



COMMUNITY FUNDING PROGRAM

Categories 1 and 2

Guidelines for Applicants

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1. Community Funding Program

The Community Funding Program reflects Council's commitment to support community organisations to deliver quality programs and services to the local community, and assist individuals to achieve in their chosen field of endeavour.

The Community Funding Program is guided by the Council Policy 3.2.2 – Community Funding Program, which can be found on the City's website:

www.gosnells.wa.gov.au/About_us/Policies_and_local_laws/Policies/Awards_Funding_and_Compétitions

The purpose of the City of Gosnells Community Funding Program is:

To provide funding support to community organisations and residents to enable the delivery of community initiated programs and services to the local community, and assist individuals to achieve in their chosen field of endeavour.

It should be noted that these guidelines are only applicable to Categories 1 and 2 of the Community Sponsorship Program. Categories 3 and 4 are provided directly through the schools and YouthCARE respectively and therefore not available for community applications.

2. Types of Projects

Through the Community Funding Program, the City supports community based organisations to deliver a range of projects and initiatives to residents including:

- Cultural and community events.
- Minor upgrades to facilities occupied by community groups.
- Training and development for employees and volunteers.
- Purchase of minor equipment.
- Environmental, economic or cultural development initiatives.
- Community arts projects.
- Heritage and conservation projects.

3. Funding Categories

The Community Funding Program is comprised of two (2) categories under which the community can apply for funding:

Category 1	Community Grants (Level 1)	see Section 3.1
	Community Grants (Level 2)	see Section 3.2
Category 2	Competition Sponsorships	see Section 3.3

3.1 Category 1 – Community Grants (Level 1)

Maximum Funding Available

\$2,000

Maximum % of Total Project Cost

100%

Purpose

To support small-scale, local initiatives by eligible not-for-profit community organisations and individuals. Funding may be used for the purchase of minor equipment, small localised events and programs, and training and professional development of employees and volunteers.

Eligibility Criteria

Applicants must meet the following criteria to be eligible for funding under Category 1:

- Be a not-for-profit community, recreation or sporting organisation incorporated under the Associations Incorporations Act 2015; or
- A charitable institution registered with the Australian Charities and Not-for-profits Commission.
- Be based or operating within the City of Gosnells, servicing local residents.
- Programs and events must be delivered within the City of Gosnells.

Exceptions – Some exceptions to the above eligibility criteria may be considered. These include:

- Projects involving the training of staff or volunteers may be undertaken outside the City of Gosnells.
- Individuals may be eligible to apply for projects such as:
 - Restoration of a family headstone at the Kenwick Pioneer Cemetery.
 - Assisting with the cost of creating an Incorporated Association.

Timing of Grants

Applications for Community Grants (Level 1) are accepted all year round, with a decision being made within six weeks of the application being received.

Projects which commence before approvals are announced and grant agreements have been signed are ineligible for funding, therefore it is recommended that applications for events are made at least two months prior to your event to allow for administrative processes.

Submission of Applications

Applications must be made using the online form available on the City's website.

Sample Projects

A range of projects will be considered for funding in this category, with the following showing some examples:

- The purchase of safety equipment by a sporting club to comply with safe sport guidelines from their State Sporting Association.
- Costs incurred for a community group becoming Incorporated.
- Purchase of a laptop and accounting software.
- Purchase of a portable PA system.
- Delivering a small-scale event.
- Running an information day for migrants.
- Coach and Umpire training for a sporting club.
- Restoration of headstones at Kenwick Pioneer Cemetery.
- NAIDOC Week activities.
- Digitisation or preservation of club records and memorabilia.

In-Kind Support

Successful applicants who receive funding to deliver programs, services or events under Category 1 are eligible for free use of City-managed facilities, subject to the following conditions:

- The free use only applies to the waiving of facility hire fees for built infrastructure such as sports fields, kitchens, function rooms and meeting rooms. Other hire fees for items such as bonds, bins, security callouts, floodlighting and technical support are payable by the applicant.
- The free use is limited to the duration of the specific event or program being funded. Fees for other facility booking times related to the event or program including practice matches, planning meetings and rehearsals will be payable by the applicant.
- The maximum value of the free hire will be \$700 per project, calculated using the City of Gosnells' adopted Fees and Charges. Any hire charges above \$700 will be payable by the applicant.
- The facility is available at the time of booking.
- Any facilities which are currently leased to a third party are excluded.

