

SPORTS DEVELOPMENT PROGRAM

2003 - 2004

APPLICATION INFORMATION PACKAGE

Closing Date for Applications

5.00pm, Wednesday 28 January 2004

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SPORTS DEVELOPMENT PROGRAM

OBJECTIVE

To provide financial assistance to local district sporting clubs for projects, programs and events that benefit the development of a particular sport and enhances its delivery to residents of the City of Joondalup.

STATEMENT

This policy encompasses the following priorities:

1. To support local district sporting clubs in the creation and implementation of Sports Development Planning.
2. To assist local district sporting clubs to enhance the delivery of sport to all local residents within the City of Joondalup.
3. To promote community based sport, through the growth of developmental programs initiated and conducted by local district sporting clubs.
4. To ensure the success of local district sporting clubs through the establishment of identified pathways for local junior talent development.

DEFINITIONS

District Sporting Clubs – are clubs that play at or are aspiring towards the highest level of competition in their chosen sport. The club must provide a pathway leading to elite level participation.

Junior Participants – 18 years and under.

Senior Participants – 19 years and over.

GUIDELINES

1.0 Who is eligible?

Sporting clubs that have a regional representation and who compete in district league competitions are eligible to apply to the Sports Development Program. Sporting clubs must be:

- Not-for-profit.
- Incorporated (under the provisions of the Association's Incorporation's Act 1987).
- Located within the City of Joondalup.
- Representative at both Junior and Senior level.

2.0 What projects are available for funding?

2.1 Consideration will be given to the following;

- Projects/programs and events that are considered new initiatives and that can be seen to enhance the sports community profile.
- Projects/programs and events that include or aim to develop partnerships within the community.

- Projects/programs and events that directly increase the participation levels in the sport.
- Projects/programs and events that are supported by and clearly fit within the Sport Development Plans of the State Sporting Association.
- Projects/programs and events that develop pathways for local sports people to achieve the highest possible level of competition.
- Projects where alternative sources of State Government Funding are not available.
- Projects that assist clubs, on a short term basis, to meet potentially restrictive recurrent funding costs.
- New short term coaching appointments (1 year) where evidence of the club's continued commitment to coaching development is provided.
- Projects that provide replacement sponsorship income for a one year period.

2.2 The City of Joondalup will not fund the following;

- Projects covered under the Community Sport & Recreation Facilities Fund (CSRFF), such projects include the construction and extension of sporting facilities.
- Retrospective deficit funding (to repay cash shortfalls)
- For profit organisations
- Individuals
- Tours or travel costs resulting from overseas or interstate competitions.
- Payments for contracted players.
- Clubs that have received funding through the City of Joondalup's Community Funding Program.

3.0 How are applications assessed?

Expressions of Interest for the Sports Development Program will be advertised in early November 2003 and assessed by City of Joondalup officers in December 2003. Completed full applications are assessed by a panel of representatives from the sport and recreation industry in February 2004. The assessment panel will then make recommendations and present a report to Council for approval.

4.0 What are the conditions of Funding?

- All applications must include a full financial history and future budget projections for the next 2 years to highlight how the funds will contribute to the self-sufficiency of the club.
- Clubs are not eligible to apply to the Sports Development Program the following year after a successful application.
- The maximum funding available to an individual club is \$20,000 in any one year.
- For funds received, clubs are required to recognise the support provided by the City of Joondalup, as specified in the Council report and according to the level of funding offered.
- The club is to supply a full report and acquittal of the funds received by the time stipulated in the funding agreement.

SPORT DEVELOPMENT PROGRAM

APPLICATION

1. APPLICANT DETAILS

1.1 Name of Organisation _____

Address _____

1.2 Project Coordinator(s) or Contact Person(s)

Name	Phone	Fax	Email

1.3 Project Title

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1.4 Project Overview

1.5 Organisations membership levels over the past three years

Yr 1 - Senior	Junior
Yr 2 - Senior	Junior
Yr 3 - Senior	Junior

1.6 Tax Information

Is your organisation
registered for an ABN?

Yes/No

Please supply your ABN

Is your organisation
registered for GST?

