



31 October 2022

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Dear President

COMMUNITY CAPITAL REQUEST GRANT APPLICATIONS FOR 2023/24 NOW OPEN

The City of Bayswater is conducting preparation of the 2023/24 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 obtain approval from the President or Executive Officer of the Association or Committee named in the lease agreement, prior to submitting your application.
- Organisations are urged to read the [City of Bayswater Community Recreation Plan 2022/32](#), prior to submitting an application.
- You are encouraged to supply two written quotations to support your application.
***Please note that for any project involving works on City buildings the club is required to discuss their submission with a City Project Officer prior to seeking quotes.**

Please complete an application form and list each individual project as requested. All applications will be assessed against the following criteria:

Club Membership	Who and how many people will benefit from the project?
Project Value	Priority to projects valued 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	How / What will the club be contributing towards the value of the project?
Quotes Included	Has the club included formal quotes to validate the project cost?
City Objectives completed prior to submission?	Has the organisation met with Project Services prior to quotes for any building works or refurbishment? Do you have a Club Strategic Plan, Audited Financials and held an AGM? Is the project aligned to the Corporate Business Plan of the City?

The deadline for submission is **4.00pm, Friday 24 February 2023**. An application form is attached below, it can also be downloaded from the City's website www.bayswater.wa.gov.au or by emailing ross.cameron@bayswater.wa.gov.au.

Should you require further information please contact the City's Project Officer, Ross Cameron, on 9208 2427.

Yours sincerely

JON VINES
MANAGER PROJECT SERVICES



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 annual capital works program. Submitting an application does not guarantee funding/support towards the project. Any funds approved will be available from mid July 2023.

For quotations relating to building works or refurbishment, the club must meet with the Project Services Officer prior to quoting on-site.

City of Bayswater contact:		Date contacted:	
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All applicants MUST supply two (2) written quotations within their application, please ensure quotations are attached to your submission.

SECTION 1 APPLICATION DETAILS

Club/Organisation

Club Name	
Club Address	
Contact Person	
Position In Club	
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? If yes, ABN	Yes	No
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Membership Please provide membership numbers for the past three years			
Type	2022/23	2021/22	2020/2021
Senior			
Junior			
Other members, i.e. social, non-playing			
Number of members who are City of Bayswater residents?			

SECTION 2 PROJECT BACKGROUND

Facility Details			
Facility Name			
Facility Address			
Do you have a lease agreement with the City?	Yes	No	
Are all clubs within your 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	

Sport/Community Group Benefits 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:	
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Description of Project

Project Cost

What is the estimated project cost?	\$
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2 x written quotes are required for each project application.

Funding Source	Amount \$	Confirmed (Yes / No)
Club contribution - Please provide supporting evidence including GST component	\$	
City of Bayswater - Amount requested for this project	\$	
Other - please specify (example; Federal, State funding or grants)	\$	
Total Project Cost Including GST	\$	

PROJECT CRITERIA

1. Needs assessment
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 4 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 **4pm Friday 24 February 2023**

to: mail@bayswater.wa.gov.au

Or

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

For more information please contact Project Services, by phone 9208 2427

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)
- Met with Project Services Officer on-site prior to quotes for building works or refurbishment (Required)
- 2 x quotations attached to support each project (Required)
- Other supporting documentation attached (Optional)