUESTIONS

Enquiries regarding eligibility and the application process should be directed to the Shire of Northam's Community Development Officer Michelle Blackhurst: 0407 088 183 or e: cdo@northam.wa.gov.au.

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1. APPLICANT DETAILS			
Name of Applicant			
Contact Person			
Street Address			
Postal Address			
Phone / Mobile			
Email			
Membership (please provide membership numbers & specify juniors/seniors) if applicable			
Is the applicant an incorporated organisation?	<input type="checkbox"/> NO	<input type="checkbox"/> YES (please attach copy of Certificate)	
ABN			
Is the organisation registered for GST?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
Does the applicant have Public Liability Insurance?	<input type="checkbox"/> NO	<input type="checkbox"/> YES (please attach a copy of Certificate)	
Applicant Bank Account Details	BSB	Account No.	Account Name



2. EVENT/COMPETITION DETAILS

Name of Event/Competition			
Commencement Date		Finish Date	
Event Description (please describe the event in detail, provide attachments if applicable)			
Describe the target audience.			
How many people are expected to attend?			

3. SPONSORSHIP JUSTIFICATION

What will the Shire of Northam funds be used for?	
How will the Shire of Northam community benefit?	



4. ORGANISATIONAL CAPACITY & COLLABORATION

Has the organisation hosted previous events (please detail)?	
What financial and operational planning and collaboration has/will be undertaken?	
How will the Shire of Northam's sponsorship be acknowledged?	
How will the event be promoted?	

5. EVENT/COMPETITION INCOME (inc GST)

					Total
Applicant Cash	\$				\$
Shire of Northam Request		\$			\$
Other grants/ sponsors (please specify)			\$		\$
Other (please specify)				\$	\$
TOTAL INCOME					\$
Applicant in Kind (if applicable)					\$



6. EVENT/COMPETITION EXPENDITURE (inc GST)

ITEM	Applicant Cash	Shire of Northam	Other grants/spon	Other	Total
e.g. Equipment hire		\$500.00			\$500
Advertising	\$100.00				\$100
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
TOTAL	\$	\$	\$	\$	\$



7. CHECKLIST

Please check your application carefully and ensure all relevant information has been provided. Additional supporting documentation can be attached to the application, and provide comments if items on the checklist are not met.

Item	Yes	No	Comment
Have you completed all sections of the application form?			
Is a copy of Certificate of Incorporation attached?			
Is a copy of Public Liability Insurance attached?			
Is a detailed project budget provided?			
Is a copy of a certified recent Financial Statement attached?			
Are copies of quotes for items over \$500 attached?			
Has the application been endorsed by the organisation's committee?			
Has a Shire of Northam 'Notice of Intended Event' form been completed for submission with your application?			
Are all additional relevant supporting documents (e.g. letters of support, operational plans etc.) enclosed?			



8. DECLARATION

I hereby certify that I have been authorised to prepare and submit this application, and that the information herein is, to the best of my knowledge, true and correct.

Should financial assistance be provided by the Shire of Northam, the organisation agrees to the following conditions of funding:

- The financial contribution from the Shire of Northam is not retrospective - funding will not be provided if the project commences prior to Shire approval.
- The financial assistance will be used only for the purposes for which it is granted, unless otherwise agreed in writing by the Shire of Northam.
- Funding will be expended within twelve months of receipt of grant offer.
- The Shire of Northam will be advised of any change in scope of the project and the Shire of Northam retains the right to refuse/reduce its level of financial assistance in that instance.
- If special conditions are applied as a condition of funding, the applicant will be required to agree in writing to these conditions prior to the financial assistance being provided.
- The applicant will acknowledge the Shire of Northam's support in all public communications relating to the project, including signage, advertising and promotional materialism accordance with Shire requirements.
- The applicant will return any unexpended funds to the Shire of Northam within three months of the expected completion date, unless otherwise agreed to in writing by the Shire of Northam.
- The applicant will provide a full acquittal of all funds, including project evaluation and evidentiary materials as required by the Shire of Northam within three months of the end of the grant term.

NAME	
POSITION HELD	
SIGNATURE	
DATE	