Yes/No

Date registered for GST

If your organisation is not
registered for an ABN or
GST, does your
organisation agree to sign a
statement of supply form?

Yes/No

If your organisation is registered
for an ABN and GST, does your
organisation agree to the issue of
a Recipient Created Tax Invoice?

Yes/No

1.7 Eligibility

Is your organisation incorporated?
(Please enclose a copy of the Certificate of
Incorporation)

Yes/No

Date of
Incorporation

Is your organisation Not-for-Profit?

Yes/No

2. PROJECT DETAILS

2.1 When does the project start and finish?

Start date	Finish date
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2.2 Where will the project be held?

Venue	
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2.3 In which season does your organisation hold its competition? (Summer/Winter)

2.4 How many participants will there be in the project?

Seniors	Juniors
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2.5 Project Description.

Describe how the project will:

- Enhance the profile of the sport within the community?**
- Develop partnerships within the community?**
- Provide pathways for local sports people to achieve the highest possible level of competition?**

(It is suggested that additional information be attached addressing the above criteria in detail.)

[illegible]

2.6 How will the project deliver benefits to the wider community ?

2.7 How does this project assist your organisation's objectives?

3. STATE SPORTING ASSOCIATION DETAILS

3.1 Name of State Sporting Association

Contact Person	Phone	Fax	Email

3.2 How does the project fit within the State Sporting Associations strategic objectives?

4. RECOGNITION OF COUNCIL'S FINANCIAL CONTRIBUTION

4.1 What strategies will be used to acknowledge sponsorship support?

5. PERFORMANCE OBJECTIVES AND OUTCOMES

Objective		Strategies	Outcome	Key Performance Indicator	By: Date
1					
2					
3					
4					

Example

Objective		Strategies	Outcome	Key Performance Indicator	By Date
1	Identification of outstanding talent program	Conduct a series of coaching clinics to identify outstanding talent.	Identification of a group of 12-13 year olds to form an elite development squad.	95% resident clubs participate in the clinics.	By Dec 200X

5. PROJECT BUDGET

5.1 What is the total cost of the project?

Total cost of project	\$
Amount of sponsorship sought through this program	\$

5.2 Provide a detailed budget for the project including all sources of income and expenditure on the below form.

Projected Income (If Any)

Income Description	Projected Income \$	Income Use

Expenditure

Item	Your Organisation's Contribution	Other Contributions	Requested Council Contribution	Total Cost
Operating Costs				
Grand Total				

Please attach the following with this application form:

- Audited financial statement of your organisation for the previous financial year
- Organisational Structure
- Copy of Certificate of Incorporation
- Additional information on the proposed project (in response to questions on the Application Form)
- Quotes for budget items if applicable

Funding Agreement

If your application is successful, you will be expected to sign a letter of agreement which you will agree, on behalf of your organisation, to:

1. Expend the monies made available only on the agreed project, event or activity;
2. Provide to the City a statement of expenditure certified by the organisation's Treasurer and President within six (6 weeks) of the completion of the project, activity or event;
3. Refund to the City any unexpended funds in accordance with the statement of expenditure at the time of providing the statement of expenditure;
4. Provide a report on the project, activity or event detailing its achievement in relation to the performance objectives set and any future activities or projects proposed as a result of the project, event or activity;
5. Acknowledge the funding provided by the City in any media coverage or promotional activities related to the project, activity or event for which the funding has been received;
6. Undertake to not represent the City in any official capacity without prior consent from the City;
7. Indemnify the City insofar as any activities relevant to the funding are concerned;
8. Provide the City with a copy of any documentation produced as a result of the project, event or activity;
9. Sign a "Statement of Supply" Form if your organisation has no ABN; and
10. Agree to accept the issue of a recipient created tax invoice if your organisation is GST registered with the assurance that your organisation will not issue a tax invoice, and inform the City if at any stage your organisation ceases to be GST registered.

Authorisation

I, _____
Certify that I am a member of the abovementioned organisation and am authorised to submit this application on behalf of the organisation.

Signed: _____ Date: _____