

COMMUNITY ASSISTANCE SCHEME

Outstanding Individual Grant Application Form



INFORMATION FOR ALL PARTICIPANTS

The Community Assistance Scheme is designed to enhance the social, recreational and cultural fabric of our community through the provision of funds and in-kind support to not for profit community groups, organisations and individuals.

The following document is the *Outstanding Individual Grant Application Form*, to provide financial assistance to individuals who have excelled in their chosen discipline. This application must be submitted at least four (4) weeks prior to the event or competition. If the application is for three (3) or more persons for the same event, the application is to be submitted by the local organisation, association or club.

Please ensure you complete the enclosed application fully and include all required supporting documentation as outlined in the checklist at the end of this document.

Please note: the City of Kalgoorlie-Boulder will not review and Council will not consider incomplete applications. It is under no obligation to contact applicants to request information that has not been submitted as per the Guidelines.

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 *Outstanding Individual Grant Guidelines*;
- For applications that are hand written, please use black ink. 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 supply all supporting material with your application and ensure that it is clearly labelled and all information remains in the A4 format;
- Electronic applications will be accepted only, please do not provide hard copies.

Applications will be assessed on their individual merit and available funds. Applicants may be required to make a presentation to Council on a date to be advised. Applicants will be notified in writing of the success or otherwise of their application.

Should you have any questions about the application process, please contact City Officers on (08) 9021 9600.

1. APPLICANT INFORMATION

Name:			
Postal Address:			
Phone:		Mobile:	
Email:			
Which local organisation, association or club are you a member of, in your chosen discipline?			

Please note: All applications must include a letter of support from the local organisation, association or club supporting the application which includes details of costs associated with attending the event/competition. All sport based applications must also provide a letter from the State Sporting Association as evidence of meeting the minimum criteria.

2. GRANT CATEGORY

- \$500 for intrastate travel (individuals only)
- \$750 for interstate travel (individuals only)
- \$1,000 for international travel (individuals only)
- \$2,500 (association applications)

Please note: If the application is for three (3) or more persons for the same event/competition, the application is to be submitted by the local organisation, association or club. All information and supporting documentation will be required for all applicants.

3. LOCAL ASSOCIATION DETAILS

Local Association:			
Postal Address:			
Contact Person:		Role:	
Phone:		Mobile:	
Email:			

4. EVENT/COMPETITION DETAILS

Event/Competition:			
Commencement:		Completion:	
Venue/Location:			
a. Briefly describe the event/competition.			
b. Describe the benefits to you and the community of your attendance at this event/competition.			
c. Detail how you plan to provide recognition of the City of Kalgoorlie-Boulder for the support you receive?			
1.			
2.			
3.			

5. BUDGET

Have you previously received a grant or financial assistance from the City of Kalgoorlie-Boulder in the last five (5) years?

Yes No

Financial Year	Grant/Financial Assistance Type	Amount
		\$
		\$
		\$
Funding Sought – Please specify funding received from all providers		Amount
City of Kalgoorlie-Boulder grant		
TOTAL EVENT/COMPETITION COSTS		\$

6. APPLICATION SUPPORT DOCUMENT CHECKLIST

Please ensure you have enclosed the following documentation with your application. Please also note that supporting documentation will be required for all applicants.

<input type="checkbox"/>	Letter of support from the local organisation outlining the costs associated
<input type="checkbox"/>	Letter of support from state or national association recognising your selection (for sports based applications)

7. DECLARATION

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

Signed:			
Name:		Date:	
If the applicant is under 18 years of age, the parent/guardian will be required to complete below.			
Name:			
Postal Address:			
Phone:		Mobile:	
Email:			
Signed:		Date:	

PLEASE RETURN YOUR COMPLETED APPLICATION FORM MARKED AS BELOW:

By Email to: cas@ckb.wa.gov.au
Attention: Community Assistance Scheme Officer
Subject: Outstanding Individual Grant Application – [Applicant Name]

Any further information can be discussed with City Officers on (08) 9021 9600.

INCOMPLETE AND LATE APPLICATIONS WILL NOT BE ASSESSED. APPLICANTS CAN ONLY SUBMIT ONE (1) GRANT APPLICATION PER FINANCIAL YEAR, AND MUST BE RECEIVED A MINIMUM OF FOUR (4) WEEKS PRIOR TO EVENT OR COMPETITION.