Maximum funding applications Per Year

Community organisations are eligible to receive a maximum of:

- one Level 2 application and one Level 1 application each year; or
- two Level 1 applications each year.

3.2 Category 1 – Community Grants (Level 2)

Maximum Funding Available

\$8,000

Maximum % of Total Project Cost

50%

Purpose

To support community projects run by eligible not-for-profit organisations which provide longer term benefits to the community. Funding may be used for the purchase or upgrade of equipment, minor capital works, community events and programs, and training and professional development of employees and volunteers.

Eligibility Criteria

Applicants must meet the following criteria to be eligible for funding under Category 1:

- Be a not-for-profit community, recreation or sporting organisation incorporated under the Associations Incorporations Act 2015; or
- A charitable institution registered with the Australian Charities and Not-for-profits Commission.
- Be based or operating within the City of Gosnells, servicing local residents.
- Programs and events must be delivered within the City of Gosnells.

Timing of Grants

Applications for Community Grants (Level 2) are accepted during two funding rounds each year, once in April and once in September. Applications will be assessed and determined within six weeks of the round closing.

Projects which commence before approvals are announced and grant agreements have been signed are ineligible for funding, therefore it is recommended that applications for events are submitted as per the following:

April Funding Round – All events held in the months of July to December.

September Funding Round – All events held in the months of January to June.

Submission of Applications

Applications must be made using the online form available on the City's website.

Sample Projects

A range of projects will be considered for funding in this category, with the following showing some examples:

- A community event or festival such as a Carols by Candlelight.
- The installation of interpretive signage.

- The planning and implementation of a fitness program such as a Seniors' Yoga program.
- The planning and delivery of a community garden.
- Purchase and installation of solar panels on a sporting clubroom.
- Conference fees for an Executive Officer or volunteer of a community organisation.

In-Kind Support

Successful applicants who receive funding to deliver programs, services or events under Category 1 are eligible for free use of City-managed facilities, subject to the following conditions:

- The free use only applies to the waiving of facility hire fees for built infrastructure such as sports fields, kitchens, function rooms and meeting rooms. Other hire fees for items such as bonds, bins, security callouts, floodlighting and technical support are payable by the applicant.
- The free use is limited to the duration of the specific event or program being funded. Fees for other facility booking times related to the event or program including practice matches, planning meetings and rehearsals will be payable by the applicant.
- The maximum value of the free hire will be \$700 per project, calculated using the City of Gosnells' adopted Fees and Charges. Any hire charges above \$700 will be payable by the applicant.
- The facility is available at the time of booking.
- Any facilities which are currently leased to a third party are excluded.

Maximum funding applications Per Year

Community organisations are eligible to receive a maximum of:

- one Level 2 application and one Level 1 application each year; or
- two Level 1 applications each year.

3.3 Category 2 – Competition Sponsorships

Funding Available

There are three levels of funding depending on where the competition is being held:

- State (competing in Western Australia) – \$150.
- National (competing in Australia but outside Western Australia) – \$200.
- International (competing outside Australia) – \$250.

Applicants are only eligible to receive one sponsorship under Category 2 each financial year.

Purpose

To provide funding assistance to support individuals that achieve State or National selection in their chosen field of endeavour and are travelling for the purpose of competing.

Eligibility Criteria

Applicants must meet the following criteria to be eligible for funding under Category 2:

- Be a resident or ratepayer of the City of Gosnells.
- Have been selected to represent either Western Australia or Australia in their chosen field of endeavour.

If a recognised State, National or International selection organisation exists, then proof of selection must be provided by that organisation. This proof is typically provided through a 'Letter of Selection' from the relevant State/National/International organisation.

Where no recognised selection organisation exists, the applicant must provide evidence that the activity or event in which they will be competing was subject to a clear selection process.

Applicants who have been selected by local organisations such as schools and sporting clubs, or who have self-selected, will not be funded.

Timing of Grants

Applications for Competition Sponsorships are accepted all year round.

Funding will not be provided retrospective, therefore all applications under this category must be received before the date of the competition.

Submission of Applications

Applications must be made using the online form available on the City's website.

