

## Sport Participation Grant Overview

\* indicates a required field

### Introduction

Participation in organised sporting activities offers many health and wellbeing benefits to our community including increasing self-esteem, networking opportunities and social inclusion.

The City of Vincent is committed to encouraging and supporting sporting opportunities within Vincent to promote participation growth.

This grants program aims to assist local clubs to establish activities, programs, or projects that promote and encourage participation in sport.

Grants of up to **\$2000** are available to local sporting clubs.

Activities, programs, projects, and initiatives that are considered eligible under this program include (but are not limited to):

- Costs associated with the establishment of activities, programs, competitions or new teams aimed at increasing female participation in sport
- Equipment required by female participants to take part in sport
- Coaching accreditation
- Umpire training and
- Costs associated with developing gender equity strategies, policies or codes of conduct for sporting clubs.

Before starting your application, you must contact the Community Development team to discuss the proposed activity, event or program to ensure it is eligible.

### Prior to lodging application

Prior to completing this application, please make sure that you have discussed your proposal with the Community Development team on 9273 6000.

**Have you discussed this application with a member of the Club Development team**

\*

- ☐ Yes  
☐ No

**Who in the Club Development team have you spoken with?**

## Guidelines and Criteria

### Eligibility

# Sport Grant

## Form Preview

In order to be eligible for funding, you must be a:

- Sport and recreation club located within the City of Vincent
- State sporting associations located within the City of Vincent
- The activity, event or program must have a local focus and provide a benefit to the local community.

***The following will be considered for funding:***

- Come and try days
- New sporting competitions
- Programs that have a direct and immediate benefit to City of Vincent residents
- Projects with measurable outcomes
- The City must be satisfied that the applicant organisation has the competency and capacity to implement the project.

***The following will not be considered for funding:***

- Sport and recreation clubs or State Sporting Associations located outside the boundaries of the City of Vincent
- retrospective funding (the application must be received by the City before the activity, event, or program takes place)
- Groups and organisations that operate with the aim of making a profit
- Groups and organisations who have failed to acquit grants awarded to them by the City of Vincent in any capacity
- Programs, services or events that take place outside City of Vincent boundaries.

## Contact Details

### Contact Details

**Applicant**

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

**Applicant Primary Address**

Address

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |

**Applicant Primary Email**

Must be an email address.

**Applicant Primary Website**

# Sport Grant

## Form Preview

Must be a URL.

### Applicant Mobile Phone Number

Must be an Australian phone number.

### ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |                                  |
|---------------------------------------------------|----------------------------------|
| ABN                                               |                                  |
| Entity Name                                       |                                  |
| ABN Status                                        |                                  |
| Entity Type                                       |                                  |
| Goods & Services Tax (GST)                        |                                  |
| DGR Endorsed                                      |                                  |
| ATO Charity Type                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main Business Location                            |                                  |

Must be an ABN.

## Activity, Event, Program Details

### Name of Activity, Event or Program

### Commencement Date

Must be a date.

### Completion Date

Must be a date.

### Time of Activity, Event or Program

### Location of Activity, Event or Program

# Sport Grant

## Form Preview

**Please describe your proposed event, activity, or program and explain how it will support the growth of participation in sport within the Vincent community.**

**Describe how the program will benefit the City of Vincent community and encourage sporting participation.**

**How will the program develop your club and contribute to improving social inclusion, participation and equity within the community?**

**How much will you be charging attendees or participants to participate in your activity, event or program**

\$

Must be a dollar amount.

**How many people are you expecting to participate in your activity, event or program**

Must be a number.

**What percentage of City of Vincent residents are expected to attend?**

Must be a number.

You do not need to put the symbol in this box, just the number.

**Please outline how your program will have a direct and immediate benefit to the City of Vincent residents in 200 words or less**

Word count:

**Have you held this event, program or project or a similar program/project in the past?**

- ☐ Yes  
☐ No

**If yes, please provide details of the program and the funding details you received for it below**

**Will this event, program or project go ahead without the support from the City of Vincent?**

- ☐ Yes  
☐ No

**If no, please provide details of why not below**

## Previous Funding

Funding

**Have you received funding or in kind support from the City of Vincent in the last 12 months?**

- ☐ Yes  
☐ No

**If yes, please provide details below**

## Measurable Outcomes

Measurable Outcomes

The Club Development team will discuss these measurable outcomes with you if they don't meet the requirements.

