



Community Assistance Scheme

COMMUNITY GRANT PROGRAM

Outstanding Individual
Application Form

Live, Work, Play

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1. INFORMATION FOR ALL PARTICIPANTS

The City of Kalgoorlie-Boulder Community Grant Program is the minor grant component of the City's Community Assistance Scheme. The Community Grant Program Outstanding Individual Grant applications are open all year round subject to available funding.

The following document is the standard application for the City of Kalgoorlie-Boulder Community Grant Program Outstanding Individual Grants. Please ensure you complete the application fully and include all required support documentation as outlined in the included checklist at the end of this document

Outstanding Individual grant applications must be justified by a minimum of selection for state representation in the applicant's chosen discipline. Applicants must have either been nominated or selected by an independent organisation. Any more than 3 persons applying for funding to attend the same event, the application is to be submitted by the local organisation, association or club. A City officer will liaise with the local organisation, association or club to discuss the event and application. Those applicants self-nominating will not be considered for funding.

Please note that the City of Kalgoorlie-Boulder will not review and will not consider incomplete applications.

This application document is available online at www.ckb.wa.gov.au. For best results please download the Microsoft Word version and complete your application electronically as per the instructions. Hard copy applications are available from the City's Administration Building, 577 Hannan Street, Kalgoorlie. To assist in processing all applications, we ask you to note the following requirements:

- ☐ Before completing your application, please make sure you have read the City's Community Assistance Scheme guidelines.
- ☐ For applications that are hand written, please use black ink for photocopying purposes. Only clear and legible hand written applications are able to be processed. If you need space to describe any aspect of your proposed activity please provide the information as briefly as possible on A4 paper, marking clearly the item and page number to which the additional information refers.
- ☐ Please do not present your application in a binder or folder. It is sufficient to use a paper clip or bulldog clip.
- ☐ Please supply all supporting material with your application and ensure that it is clearly labelled and all information remains in the A4 format.
- ☐ Please keep a copy of your application as the City cannot return it.

Applications must be submitted a minimum of 4 week prior to the project or event date. Assessments are undertaken monthly throughout the financial year by City Officers and approvals determined by the CEO up to the delegated authority of \$10,000. All grants exceeding \$10,000 require a written report to be submitted for consideration by Council at the next scheduled Ordinary Council Meeting.

2. APPLICANT INFORMATION

Name:

Postal Address:

Phone: Mobile:

Fax:

Email:

Are you a member of a local association in your field of endeavour? ☐ Yes ☐ No

GRANT CATEGORY

☐ \$500 – intrastate travel

☐ \$750 – interstate travel

☐ \$1000 – international travel

☐ Group application (*supporting documentation must be provided for all applicants*)

Note: Multiple individual applications for the same event must be made by the Association and may be eligible for a maximum of \$2500.

3. LOCAL ASSOCIATION DETAILS

Association:

Postal Address:

Contact person: Role:

Phone: Mobile:

Fax:

Email:

PLEASE NOTE

All applications must include a letter of support from the local association/peak body supporting the application.

All sport based applications must provide a letter from the State Sporting Association as evidence of meeting criteria of State representation and verifying selection to compete in the proposed event. This letter will typically include a breakdown of costs associated with attendance at the event. If it does not then supporting documentation outlining the associated costs must be provided.

4. EVENT/COMPETITION DETAILS

This section briefly describes the activities, participants and income of your project.

Event name:
Commencement: Completion:
Venue / Location:

Brief event description: (250 words or less, including the purpose)

.....
.....
.....
.....
.....

Describe what actions you will take to provide due recognition to the City of Kalgoorlie-Boulder:

1
2
3

Describe the benefits, to you and the community, of your attendance at this event:

.....
.....
.....

FUNDING TOTALS	AMOUNT
Event/Competition Costs	\$
City of Kalgoorlie-Boulder funding sought	\$
Other funding sought (please specify below)	\$

Funding Provider	Amount
	\$
	\$

Have you previously received a grant or financial assistance from the City of Kalgoorlie-Boulder in the last financial year?

- ☐ Yes *(If yes, please list the types of grants and the values below:)*
☐ No

Financial Year	Grant / Financial Assistance Type & Event	Amount
		\$
		\$

DECLARATION

I hereby certify that to the best of my knowledge, the information provided above is correct and an accurate account of project activities is disclosed in this application.

Signed:

Name: **Date:**

If the applicant is under 18 years of age please supply details of a parent or guardian below.

PARENT/ GUARDIAN:

Name:

Postal address:

Phone: **Mobile:**

Fax:

Email:

Signed:

Name: **Date:**

5. APPLICATION CHECKLIST

Please ensure that you have enclosed the following documentation with your application.

- ☐ A letter of support from a local association / peak body sponsoring this application
- ☐ A letter from the relevant state and / or national association recognising your selection / participation
- ☐ Documentation outlining costs associated with attending this event

PLEASE RETURN YOUR COMPLETED APPLICATION MARKED AS BELOW

Addressed:

*Attention: Sports Coordinator
City of Kalgoorlie-Boulder
CGP Outstanding Individual Application*

By Post to:

City of Kalgoorlie-Boulder
PO Box 2042
BOULDER WA 6432

By Hand to:

City's Administration Building
577 Hannan Street
KALGOORLIE WA 6430

By E-mail to:

mailbag@ckb.wa.gov.au

By Fax to:

(08) 9021 6113

**APPLICATIONS MUST BE RECEIVED BY THE CITY OF KALGOORLIE-BOULDER A
MINIMUM OF FOUR (4) WEEKS PRIOR TO THE PROJECT COMMENCEMENT**

LATE APPLICATIONS WILL NOT BE ASSESSED AND WILL BE RETURNED