Sample Competitions

Examples of competitions considered for funding in this category include:

- Representing Western Australia at a Rugby Tournament in Sydney.
- Athletes who are part of a team that has been invited by an international Cheerleading organisation to compete in the United States.
- Being selected to compete in a national robotics tournament run by the University of Sydney following a series of local competition rounds.
- Competing in the National School Sports Cricket tournament in Bunbury.
- Representing Australia at a Chess tournament in Russia.

4. Funding Restrictions

It is important to note that funding will not be available or considered for:

1. Projects that commence before approvals are announced and Grant Acceptance forms have been signed, or for Competition Sponsorships, applications which are received after the date of travel.

It is recommended that Category 1 (Level 1) applications are submitted at least two months prior to the project being undertaken.

It is also recommended that Category 1 (Level 2) applications for events are submitted as follows:

- April Funding Round – All events held from July to December
- September Funding Round – All events held from January to June

2. Development of facilities owned by private individuals, businesses or non-public buildings.
3. Projects considered to be a full State or Federal Government responsibility.

For example, Education Department projects, programs or services considered to be either; part of the school curriculum, delivered during school hours, or an upgrade to facilities that cannot demonstrate a broader community benefit.

4. Recurrent costs such as permanent employee costs, electricity, gas, salaries, annual insurance premiums, rent and non-program-specific consumable items, such as stationery.
5. The purchase of equipment with an expected lifespan of less than three years.
6. Facilities or fixtures for the express purpose of serving alcohol.
7. Projects that do not meet relevant Australian Standards, Legislative Requirements or contravene Council Policy.
8. Use as a contribution towards other funding programs (for example, the Department of Local Government, Sport and Cultural Industries Community Sport and Recreation Facilities Fund).
9. Additional or 'top up' funds for projects already receiving financial assistance from the City in previous funding rounds of the Community Funding Program.
10. Organisations which have not satisfactorily acquitted previous grants.
11. Organisations that have outstanding debts to the City at the time of assessment and have not entered into arrangements to repay those debts.
12. Projects which are of a political or lobbying nature or which may be used as a forum for political lobbying or canvassing.
13. Individuals may be eligible to apply for projects such as Restoration of a family headstone at the Kenwick Pioneer Cemetery or assisting with the cost of creating an Incorporated Association.
14. Community organisations are eligible to receive a maximum of:
 15. one Level 2 application and one Level 1 application each year; or
 16. two Level 1 applications each year.

5. Voluntary Labour and Donated Materials

The value of voluntary labour may not exceed 50% of the applicant's total contribution towards the Total Project Cost. Successful applicants will be required to record voluntary hours worked on a particular project on the form provided by the City for inclusion in the Project Report. Voluntary labour is only applied to time undertaken by members of the applicant's organisation towards the project.

Voluntary labour is calculated at a rate of \$35 per hour.

Donated materials may be included as part of the applicant's financial contribution towards the project. For this to be considered, the City will require some form of documentation from the third party, clearly indicating the value of the goods or services being supplied and the level of discount or donation being provided.

For the purposes of the Community Funding Program, donated materials can refer to both physical items or technical expertise provided.

6. Level of Funding Available

It is important to note that the level of funding available under Category 1 is the maximum level of funding available. Council, at its discretion, may decide to fund any amount up to that level.

It should also be noted that receiving funding for a project in any year does not guarantee future financial assistance for the same project or future stages of a project in subsequent years.

It is recommended that applicants who are undertaking a project more than six months after the application date should consider budgeting in an additional 5% to the total cost of their project. This additional amount acts as a contingency due to increased costs in the marketplace, such as materials and equipment.

Maximum funding applications Per Year

Community organisations are eligible to receive a maximum of:

- one Level 2 application and one Level 1 application each year; or
- two Level 1 applications each year.

7. Payment

7.1 Category 1 (Level 1)

Successful applicants will receive a single payment, which will be made upon the return of signed Grant Acceptance documents and an invoice from the applicant.

All payments will be made via Electronic Funds Transfer. In order to receive payments, applicants must be listed as a supplier on the City's account payment system. To achieve this listing, the applicant may be required to complete and return an 'Application to be a Supplier form' which provides the City with all the necessary information to make direct payments.

Signed Grant Acceptance documents must be returned within two months of the date of notification. Failure to do so will result in forfeiture of the grant funding.

