

## Club Connect Grant Guidelines

### Purpose

The purpose of the City of Mandurah's Club Connect Grant is to assist the local sport and recreation community with grant funding towards the creation of new clubs, strengthening existing clubs, and upskilling club committee members, volunteers and administrators.

### Eligibility and Assessment Criteria

Eligibility for a Club Connect Grant will be assessed on the following criteria:

- 1 The Club must be an incorporated not-for-profit organisation that provides sport and recreation opportunities to the local Mandurah Community.
- 2 The Club must have completed the annual [Club Connect Survey](#) to qualify for this grant.
- 3 The Club is only eligible to receive funding from the City once per financial year.
- 4 The Club must have acquitted all other City of Mandurah previous grants, and not have any outstanding debts with the City.
- 5 The Club must have their grant application approved by the City prior to the funds being expended. Retrospective funding is not available.
- 6 The Club must demonstrate the funding will be allocated towards one (or more) of the following purposes:
  - Formation of new clubs**
    - Incorporation costs (fees to lodge Constitution)
    - Setup stationary costs (letterhead or logo design)
    - Set-up equipment
  - Training courses**
    - Training courses and workshops targeted at increasing the skill level of committee members, volunteers and administrators e.g. approved coaching or referee courses first aid or strapping courses
    - Committee webinars
  - Volunteer support**
    - Equipment and electronic devices directly related to role
    - Stationary needs
    - Reward and recognition programs (perpetual awards)
    - Equipment to run programs to introduce new members e.g. Club events such as 'come and try' or 'open days'.
  - Safety equipment**
    - Safety items and equipment such as goal padding, head gear, stretcher
    - Equipment for volunteers to carry out role, such as purchase of first aid kits



**Access and Inclusion projects**

- Printing and advertising costs, promotion and marketing
- Project facilitator fees i.e. specialised coach
- Equipment or facility hire specific to the program
- Set-up equipment for new initiatives/programs

**What will not be eligible for grant funding?**

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

## Grant Amount

Eligible Clubs may apply for grant funding of **up to \$700** per financial year. The Club may use the funding towards multiple initiatives consistent within the approved grant purposes.

## Application Process

**1****Discuss your grant application with Club Connect prior to lodgement**

For your application to be assessed, you **must** discuss your application with the Club Connect. If easier, the club connect team can visit you on site, or you can come to the City's Administration Office – please reach out to organise. You will be given a unique number after speaking to the Club Connect team, which will be required to complete the application.

**2****Lodge your application via the online Smarty Grants Portal**

When preparing your grant application, please note the following:

- The Club must address all eligibility and assessment criteria in their application.
- The City of Mandurah may contact the Club for further information and to clarify any queries regarding their application.
- The Club will be emailed with the outcome of their application within 28 days of lodging their application.
- 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.

## Club Connect

E: [clubconnect@mandurah.wa.gov.au](mailto:clubconnect@mandurah.wa.gov.au) T: 08 9550 3601  
3 Peel St, Mandurah WA 6210 PO Box 210, Mandurah WA 6210  
[mandurah.wa.gov.au](http://mandurah.wa.gov.au)



## Conditions and Acquittal

If your application is successful, the Club must agree to the following terms and conditions:

- The grant funds will be expended in accordance with the approved purposes listed in their application and as per the Grant Guidelines.
- The grant must be expended within three months of approval. Any unexpended funds will be returned to the City of Mandurah within three months of the grant payment, unless written approval for an extension is provided by the Executive Manager, Healthy Communities.
- All grant acquittals must be completed through the Smarty Grants Portal, and accompanied by copies of all receipts or a statutory declaration.
- No additional grant funding will be considered until a completed acquittal has been submitted and approved by the relevant City Officer.
- Any special conditions that are attached to the grant must be met
- The Club is required to acknowledge the City of Mandurah's grant funding allocated to your Club, and the Club Connect team can provide the City of Mandurah's logo to be used for acknowledging the City's support.

## Any questions?

For further information, please contact the Club Connect team to discuss.