

Community and Sport Equipment Grant Application Form 2026-2027

Form Preview

Introduction

The Town of Victoria Park provides funding to help the community run projects that support outcomes derived from the Town's [Community Group and Club Development Plan](#).

To apply for funding, you need to show how your project meets these criteria:

- Alignment to the Community Group and Club Development Plan (30%)
- Why is the uniform/equipment necessary? (30%)
- Value for Money (20%)
- Governance (20%)

The Town will only fund projects in accordance with [Policy 114 Community Funding](#).

If your application is successful, you will be required to report on how your project achieved outcomes for the community against the assessment criteria outlined above.

Before you commence your application, remember to:

- Contact a Town representative to discuss your project on 9311 8111 or admin@vicpark.wa.gov.au
- Check your eligibility for the funding opportunity in the Town's [Policy 114 Community Funding](#).
- Check out the free tips and resources for grant submissions on the Town's website [here](#).

Applicant

* indicates a required field

Entity Type *

- ☐ Not for profit organisations
- ☐ Resident associations
- ☐ Community group or clubs
- ☐ Town teams or place-based groups

What type of individual or organisation is applying for funding?

Eligibility Criteria

Local community groups and sporting who are located in and undertake their activities in the Town.

Eligibility Checklist *

- ☐ The applicant has an outstanding debt to the Town
- ☐ The applicant has failed to submit a satisfactory acquittal for previous Town funding program: or
- ☐ The application is submitted retrospectively i.e. after a project, activity and/or program has already taken place

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- ☐ Any party that does not apply with the operational Terms and Conditions of the funding program; or
- ☐ Any local, state, federal government agencies or political parties.
- ☐ Any projects that promote or advance religious beliefs, including worship services, religious instruction, proselytising, or faith-based advocacy.
- ☐ Elected Members, Town staff, the spouse or de-facto partner of an Elected Member or Town staff, anyone residing at the same address as an Elected Member of Town staff, or relative of an Elected Member of Town staff
- You must tick all these items to be eligible for funding

Contact Details *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Role/Position *

Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Website *

Must be a URL.

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	

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Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Public Liability Insurance (Please upload your Public Liability Insurance Certificate) *

Attach a file:

Is another organisation assisting to manage or support your project by acting as an auspice? Auspicing means another organisation takes responsibility for the project, such as managing funds and providing oversight on your behalf. *

Auspice

Name

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

Last Name

Role/Position

Address

Address

Phone Number

Must be an Australian phone number.

Email

Must be an email address.

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Website

Must be a URL.

Auspice ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Does the auspice organisation have public liability insurance of \$10,000,000 (10 Million dollars) or greater?

- ☐ Yes
☐ No

(10 Million dollars or greater)

Public Liability Insurance (Please upload a copy of the Public Liability Insurance certificate)

Attach a file:

Please attach a letter/email from the auspicing organisation confirming the arrangement *

Attach a file:

Conflict of Interest

Are there any circumstances, arrangements or understandings which constitutes, or may reasonably be, perceived to constitute, an actual or potential conflict of interest with either the applicant's obligations to adhere to the Funding Agreement or which may unduly impact the application? If an Elected Member works for or resides on an applicant's Board of Management, or similar governing body, this must be declared as a conflict of interest, as all grants will be considered by Council.

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Please select below: *

- ☐ Yes
☐ No

If yes, please provide sufficient details explaining how the actual or perceived conflict of interest arises *

Equipment Request

*** indicates a required field**

Equipment Items *

Provide a short description on the equipment your are requesting and what they will be used for? *

Explain the need for the equipment and how it will help your organisation achieve positive outcomes for the community. Include who will benefit and how the equipment will be used.

Anticipated purchase date *

Must be a date.

Assessment Criteria

*** indicates a required field**

Criteria 1 - Alignment to Town outcomes (30%)

How will the equipment increase capacity, participation and increase diversity of participants engaging in community programs and activities. *

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<https://www.victoriapark.wa.gov.au/documents/770/community-group-and-club-development-plan-2026-2030>

Criteria 2 - Need for Equipment 30%

Explain the need for the equipment/uniform and how it will help your organisation achieve positive outcomes for the community. Include who will benefit and how it will be used. *

Criteria 3 - Value for Money (20%)

Total grant requested amount *

Must be a dollar amount. How much funding are you seeking off the Town? Maximum grant amount is \$10,000.

If the full amount of this request is not granted will you still purchase the equipment?

Equipment Budget

Please enter your project budget details in the tables below.

Your budget must balance. The total income must equal the total expenditure

Please note: Financial contribution of up to 50% (capped at \$2,000) of new sports equipment (bats, balls, uniforms and goals etc) and operational equipment, electrical equipment, PPE, volunteer shirts etc). You need to spend \$4,000 to get \$2,000.

About GST

If your organisation is registered for GST, leave GST out of your budget.

If your organisation is not registered for GST, include in your budget.

Expenditure

Please outline all the expenditure you anticipate as part of your project in the below table.

Expenditure	Expenditure Type	Expenditure Amount (\$)
Example: Project equipment	Example: Administration and Infrastructure	Example: \$1,200
	Salaries and Wages Project and Production	

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	Advertising and Promotion Evaluation Administrative and Infrastructure Other	

Income

Please outline all the income you are expecting as part of your project below.

Income Description	Income Type	Confirmed Fund Income Amount	Notes	
Example: Town of Victoria Park Grant	Example: Government Grants	Example: Unconfirmed	Example: \$6,000.00 Must be a dollar amount.	

Budget Totals

These amounts should be equal.

Total Income Amount

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This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Criteria 4 - Governance (20%)

How will your organisation ensure the equipment is appropriately purchased, managed, maintained, and made available for its intended community purpose? *

Word count:

Must be no more than 350 words.

Quote Documentation

Please attach the following:

One written quote for goods and/or services that cost over \$500 ex GST

Two written quotes for goods and/or services that cost over \$5,000 ex GST.

Please complete all quotes and upload as one single PDF.

Please upload here *

Attach a file:

Grant payment details

Please provide the bank account details for payment of the grant funds, should your application be successful.

Account Name *

BSB *

Account number *

Child Safe Practices Compliance

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Will the equipment be used for children under 18? *

- ☐ Yes
☐ No

Do all staff and volunteers have valid Working with Children Checks? *

- ☐ Yes
☐ No

Supporting Documentation

* indicates a required field

Please upload any additional information that will strengthen your application, including: (optional)

- Latest annual reports
- Flyer/marketing material

Please upload here *

Attach a file:

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for a grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

- ☐ Yes
☐ No

Certification Contact

Name *

Title First Name Last Name

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Contact Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Application Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process

Very easy

Easy

Neutral

Difficult

Very Difficult

Provide provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Please provide, in minutes, how long this application took you complete.

Must be a number.