



COMMUNITY VOLUNTEER GRANTS GUIDELINES

*A Sport 4 All initiative
Community grant funding to help recruit, retain or up-skill new and existing volunteers
within sport and active recreation clubs.*

Amounts up to \$2000 are available.

WHO CAN APPLY?

- Incorporated not for profit sport and active recreation clubs.

HOW CAN THE GRANT BE USED?

- Applications must help recruit, retain or up skill your volunteers within your club.
Examples may include :
 - Provide volunteers within your club access to external learning and development opportunities and courses (e.g. risk management, financial management for treasurer, sponsorship seeking, first aid training, how to be an inclusive club);
 - Support a volunteer coordinator/manager to establish and deliver a 'train the trainer' learning and development program tailored to the needs of the volunteers within that organisation; and
 - Innovative ideas to recruit new and retain existing volunteers to your club.

APPLICATION LODGEMENT DATES

Application forms can be submitted at any time before 1 May 2012. DSR will advise if your project is successful in gaining funding within six weeks of receipt of application.

GRANT REQUIREMENTS

All grant recipients will be required to:

- Complete the approved project within 12 months of signing the grant agreement; and
- Meet the Department of Sport and Recreation grant acquittal process requirements.

IS YOUR CLUB AND PROJECT ELIGIBLE?

- The project will demonstrate how it will do one of the following - recruit, retain or up-skill new and existing volunteers;
- The club demonstrates its capacity to deliver the outcomes of the project;
- The project will be undertaken within specified timeframes as negotiated;
- The club has public liability; and
- The club is incorporated and has an ABN number.

WHAT IS THE APPLICATION AND ASSESSMENT PROCESS?

- STEP 1 -** Read the guidelines for Community Volunteer Funding.
- STEP 2 -** Ensure your project and club is eligible.
- STEP 3 -** Complete the application form. Applications that do not address the application criteria or do not provide **ALL** of the required information will be deemed ineligible.
- STEP 4 -** Submit the application to the Department of Sport and Recreation (DSR). They will be assessed as they arrive. The current scheme will finish by the 1 May 2012.
- STEP 5 -** DSR will assess each application. No interviews will be conducted. All applications will be considered on merit and based on the information provided. If further information or clarification is required, DSR will contact you.
- STEP 6 -** DSR will contact you within six weeks of initial application in writing to advise if your project is successful. If successful, you will be advised how funds will be distributed to your organisation so the project can be implemented.
- STEP 7 -** After you have completed the project, organisations submit an acquittal form including completed income and expenditure details to DSR.

FUNDING ARRANGEMENTS

The funding will be paid to the successful club on the understanding that those funds will be allocated to the approved project.

Failure to complete the agreed project (or part thereof) through the duration of the agreement will require the organisation to return the relevant funding to DSR.

In circumstances where only partial expenditure has occurred recipients will be required to refund remaining funds to the DSR.

WHAT IF MY CLUB IS GST REGISTERED?

- If your club has an ABN and **is registered for GST** the grant will be 'grossed up' by 10% of the grant amount.
- If your club has an ABN and **is not registered for GST** no GST is allocated.

FREEDOM OF INFORMATION

DSR will adhere to the provisions of the *Freedom of Information Act* 1992 in relation to requests for information originating in the department. Information not originating in the department but provided to the department will not be released without prior consultation or permission given by the relevant organisation.

PRIVACY ACT

All information provided to DSR and gathered during the grant assessment process will be stored on a database that will only be accessed by authorised departmental personnel. The database is subject to privacy restrictions in accordance with the *Privacy Act* 1998 (Commonwealth) and the *Freedom of Information Act* 1992.

DSR ACKNOWLEDGEMENT

Successful programs will be required to acknowledge DSR. Details will be advised to successful applicants.

NEED FURTHER INFORMATION?

To discuss your project concept, or to obtain help to complete your application, call Ben Hlaing at DSR on 9492 9719.

HOW DO I SUBMIT MY APPLICATION?By mail:

Department of Sport and Recreation
Community Volunteer Grants
PO Box 329
LEEDERVILLE WA 6903

By hand:

Department of Sport and Recreation
Community Volunteer Grants
246 Vincent Street
LEEDERVILLE WA 6007

By email:

volunteers@dsr.wa.gov.au