

Club 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 in order 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. In order 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

Purpose

- Formation of new clubs - new club set up costs
- Volunteer Training and Workshops - attendance at training/workshop
- Safety Items- safety equipment, new initiatives and equipment to support volunteers
- Promotion and Marketing - cost associated with running a come and try day and attracting people to attend
- Inclusion Projects - Assist clubs with attracting, rewarding and recognising volunteers.

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 previous grants.

Grants will only be allocated for the following purposes

Formation of new clubs

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

Safety Items

- Safety equipment such as goal padding, head gear, stretcher etc.
- First aid items

Inclusion Projects

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

Grant will not be allocated for the following purposes

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

Application Process

Applications will only be accepted on the Club Grant Application Form and all criteria in the application form must be addressed.

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

All applicants are advised of the outcome of their application in writing and must return the terms of conditions form to recreation services prior to the club receiving the money.

Conditions and Acquittal

Grants allocated to your club by the City of Mandurah should be acknowledged in your Club's newsletter and on promotional information. If the City of Mandurah logo is required please contact Recreation Services 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 the purpose for which it was approved.
- The grant will be expended within three months of the approval date.
- If there is to be a delay in the expenditure of the grant, a written request will be made to the Manager 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 to in writing by the Manager Recreation Services and Centers.
- All grants will be acquitted on the itemised Statement of Expenditure provided, and must be 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.