7.2 Category 1 (Level 2)

Successful applicants will receive their funding through two equal payments. The first payment will be made upon the return of signed Grant Acceptance documents and an invoice for the full grant amount.

The second payment is made upon completion of the project and receipt of a satisfactory Project Report.

All payments will be made via Electronic Funds Transfer through a Purchase Order. In order to receive payments, applicants must be listed as a supplier on the City's account payment system. To achieve this listing, the applicant may be required to complete and return an 'Application to be a Supplier form' which provides the City with all the necessary information to make direct payments.

Signed Grant Acceptance documents must be returned within two months of the date of notification. Failure to do so will result in forfeiture of the grant funding.

7.3 Category 2 – Competition Sponsorships

All payments made to successful applicants under Category 2 – Competition Sponsorships will be made via Electronic Funds Transfer to the person indicated on the nomination form.

8. Assessment of Applications

Category 1 – Community Grants

All applications for funding in Category 1 will be assessed against the following criteria:

- Project Justification:* Has the applicant provided sound justification of the need for their project? Has there been a clear process by which that need was identified?
- Community Benefit:* Is it clear which members of the community will benefit from the project? How many local residents will directly and indirectly benefit from the project?
- Planned Approach:* Has the applicant described how their project will be planned and managed? Does the applicant have the resources to successfully plan and deliver the project?
- Access and Opportunity:* Does the project provide equitable access and opportunities for people to participate? This refers both to the ability for the project to accommodate people with disabilities, as well as the opportunity for people outside of the applicant's normal client base to become aware of and participate in the project.
- Coordination:* Has the applicant consulted with other stakeholders that may be affected by the project? Are there any other groups occupying the same facility? Are there any other similar groups that could partner with the applicant on the project?
- Sustainability:* Has the applicant shown how their project will be financially viable and how it will affect the applicant's operations in the long term? Will it provide additional income or incur additional costs in the long-term?

Decision Making

Category 1 – Community Grants (Level 1 and 2)

Applications for Community Grants (Level 1) will be assessed by officers of the City using the above criteria and a recommendation made to the Director Community Engagement for a determination.

Applications for Community Grants (Level 2) will be assessed by officers of the City using the above criteria and a report presented to Council for their determination.

Category 2 – Competition Sponsorships

Applications for Competition Sponsorships will be assessed by officers of the City against the stated eligibility criteria in section 3.3 above and processed accordingly.

9. How to Apply

Prospective applicants should contact the Coordinator Programs and Events on 9397 3000 to assist in determining whether the project for which they are seeking support is eligible for funding and under which category. The Coordinator Programs and Events may suggest that a prospective applicant liaises with other City staff in the preparation of their application. For example, for a community arts project, it may be suggested that the applicant liaise with the City's Arts and Programs Officer in the preparation of their application.

The application form can be completed online by visiting the City's website at www.gosnells.wa.gov.au.

Applications must be submitted by close of business on the nominated closing date on the application form.

10. Conditions of Funding

Funding under the Community Funding Program will be administered in accordance with the following general Conditions of Funding, which will need to be acknowledged and accepted by successful applicants.

The successful applicant agrees to:

1. Use the funding for the purpose for which it was given, unless otherwise agreed in writing with the City of Gosnells.
2. Acknowledge the funding support from the City of Gosnells as follows:
 - Mention the 'City of Gosnells' as a sponsor of this project in any related correspondence with the media. Media releases mentioning the City of Gosnells must be approved by the City of Gosnells, with a minimum of one (1) week provided for approvals.
 - Include the words 'Sponsored by the City of Gosnells' and the City of Gosnells logo on any marketing materials related to the project being funded (e.g. website, brochures/flyers/posters, newsletters, signage, social media). These must be approved by the City of Gosnells, with a minimum of one (1) week provided for approvals.
3. Complete the funded project within the required time as per the signed Grant Acceptance form.
4. Acknowledge the City's right to terminate the funding should the organisation fail to adhere to any of the Conditions as set out in the Grant Acceptance form.
5. Complete and return all Grant Acceptance documentation within two (2) months of notification. Failure to do so will result in forfeiture of the funding offer.
6. Provide a Project Report (including receipts of payment) to the City of Gosnells, within two months of the project completion, detailing how the funding was expended and to return any unexpended funds. ***The City of Gosnells shall reserve the right to undertake random audits or seek audited financial statements of specific project expenditure.***
7. The successful applicant agrees to take out and maintain a current public liability insurance policy to the value of \$10 million for the duration of the project.
8. Prior to the release of funding monies to successful recipients, the Grant Acceptance form must be signed by the applicant (or their authorised representative), committing the applicant to comply with both the terms for which the funding is provided and the lodgement of Project Report documentation following completion of the project.

