

# 2024/25 Community Capital Request Grant Application Form

**CLOSING DATE: 4pm, Friday 23 February 2024**

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 2024.

**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	
Phone	
Mobile	
Email Address	
Postal Address	
Website	

Incorporation		
Is your club or organisation currently incorporated?	Yes	No
Goods and Services Tax (GST)		
Is your club or organisation currently registered for GST	Yes	No
Australian Business Number (ABN)		
Do you have an ABN? If yes, ABN:	Yes	No

<b>Membership</b> <b>Please provide membership numbers for the past three years</b>			
Type	2023/24	2022/23	2021/22
Senior			
Junior			
Other members			
Number of City of Bayswater resident members?			

Section 2 - Project Background			
Facility Details			
Facility Name			
Facility Address			
Does your club have a lease agreement with the City?	Yes	No	
Are all clubs within your association or committee working together for the project?	Yes	No	
Is the project supported by the committee or association named within the lease agreement of your facility?	Yes	No	N/A
Have you attached a copy of your clubs most recent AGM approved minutes?	Yes	No	
Has your club received Community Capital Funding in the last three years	Yes	Year:	No

Sport / Community Group benefits	
List the main sports, activities, and groups/clubs which will benefit from the project and how?	
Sports / Community organisation	How?

### Section 3 - Project Details

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

<b>Project Details</b>		<b>Project Priority Number:</b>		
<b>Project Description</b>				
<b>Project cost</b>				
Estimated project cost?		\$		
<b>Funding Source (Inc. GST)</b>		<b>Amount</b>	<b>Confirmed (Yes / No)</b>	
Club contribution – Provide supporting evidence		\$		
City of Bayswater – Amount requested for this project		\$		
Other funding – specify (i.e. federal, state, grants		\$		
Total Project cost (Inc. GST)		\$		
<b>Project Criteria</b>				
<b>1. Needs assessment – How did you establish the need for this project?</b>				
<b>2. Community Benefit – How will this project benefit your organisation, increase community involvement, participation and/or physical activity in the City of Bayswater?</b>				
<b>3. Impact of organisation – Describe how critical this project is to your organisation's core activities and objectives. Rate the importance from 1 low – 10 high.</b>				

## 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 23 February 2024** to: [mail@bayswater.wa.gov.au](mailto: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 08 9208 2427.

## Section 6 - Checklist

Approval from President or authorised officer of the Association or Committee named in the lease agreement (if applicable)

Met with Project Services onsite prior to quotes for building works or refurbishment (required)

Application forms completed (required)

Two quotes attached to support each project (required)

Project plans / drawings attached (required)

Other supporting documentation attached (optional)

Copy of most recent club / group AGM minutes (required)

Declaration of any prior Community Capital funding received (required)