When developing your measurable outcomes think about the SMART goals (Specific, Measurable, Achievable, Relevant and Time-Bound).

Please make sure that your outcomes are measurable.

## Specific Measurable Outcomes

How will the program measure its successes? What specific measurable outcomes will be set as part of the event, activity, or program? Provide a minimum of 3 measurable outcomes that are quantifiable?

**Outcome 1**

**Outcome 2**

Outcome 3

Budget & Financials

Grant details

What is the total cost of the event, program or project?

Must be a number.

How much money are you seeking from the City of Vincent

Must be a number.

The maximum amount available under donations is \$500

Are you receiving funding from any other sources for this event, program or project?

- ☐ Yes
- ☐ No

If yes, please provide details below

Budget

Have you compiled a budget for this event, program or project

- ☐ Yes
- ☐ No
- ☐ It is currently being developed

Budget

| Income | \$ | Expenditure | \$ |
|--------|----|-------------|----|
|        | \$ |             | \$ |
|        | \$ |             | \$ |
|        | \$ |             | \$ |
|        | \$ |             | \$ |
|        | \$ |             | \$ |
|        | \$ |             | \$ |
|        | \$ |             | \$ |
|        | \$ |             | \$ |

### Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

### Attachments

If you have a copy of your budget, please upload a copy.

**Please upload a copy of the budget**

Attach a file:

### Recognition of City Funding

#### Logo placement on marketing materials

Below is our logo and a one page logo guide for promotional purposes in relation to your funding from City of Vincent.

Our main logo is in black but if you are placing it on a dark background you can use the rev (white) version.

If you need the logo in a different format such as an EPS or JPG, please email [marketing@vincent.wa.gov.au](mailto:marketing@vincent.wa.gov.au) and we can supply another.

The City should use this logo on posters, flyers, web page graphics, media releases, advertisements and footage.

[Logo](#)

[Style Guide](#)

**As a recipient of the Female Sports Participation Grant, successful organisations will be required to acknowledge the support of the City as follows:**

- ☐ The City must be acknowledged on all promotional material in a prominent place, e.g. graphics/art, (posters, flyers, web page graphics etc.), media releases, advertisements and footage.
- ☐ The City must be acknowledged in all public announcements of the program.
- ☐ The City must be acknowledged in the organisation's annual report.
- ☐ Acknowledge the City of Vincent's contribution in any written material in relation to the project.
- ☐ Use the City of Vincent logo in accordance with the City of Vincent styleguide in any publicity provisions of any kind (including brochures, signage, advertising and invitations).
- ☐ Issue an invitation to the Mayor/elected members to any launch or public event associated with the funding, and when they attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event.
- ☐ Provide copies of media articles, social media posts.
- ☐ Photos from the program.
- ☐ Completed acquittal form (provided by the City of Vincent).

- ☐ A certified financial statement of expenditure as per the approved grant allocation.

### Acknowledgement in written promotions, media releases or speech notes

When promoting your project – please let people know that it was ‘supported by City of Vincent’.

### Invitations to events

If your project includes an official event with guests, you may want to consider inviting the Mayor or Council Members to attend. Please let us know if you’d like to send an invite to the Office of the Mayor.

## Declaration

### Declaration

I confirm that:

- If my application is successful, I will ensure recognition of Vincent funding;
- After the activity, event, or program, I will provide an acquittal (if required) within 30 days; and
- The information contained herein is to the best of my knowledge, true and correct.

## Bank Details

### Payment of Funds

If successful, you will be required to complete a [creditor form](#).

Please complete this form and upload it.

Please note :

The nominated email in the completed form will receive an email verification / phone verification from EFTSure on behalf of the City of Vincent.

This process is required to be completed by all the new /active suppliers for any updates.

After the details are verified by EFTSure, we will update details in our system.

All funding will be released for payment after the verification and account details update is completed.

### Creditor Form

### **Creditor Form**

Attach a file:

## Next Steps

### Next steps

The Club Development team will now make an assessment of your Sport Participation Grant. Once the assessment has been completed, you will receive an email confirming

### Contact Details

For further information or an update on where your application is at, please contact the Club Development team on 9273 6000 or via email at [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)