Other Conditions:

Please note that a Project Report outlining the deliverables and achievements of the project are due within two months of the conclusion of the project. This must be completed on the 'Community Funding Program Project Report' template as supplied by the City of Gosnells and should include all receipts, marketing materials and any other information relevant to the project.

The City reserves the right to apply special conditions to your Grant Agreement, dependent on the nature of your project.

The City does not require a Grant Acceptance form to be signed for Category 2 – Competition Sponsorships.

Frequently Asked Questions

Category 1 – Community Grants (Level 1 and 2)

1. Who can apply for funding?
Applicants must be an incorporated not-for-profit, or a charitable institution registered with the Australian Charities and Not-for-profits Commission.
2. Individuals may be eligible to apply for projects such as Restoration of a family headstone at the Kenwick Pioneer Cemetery or assisting with the cost of creating an Incorporated Association.
3. Can businesses apply for funding?
No, businesses and other for-profit entities are not eligible to receive funding.
4. What is the most I can receive under the Community Funding Program?
For Community Grants (Level 1), the maximum amount is \$2,000. For Community Grants (Level 2), the maximum amount is \$8,000.
5. When do the rounds close?
For Community Grants (Level 1), there are no rounds and applications are accepted all year round. For Community Grants (Level 2), there are two rounds and they will generally close in early April and early September – specific dates will be indicated on the application form.
6. Who makes the decision?
For Community Grants (Level 1) the decision is made by the Director Community Engagement within six weeks of the application being received. For Community Grants (Level 2) the decision is made by Council within six weeks of the round closing.
7. How soon will I know if I'm successful?
Applicants will be notified within 10 working days of a decision being made on whether they have been successful in receiving funding or not.
8. Do I need to speak to anyone before putting in my application?
Yes, you must contact the Coordinator Programs and Events (or an officer in the Leisure Programs team) to discuss your project prior to putting in an application.
9. I have a couple of projects in mind, can I submit more than one application?
Community organisations are eligible to receive a maximum of:
 - one Level 2 application and one Level 1 application each year; or
 - two Level 1 applications each year.
10. Can I apply for major capital works or upgrades?
If you wish to upgrade a sport or recreation facility and your project will involve fixed assets such as floodlights, change rooms or store rooms, this will normally be an application under the Community Sport and Recreation Facilities Fund and you should contact the Property and Commercial team on 9397 3000.

The types of capital works projects that would be considered under the Community Funding Program include: installation of solar panels, installation of a split system airconditioner, installing concrete pathways at a community garden, purchase and installation of a storage shed, or a minor kitchen upgrade.

Contributions towards the construction of new facilities will not generally be funded.

11. What if a question in the application form is not applicable to my project?

We acknowledge that sometimes a question in our application form may not be relevant to your project. If this is the case, do not just write 'N/A' in the question, ensure that you provide an explanation as to why the question may not be relevant.

12. Do I need to sign an agreement?

Yes, if you are successful in being awarded a grant, you will be required to sign a Grant Acceptance form, which will outline your obligations. Section 11 of this document provides guidance as to the type of conditions that would be included in the agreement.

13. Can I make changes to my project after funding has been approved?

Any changes made to the originally agreed to project must be made in writing between the applicant and the City of Gosnells. Contact the Coordinator Programs and Events to discuss possible changes. Generally, only those changes which do not change the intent or overall outcomes of the project will be agreed to. Minor changes such as changing the completion date, or small variations in budget expenditure will generally be considered.

14. How long have I got to complete my project?

Typically, the timeframe of your project will be determined by your proposed completion date in your application. Unless otherwise agreed to, the maximum timeframe is twelve months.

15. What happens after I finish my project?

You will need to provide a Project Report outlining the achievements of your project, whether you met your intended outcome, how you measured the success and how the funds were expended.

