

## CSRFF SMALL GRANTS APPLICATION PROCESS SUMMARY

<b>February 2010</b>	<b>Program Launch</b> <i>Advertisement in Community Newspaper and City's Website. Direct promotion to clubs/groups by mail and telephone.</i>
<b>March 2010</b>	<b>Expressions of Interest</b> <i>Interested clubs/groups are invited to submit an overview of their proposed project. City officers assess each project for eligibility and provide feedback on the proposed project.</i>
<b>April 2010</b>	<b>CSRFF Workshop</b> <i>Overview of the program presented by the City of Joondalup in partnership with the Department of Sport &amp; Recreation.</i>
<b>May - June 2010</b>	<b>Application Development</b> <i>Ongoing meetings with clubs/groups to develop and refine the project applications.</i>
<b>July 2010</b>	<b>Applications Close</b> <i>Clubs/groups are required to submit applications to the City for review. Meetings are conducted with each club/groups to finalise the application.</i>
<b>July 2010</b>	<b>Application Assessment</b> <i>Applications are assessed, ranked and rated by a panel consisting of representatives from City of Joondalup Asset Management, Approvals, Planning and Environmental Services, Operation Services and Leisure and Cultural Services departments.</i>
<b>August 2010</b>	<b>Council Meeting</b> <i>Report is presented to Council with recommendations on the rank, rating and funding support for each application.</i>
<b>August 2010</b>	<b>Application Submission</b> <i>Full applications are submitted to the Department of Sport and Recreation.</i>
<b>November 2010</b>	<b>Notification</b> <i>Department of Sport and Recreation announces successful applications.</i>