



11 November 2019

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

P: (08) 9272 0622
F: (08) 9272 0665

mail@bayswater.wa.gov.au

National Relay Service:
1800 555 660

www.bayswater.wa.gov.au

Dear President

COMMUNITY CAPITAL WORKS REQUESTS APPLICATION FOR 2020/12 NOW OPEN

The City of Bayswater is conducting preparation of the 2020/21 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.
- 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 January 2020**. An application form can be downloaded from the City's website www.bayswater.wa.gov.au or by emailing trent.prior@bayswater.wa.gov.au.

Should you require further information please contact the City's Coordinator Project Services, David Bruce, on 9272 0612.

Yours sincerely

JON VINES
MANAGER PROJECT SERVICES