16. What if I don't spend all the money?

Unspent funds will need to be returned to the City of Gosnells. It is recommended that you contact the Coordinator Programs and Events before the project is complete if you are likely to be underspent.

17. Can I apply after I've already completed the project?

No, a project which has already commenced is ineligible for funding. This does not include any activities involved in the project planning where no expenses have been incurred.

18. What do I need to complete my application?

You will need to complete the online application form. In addition, you may need to provide your Certificate of Incorporation, Public Liability Insurance Certificate of Currency and any quotes for items valued at over \$1,000.

19. What happens if my project does not proceed?

You will need to contact the City of Gosnells to provide updated information regarding the status of your project. A decision may be made to either delay the delivery of the project, or to agree that it will not be proceeding. If the decision is made that the project will not be proceeding, then any funds will need to be returned to the City.

20. What if I cannot hold my event in the City of Gosnells?

This is a key requirement for funding, particularly for events. If the event cannot be held within the City of Gosnells, then it will be considered in breach of the Grant Acceptance and any funds will need to be returned.

The only exception to this will be if you are sending staff or volunteers to a training session, conference, or similar, which is being run by another organisation outside the City of Gosnells.

21. Will the City fund alcohol related activities?

The City may fund programs or events at which alcohol is being served. However, the City will not provide funding towards any component of your project directly related to the cost of supplying alcohol. For example, the City may provide funds towards a minor club room upgrade, but will not consider any bar facilities components such as beer taps.

22. If the City is sponsoring my activity, will I get the venue for free?

If your application is successful, you will be eligible for free use of the City's managed facilities. This is not unlimited free use and is subject to restrictions – see the 'In-Kind Support' part of Section 3.2.

23. What insurances are needed?

There is a strict insurance requirement placed on organisations funded through this program that they will have a current certificate of insurance for a level of \$10 million or over for Public Liability coverage. This insurance certificate must be listed as Australian Dollars (which can affect some organisations whose governing bodies are underwritten by insurance companies from overseas such as Lloyds insurance UK).

Category 2 – Competition Sponsorships

1. Who is eligible to apply for sponsorship?

Applicants must be individuals who are either residents or ratepayers of the City of Gosnells.

2. You have three levels of funding, can I get all three?

No, applicants may only receive one State or National or International competition sponsorship per financial year (1 July – 30 June). For example, if you receive a State level sponsorship, you are no longer eligible to receive further Competition Sponsorships for the remainder of the financial year.

3. How often can I apply for sponsorship?

Applicants are only eligible to receive the Competition Sponsorships once per financial year (1 July – 30 June).

4. Do you only fund sport?

No, the City will fund a range of high level competitions including academic, artistic and humanitarian representation. For example, if you have been selected to represent Australia at a World Youth Summit, provided all other criteria are met, this would be eligible for funding.

5. Some local governments only provide funding for juniors. Can adults apply for your Competition Sponsorship funding?

Yes, the City accepts applications from youth and adult applicants.

6. How do I apply for the sponsorship?

An online application form is available on the City of Gosnells website. You will need to attach a scan or photo of your Letter of Selection.

7. Can I use a 'Letter of Selection' from my school or sporting club?

No, the Letter of Selection must be provided from a State, National, or International organisation. If the applicant is in a school-based team, the Letter of Selection must be from an organisation such as School Sports WA or the Associated and WA Catholic Colleges.

8. What if there isn't an overseeing or auspicings organisation?

When submitting your application, provide as much evidence as possible regarding the process by which you were nominated or elected to attend the competition. The City will then consider the application and make a determination.

9. How soon will I know if I'm successful?

If you have been unsuccessful, you will be notified as soon as a determination has been made. This would normally be done within 10 working days. If you have been successful, officers will immediately begin processing the payment and you will receive your cheque within four weeks.

10. Do I need to sign an agreement?

No, there is no agreement to sign.

11. Can I apply for sponsorship after I have already competed?

No, applications must be received by the City before you leave to compete.

12. What happens if I am successful in my application but can't use my sponsorship. For example, if I get injured before the tournament and can no longer compete?

You will need to return the funds to the City.

13. What does my funding cover? Will it cover flights, accommodation, uniforms?

The City of Gosnells does not specify which costs the sponsorship must go towards. You can use the sponsorship to help with any of the costs involved in attending the competition.