

# Sporting Club Assistance Program Guidelines

2021-2022



| Program                         | Applications  | Amount | Assessment Timeframe  |
|---------------------------------|---|--------|-----------------------|
| <b>Sporting Club Assistance</b> | Open all year<br>Until funding allocation exhausted | \$500  | Up to 10 working days |

## Overview

The City of Fremantle's Sporting Club Assistance Program aims to increase community participation in sport and recreation through the provision of financial assistance.

Applications must meet the eligibility and program criteria, and be requests for financial assistance:

- With costs associated with attending courses targeted at increasing skill level of committee members, volunteers and administrators in order to effectively run club activities
- To new clubs through the initial phase of incorporation and set up fees
- With club events such as come and try or open days
- With costs associated with purchase of essential equipment (not to exceed 50 per cent of total costs)

## Eligibility

To apply for assistance under this program, applicants must:

- Be incorporated not-for-profit sport and recreation club
- Be based or operating within the City of Fremantle and servicing a significant number of local residents
- Have no outstanding monies owing to the City

## Program Criteria

- No additional funding will be provided over the approved application.
- Applications for assistance must be made a minimum of 15 working days prior to the project/event start date
- Retrospective applications for goods already purchased will not be accepted.
- Clubs will only be eligible for the Sporting Club Assistance program once every financial year.
- Additional information must be attached to the application form (i.e. quotes, club Incorporation Certificate and public liability insurance)

## The Application Process

1. Contact the City's Community Development – Health and Wellbeing Officer to discuss the potential project and subsequent application, [grantfunding@fremantle.wa.gov.au](mailto:grantfunding@fremantle.wa.gov.au)

2. Complete the Sporting Club Assistance Application Form online via the City's Smarty Grants portal.

Please ensure you have relevant supporting documentation including quotes.

3. Submit your application.

Once you have submitted your application you will receive an email of acknowledging receipt. Please note that the City seeks to provide an outcome within 10 working days. Applicants will be notified of funding decisions via email.

## The Assessment Process

Eligible applications will be assessed against the grant eligibility, program criteria and funding availability.

Please note the assessment timeframe for the Sporting Club Assistance grant is up to 10 working days.

## Successful Applicants

Successful applicants are required to sign a letter of agreement in order to accept the grant.

Recipients are required to:

- Expended the grant in accordance with the guidelines and will only be used for the purpose for which it was approved.
- Expended the grant funding within three months of the approval date. If not expended funding is to be returned to the City of Fremantle.
- Submit a written request to the Manager of Community Development seeking approval for an extension of time, if there is to be a delay in the expenditure of the grant.
- Complete a grant acquittal accompanied by copies of all receipts or a statutory declaration.
- Appropriately acknowledge the City's contribution.
- Meet any special conditions that are attached to the grant will be met.

If you are approved to receive funding, please note that in most cases, the payment process will take at least a further 10 working days to commence (following the 10 working days of assessment period).

## Examples of what may be funded:

### Sporting Club Assistance

- Incorporation costs (fees to lodge a Constitution)
- Setup stationery costs (letterhead or logo design)
- Setup/office equipment

### Volunteer Training and Workshops

- Approved coaching or referee courses
- Training seminars, such as first aid or strapping courses
- Committee webinars

### Promotion and Marketing

- Advertising costs to promote the club

- Hire fees of equipment for promotional event, such as marquees, chairs etc
- Facility hire
- Signage and banners to promote the club

#### **Inclusion Projects**

- Printing and advertising
- Project facilitator fees i.e. specialised coach
- Equipment specific to the project

#### **Essential sports and safety equipment (note: equipment requests cannot exceed 50 per cent of the total project cost)**

- Footballs, soccer balls, cricket and athletics equipment for team usage
- Team and club equipment
- Line markers
- Transferable officiating items such as whistles & umpire uniform
- IT equipment use specifically for training, coaching, and online registrations.
- Safety equipment such as goal padding, head gear, stretcher etc.

#### **Financial assistance will not be allocated for the following purposes:**

- Ongoing day-to-day operational costs
- Wages or honorariums
- Items which only benefit individual members
- First aid items to top up kits
- Items funded the previous year