The Shire of Northam invites applications for funding of up to $7,500 (excluding GST) to support ongoing and one off projects that demonstrate short to long term benefit to local sport and recreation clubs and associations. Projects should support and sustain our sporting clubs and associations through the recovery phase of the COVID-19 pandemic, and encourage active participation in sport and recreation.

Projects may include, but are not limited to:

* Sporting exhibition games and come and try days
* Expansion of existing sport and recreation activities. E.g. development of a junior program, or disability sport
* Guest speakers, workshops or coaching clinics
* Development of online capabilities
* Delivery of new and innovative community based sport and recreation programs
* Training and professional development of committee, coaches or volunteers
* Projects that increase participation

### Projects must be able to be delivered within current and evolving COVID-19 stage appropriate restrictions.

### ELIGIBILITY

In order to be eligible for funding, projects must take place within the Shire of Northam and must address a clearly identified need.

Consideration will not be given to the following:

* Projects that take place outside of the Shire of Northam or primarily benefit residents from outside of the Shire of Northam
* Any project which is deemed to be of direct benefit to a business, person or any other profit making venture, or any government department or agency
* Recurrent salaries or operational costs not directly associated with the funded project
* Events that have already taken place (retrospective funding)
* Projects that have a fundraising outcome
* Purchase of equipment or infrastructure not directly related to the project
* Trophies, prizes or gifts
* Costumes or uniforms
* Activities targeted at students in a school setting
* Capital works

### ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

* Addresses an identified community sporting and recreation need resulting from the COVID-19 pandemic
* Promotes community participation
* Management and financial capacity to deliver
* Anticipated outcomes in response to identified need
* Access, opportunity and participation

### APPLICATION REQUIREMENTS

In order to be considered for funding applicants must provide the following:

* Completed and signed application form
* Copy of Certificate of Incorporation (if applicable)
* Copy of Public Liability Insurance
* Copy of certified organisational financial statements
* Recognition of Shire of Northam support

Applications can be submitted at any time until further notice. An assessment will be made and the applicant notified of the outcome within six (6) weeks of submission of application.

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

**Shire of Northam**

**395 Fitzgerald St**

**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

Jaime Hawkins, telephone 6608 0232 or email cdo1@northam.wa.gov.au.

# Shire of Northam Community Grants

## Sport & Active Recreation 2020/21

|  |
| --- |
| **1. APPLICANT DETAILS** |
| Name of Club / Association |  |
| 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? |  [ ] NO | [ ] YES (please attach copy of Certificate) |
| ABN |  |
| Is the organisation registered for GST? | [ ] NO | [ ]  YES |
| Does the applicant have Public Liability Insurance? |  [ ] NO | [ ] YES (please attach a copy of Certificate) |
| Applicant Bank Account Details | BSB | Account No. | Account Name |
|  |  |  |

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| **2. PROJECT DETAILS** |
| Name of Project |  |
| Commencement Date |  | Finish Date |  |
| Project Description(please describe the project in detail, provide attachments if applicable) |  |

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| **3. PROJECT JUSTIFICATION** |
| How has the need for the project been identified? Please detail what impact the COVID-19 pandemic has had on your club/association. |  |
| What performance indicators will be used to measure the success of the project? |  |
| What will the project achieve and who will benefit from the project (include number of intended beneficiaries), and how will they benefit? |  |

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| **4. ORGANISATIONAL CAPACITY & COLLABORATION** |
| What financial and operational planning and collaboration has/will be undertaken? |  |
| Have other sources of funding have been applied for and are they confirmed? (Please provide details). |  |

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| **5. PROJECT INCOME (EXCLUDING GST)** |
|  |  |  |  |  | Total |
| Applicant Cash | $ |  |  |  | $ |
| Shire of Northam Request |  | $ |  |  | $ |
| Other grants/ sponsors (please specify) |  |  | $ |  | $ |
| Other (please specify) |  |  |  | $ | $ |
| **TOTAL INCOME** |  |  |  |  | $ |
| Applicant in Kind (if applicable) |  |  |  |  | $ |

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| **6. PROJECT EXPENDITURE (EXCLUDING GST)** |
| ITEM | Applicant Cash | Shire of Northam | Other grants/sponsorship | Other | Total |
| e.g. Equipment hireAdvertising | $100.00 | $500.00 |  |  | $500$100 |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
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|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
| **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? |[ ] [ ]   |
| Are all additional relevant supporting documents (e.g. letters of support, operational plans etc.) enclosed? |[ ] [ ]   |

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| **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 assistance will be used only for the purposes for which it is granted, unless other- wise agreed in writing by the Shire of Northam.
* The funded project will not take place before the funding allocation has been approved by Council.
* Funding will be expended by the 14th April 2021 unless otherwise agreed in writing.
* 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, in accordance with Shire requirements.
* The applicant will return any unexpended funds to the Shire of Northam by 14th April 2021, 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 by 14th April 2021, unless otherwise agreed in writing.
 |
| **NAME** |  |
| **POSITION HELD** |  |
| **SIGNATURE** |  |
| **DATE** |  |