



8 March 2018

61 Broun Avenue, Morley WA 6062  
PO Box 467, Morley WA 6943

Dear President,

P: (08) 9272 0622

F: (08) 9272 0665

mail@bayswater.wa.gov.au

**COMMUNITY CAPITAL WORKS REQUESTS APPLICATION  
FOR 2018/19 NOW OPEN**

National Relay Service: 1800 555 660

www.bayswater.wa.gov.au

The City of Bayswater is conducting preparation of the 2018/19 budget. In consideration for the budget process the City has opened applications for capital works funding requests from community and sporting organisations wishing to improve facilities and infrastructure.

- Please note that all applications received will be considered on a case by case basis and a received application does not guarantee funding.
- If your organisation has a lease with the City, you must have approval from the President or Executive Officer of the Association or Committee named in the lease agreement, prior to submitting your application.
- You are encouraged to supply two written quotations to support your application.
- Please complete an application form and list each individual project as requested.
- Projects for funding will be assessed against the following criteria:

*Club Membership:* Who and how many people will benefit from the project?

*Project Value:* Does the value of project equal between \$5,000 and \$20,000?

*Nature of Project:* Is the nature of project critical, desirable or cosmetic?

*Impact on Club:* Has the club provided justification of the need for the project?

*Club Contribution:* Will the club be contributing towards the value of the project?

*Quotes included:* Has the club included formal quotes within their application?

*Aligned to CBP:* Is the project aligned to City's Corporate Business Plan 2017 - 2027? More information about the City's Corporate Business Plan can be found at the following link;  
<http://www.bayswater.wa.gov.au/cproot/8577/2/corp-bus-plan.pdf>

The deadline for submission is **4.00pm, Friday 20 April 2018**. An application form can be downloaded from the City's website [www.bayswater.wa.gov.au](http://www.bayswater.wa.gov.au) or by contacting Recreation Services on [recreationservices@bayswater.wa.gov.au](mailto:recreationservices@bayswater.wa.gov.au).

Should you require further information please contact David Bruce-Recreation Services Coordinator on 9272 0612.

Yours sincerely

**JON VINES**  
**MANAGER RECREATION SERVICES**



# City of Bayswater

## 2018/19 Community Capital Works Requests Application Form

### CLOSING DATE - Friday 20 April 2018, 4pm



The following information will need to be completed prior to consideration of the request by the City of Bayswater. The intent of this document is to fully clarify what your proposed project is and the intended outcomes. Projects will be assessed for consideration as part of the City of Bayswater's annual capital works program. Submitting an application does not guarantee funding/support towards the project. Any funds approved will be available from 14 July 2018.

**All applications MUST supply two (2) written quotations within your application, please ensure quotations are attached to your proposal.**

#### SECTION 1 APPLICATION DETAILS

##### Club/organisation

Club Name	
Club Address	
Contact Person	
Position	
Phone	
Mobile	
Email Address	
Postal Address	
Website address	

##### Incorporation

Is your club or organisation currently incorporated?	Yes	No
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##### Goods and Services Tax (GST)

Is your club or organisation currently registered for GST?	Yes	No
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##### Australian Business Number (ABN)

Do you have an ABN? ABN Number:	Yes	No
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<b>Membership</b> Please provide membership numbers for the past three years			
Type	2018/17	2017/2016	2016/15
Senior			
Junior			
Other members, i.e. social, non-playing			
Number of members City of Bayswater residents?			

**SECTION 2 PROJECT BACKGROUND**

<b>Facility Details</b>			
Facility Name			
Facility Address			
Do you have a lease agreement with the City?	Yes	No	
Are all clubs within association or committee working together for this project?	Yes	No	
Is the project supported by the committee or association named within the lease agreement of your facility?	Yes	No	N/A
Please attach a copy of your clubs most recent AGM approved accounts	Yes	No	

<b>Sport/Community Group Benefits</b> List the main sports, recreation activities, and clubs which will benefit from your proposal and how?	
Sport/Community organisation	How?

**SECTION 3 PROJECT DETAILS**

If you are applying for multiple projects you are required to prioritise each project below and complete a project details and project criteria section for each project (Maximum three projects)

**PROJECT DETAILS** PROJECT PRIORITY NUMBER:

**Description of Project**

**Project Cost**

What is the estimated project cost? \$

**2 x written quotes are required for each project application.**

Funding Source	Amount \$	Confirmed (Yes / No)
<b>Club contribution</b> - Please provide supporting evidence including GST component	\$ <input type="text"/>	<input type="text"/>
<b>City of Bayswater</b> - Amount requested for this project	\$ <input type="text"/>	<input type="text"/>
<b>In-kind support / voluntary labour</b> -Specify units of costs - i.e. hourly rates, quantities	\$ <input type="text"/>	<input type="text"/>
<b>Other</b> - please specify (example; Federal, State or funding grants)	\$ <input type="text"/>	<input type="text"/>
<b>Total Project Cost Including GST</b>	<b>\$</b> <input type="text"/>	<input type="text"/>

**PROJECT CRITERIA**  
Priority 1: Criteria

1. Needs assessment

1.1 How did you establish a need for your project?

2. Community benefit

How will the project benefit your organisation, increase community involvement, participation and/or physical activity in the City of Bayswater?

3. Impact on organisation

Describe how critical the project is to your organisation's core activities and objectives, Rate the importance from 1 low - 10 high

## SECTION 5 DECLARATION

### Executive Declaration

The application should be signed by the accountable officer of the incorporated body, usually the President.

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the Freedom of Information Act 1992 and that the City of Bayswater may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

The City of Bayswater may wish to provide certain information to the media for promotional purposes. For example the club name, sport, location, funding purpose, project activity and funding amount.

I certify that the information given in this document is true and accurate.

Name	
Position	
Signature	
Date	

## SECTION 5 APPLICATION SUBMISSION

These forms, along with any supporting documentation are to be returned by **Friday 20 April 2018- 4pm**

to: **mail@bayswater.wa.gov.au**

Or

**Recreation Services  
City of Bayswater  
PO Box 467  
MORLEY WA 6943**

For more information please contact Recreation Services, by phone 9272 0612

## SECTION 6 CHECKLIST

- Approval from the President or Executive Officer of the Association or Committee named in the lease agreement (if applicable).
- Application forms completed (Required)
- Project plans / drawings attached (if applicable)
- Provide copy of most recent club AGM accounts (Required)
- 2 x quotations attached to support each project (Required)
- Other supporting documentation attached (Optional)