



# MINOR CAPITAL WORKS GRANT 2016 APPLICATION FORM



## 1. APPLICANT PROFILE

Club Name:	
Contact person:	Position:
Postal address:	
	Postcode:
Telephone:	Mobile:
Email:	
ABN:	
Is your club affiliated with the State Association? Yes No	
What is the name of the State Association?	
How many members do you have in your club?	
Last season: _____	
Current season: _____	
Is your club incorporated? [Please attach a copy of your Incorporation Certificate]	Yes No
Does your organisation have current public liability insurance? [Please attach your certificate of currency]	Yes No
Is your club registered for GST?	Yes No



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## 2. PROJECT DETAILS

Please provide a brief overview of the project for which you are requesting funding.

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How does this project assist in achieving club objectives?

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How have you identified the need for this project?

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Who owns the land on which your project will occur?

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Have you obtained Planning and Building approval for your project? Please circle.  
(If yes, please attach a copy of these approvals.)

**YES**            **NO**            **N/A**            **Unsure**

What is the planned commencement and completion dates for your project?

Commencement date: \_\_\_\_\_

Completion date: \_\_\_\_\_

How many people will be involved or benefit from this project?

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Any other supporting information that is relevant to this application?

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### 3. PROJECT BUDGET

Please indicate in the table below how your project will be funded. In terms of total project cost, you should make an allowance for cost increases over the period of the project as it is not possible to receive additional funding to meet that cost once the project has been approved.

Funding Source	Cost \$ (GST excl)	Notes
Applicant's Cash		How much cash will your organisation contribute?
Voluntary Labour		The value of voluntary labour associated with your project.
Donated Materials		The value of donated materials you expect to secure.
Funding Requested from the City of Cockburn		How much money are you requesting from the City?
Other		Other amounts being contributed to the project? And from who?
<b>Total Project Cost</b>		

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

Item (eg. materials and supplies)	Cost \$ (GST excl)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
<b>Total Project Cost</b>	

**For goods or services you intend to purchase or hire, please attach a copy of the quote to your application.**

City of Cockburn Recreation Services PO BOX 1215 BIBRA LAKE WA 6164

Phone: 08 9411 3444 Email: [recreation@cockburn.wa.gov.au](mailto:recreation@cockburn.wa.gov.au)

## 4. CHECKLIST FOR ATTACHMENTS

Please check your application against the table below and ensure all relevant criteria have been completed. If any criteria have not been completed, please supply a **brief** comment stating reasons.

Criteria	Yes	No	Comments <i>(if applicable)</i>
Have you discussed this project with the Club Development Officer?			
Have you enclosed a copy of your Certificate of Incorporation?			
Have you enclosed a copy of your public liability insurance certificate of currency?			
Have you enclosed a copy of your clubs audited financial statement for the previous financial year?			
Have you enclosed a copy of the quote from a supplier/service provider?			
Have you completed the budget and attached details as outlined in the application?			
Have you advised the club that shares the grounds and building of your project and do they support if applicable?			
Has this application been certified by an office bearer?			
Any research or documentation to support your application (Plans, building approvals, etc.)			



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## 5. FUNDING AGREEMENT

If your organisation's funding application is successful, your organisation will be required to enter into a formal funding agreement with the City of Cockburn. This agreement will contain a comprehensive set of provisions designed to protect the interests of the applicant organisation and the City of Cockburn.

### UNDERTAKINGS AND CONDITIONS

*If the application is successful these undertakings and conditions will form part of your contract with the City of Cockburn.*

1. We agree to acknowledge the City's funding through all promotional avenues. Acknowledge the City's funding by displaying signage if applicable (supplied by Council).
2. We are prepared to undertake joint media promotion with the City.
3. We recognise that special conditions may need to apply to the funding addressing relevant elements of the City's Strategic Plan to compliment the organisation's objectives.
4. We agree to provide a report detailing the acquittal of the project funds [on the form provided] within two months of the project's completion.

## 6. BANK ACCOUNT DETAILS

If your application is successful and you wish to receive electronic funds transfer, please provide the following information:

Organisation Name: \_\_\_\_\_

*(Name of the Incorporated Organisation applying for the funding)*

Name of Bank: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Branch Code/BSB Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

## 7. DECLARATION

*I hereby certify that I have been authorised to prepare and submit this application.*

***The information contained herein is to the best of my knowledge true and correct.***

Name [Block Letters]			
Signature			
Position Held		Date	

For more information email: [recreation@cockburn.wa.gov.au](mailto:recreation@cockburn.wa.gov.au) or call: 9411 3444.

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