

Club Connect Grant Guidelines

The City of Mandurah's Club Grant aims to assist sport and recreation clubs with costs associated with attending courses targeted at increasing the skill level of committee members, volunteers and administrators to effectively run club activities, to assist new Clubs through the initial phase of incorporation and set up fees, and to assist with Club events such as come and try or open days. For your application to be assessed, you **must** discuss your application with the City's Club Development Officer on 9550 3601 or email clubconnect@mandurah.wa.gov.au. If easier, the club connect team can visit you on site, or you can come to the Council offices – please reach out to organise. You will be given a unique number, after speaking to an officer, which you will require to complete the application. A quote will need to be supplied, to support your application so ensure you have this when completing the application form.

Purpose

- Assist with formation of new clubs
- Volunteer training and workshops
- Support of volunteers in their roles
- Safety Items
- Promotion & Marketing
- Inclusion Projects

Grant Amount

Grant amount is up to \$700 per club, per financial year. Each club can apply once a year, but the funding can be used across multiple initiatives, within the grant guidelines.

Eligibility

Incorporated clubs that provide sport and recreation opportunities to the local Mandurah community.

Clubs are only eligible for this grant once in a financial year. Applicants **must** have acquitted all City of Mandurah previous grants. Clubs **must** have completed the annual club connect survey (<https://www.surveymonkey.com/r/QGZXMMG>) to qualify for this grant. Retrospective funding is not available, and funding must be approved before funds are expended.

Grants will only be allocated for the following purposes:

FORMATION OF NEW CLUBS

- Incorporation costs (Fees to lodge Constitution)
- Setup stationary costs (Letterhead or logo design)
- Setup equipment

TRAINING COURSES

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

VOLUNTEER SUPPORT

- Equipment and electronic devices directly related to role
- Stationary needs
- Equipment to run programs to introduce new members
- Reward and recognition programs (perpetual awards)

SAFETY ITEMS

- Safety equipment such as goal padding, head gear, stretcher
- Set up equipment for new initiatives/programs
- Equipment for volunteers to carry out role, such as purchase of first aid kits

INCLUSION PROJECTS

- Printing and advertising costs
- Project facilitator fees i.e. specialised coach
- Equipment or facility hire specific to the program

GRANT WILL NOT BE ALLOCATED FOR THE FOLLOWING PURPOSES

- Ongoing costs (including hire of swimming lanes and facilities)
- Wages or honorariums
- Items which only benefit individual members
- Items funded the previous year (except if can prove a need)
- Standard sports equipment
- Construction of structures

Application Process

Applications will only be accepted on the online Smarty Grants form and all criteria in the application must be addressed.

Quotes must be supplied at the time of applying for the grant

If the project cost is higher than the \$700 grant amount, the applicant must detail in the income section of the application where the remaining funds will be secured from.

Applicants may be contacted to clarify any queries regarding their applications.

All applicants are advised of the outcome of their application via email within 28 days

Conditions and Acquittal

Grants allocated to your club by the City of Mandurah should be acknowledged. If the City of Mandurah logo is required, please phone us on 9550 3601 or email clubconnect@mandurah.wa.gov.au.

If successful with this grant the applicant will need to acknowledge the following conditions:

- The grant will be expended in accordance with the guidelines and will only be used for purpose for which it was approved
- The grant will be expended within three months of approval
- If there is to be a delay in the expenditure of the grant, a written request will be made to the Manager of Recreation Services seeking approval for an extension of time

- Any unexpended funds will be returned to the City of Mandurah within three months of payment of the grant, unless otherwise agreed in writing by the Manager of Sport and Recreation.
- All grants will be acquitted via the Smarty Grants Portal and accompanied by copies of all receipts or a statutory declaration.
- No further funding will be provided until an acquittal has been submitted and approved by the City Officer
- Any special conditions that are attached to the grant will be met