# Outdoor Active Recreation Participation Program 2023/24 **Application Form**

## DLGSC Contact

Before submitting your application, it is recommended that you discuss the project proposal with a relevant DLGSC staff member (refer to final page of Application Form).

## Name of DLGSC staff member:

## Applicant’s Details:

Organisation Name:

Postal Address:

Suburb:       State:       Postcode:

Street Address:

Suburb:       State:       Postcode:

Contact Phone:

Website:

Email Address:

## Grant preferred contact person:

All application correspondence will be directed to this person.

Title:

First Name:

Last Name:

Position Held:

Contact Phone:

Mobile Phone:

Email:

## Additional Organisation Details:

Does your Organisation have an Australian Business Number (ABN)?

(If your Organisation has no ABN, then your Organisation should contact the Australian Taxation Office (ATO) to discuss its eligibility to obtain an ABN).

Yes  No  ABN:

Is your organisation registered for GST? Yes  No

Is your organisation not-for-profit? Yes  No

Is your Organisation incorporated? Yes  No  Incorporation Number:

*If yes, attach a copy of your organisation’s Certificate of Incorporation.*

Does your organisation have current public liability insurance with a minimum of $10 million?

Yes  No

If yes, attach a copy of your organisation’s Certificate of Currency. If no, please contact the department.

Bank Account Name:

BSB:

Account No:

Full name of Bank/Financial Institution:

*Disclaimer: By submitting this form with your bank details, you understand that this account will be used for all future payments from the Department of Local Government, Sport and Cultural Industries (DLGSC) for example, KidSport Vouchers.*

DLGSC requires supporting evidence to establish accuracy of bank account details for organisations that have not previously been funded by DLGSC, or if bank account details have changed:

I have attached supporting evidence (for example, Bank Statement header).

I have previously provided my bank details to DLGSC and they have not changed.

## Project:

**Project Title:**

**Project Start Date** (DD/MM/YY):

*Note: Project start date must be after 01/02/2024 and before 02/06/24*

**Project End Date** (DD/MM/YY)**:**

*Note: Project end date must be before 30/06/2025*

Is this an existing project?

Yes  No

Which **recreation activity/ies** will be the focus? (For example, hiking, mountain biking).

## Brief Project Description:

1. **Describe your project in one (1) or two (2) sentences only.**

1. **Where will the project be located?**

Select the relevant regions from the list below:

Gascoyne

Goldfields

Great Southern

Kimberley

Mid West

Peel

Pilbara

South West

Wheatbelt

Metro

1. **What is the anticipated number of unique\* participants for this project:**

*\*If a participant is involved in more than one activity within the project, they are only counted once.*

1. **Full Project Description:**

Provide an overview of the project.

## Assessment Criteria

Each application will be assessed against the four (4) assessment criteria outlined below. Please provide a description of how the funding will be used to meet the Assessment Criteria. (Limited to 200 words per criteria).

## Assessment Criteria 1 - Strategic Alignment

1. **How does your project align to the** [***More People More Active Outdoors***](https://www.dlgsc.wa.gov.au/department/publications/publication/more-people-more-active-outdoors) **Framework?**

## Assessment Criteria 2 - Benefits

1. **Outline who will participate in and benefit from the project.**

1. **Demonstrate how the project will achieve at least one of the following active recreation participation objectives:**

*Complete all that apply.*

1. Increase participation opportunities for all Western Australians to actively engage in outdoor active recreation.

Yes  No

Demonstrate how this will be achieved:

1. Provide opportunities for people to develop resilience, leadership, problem solving skills and build lifelong involvement and healthy habits through participation in outdoor active recreation.

Yes  No

Demonstrate how this will be achieved:

1. Provide opportunities to support the progression of participants from the ‘Aware’ stage to the ‘Independent’ stage of the *Participation Spectrum* for outdoor active recreation (as identified in the [*More People More Active Outdoors*](https://www.dlgsc.wa.gov.au/department/publications/publication/more-people-more-active-outdoors) Framework.

Yes  No

Demonstrate how this will be achieved:

## Assessment Criteria 3 - Organisational Capacity and Capability

1. **Demonstrate how your organisation has the capacity, expertise, and skills to deliver the project.**

1. **How will your organisation identify and manage risks associated with the delivery of the project?**

## Assessment Criteria 4 - Project Plan and Budget

1. **Project Plan**

Please provide a detailed project plan that outlines:

* exactly what will be delivered (for example, what, when, where and who).
* How the project will be promoted and evaluated.

1. **Project Budget**

Total Income (excluding GST):

Total Expenditure (excluding GST):

Contribution from organisation (if applicable):

Contributions from other organisations (if applicable):

Funding Requested from DLGSC (excluding GST):

1. **Itemised Budget**

Please provide an itemised and realistic budget, that is proportionate to the requested funding and represents value for money. Include:

* All anticipated costs of your project in as much detail as possible
* Identify which expense items the department’s contribution would fund, ensuring the items are eligible as listed in the Guidelines.
* Include all costs involved for this project, including in-kind contributions.

Detailed project plan attached

Itemised project budget attached

## Promotional Use of Event Material

DLGSC may wish to use certain information from your grant for promotional purposes. If your application is successful, can we promote your event to the media?

Yes  No

## Privacy statement and statement of disclosure

The organisation acknowledges and agrees that this Agreement and information regarding it is subject to the Freedom of Information Act 1992 and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling the DLGSC office listed below.

All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant’s club name, sport, location, and grant purpose.

## Applicant’s Certification

I certify that the information supplied is to the best of my knowledge, true and correct.

I certify that I have the authority, as vested by the Board/Committee/Council/CEO, to submit this application by electronic transmission.

**Name:**

**Position:**

**Signature:** \*

**Date:**

*\*A signature is required to be eligible for this grant. Electronic signature accepted but must be a unique hand-signed signature (an image is acceptable) or e-signed using software such as DocuSign. Typing your name into the signature field via Microsoft Word or Adobe Acrobat is not accepted. The full document must be submitted with the signature page.*

## Application check list

Please submit your application no later than **5pm on Monday 18 September 2023** via email to [recreation@dlgsc.wa.gov.au](mailto:recreation@dlgsc.wa.gov.au).

NOTE: Late applications will not be accepted. It is recommended that you submit at least one hour prior to the deadline to allow for any IT issues.

Incomplete applications may not be accepted. Ensure you have attached the following:

A completed and signed copy of this application

A copy of your incorporation certificate

A copy of your public liability insurance certificate of currency (minimum required is $10 million).

Evidence of bank account details, if applicable (for example, bank statement header).

Detailed project plan

Detailed project budget

## Further information and contact details

If you have any queries about your eligibility or the details required when applying for this grant, please contact:

**Tash Hanham**

Senior Project Officer - Recreation

Telephone: 08 9492 9983

Email: recreation[@dlgsc.wa.gov.au](mailto:carol.hodgen@dlgsc.wa.gov.au)

**Department of Local Government, Sport and Cultural Industries**

Telephone 08 6552 7300

Email [reception@dlgsc.wa.gov.au](mailto:reception@dlgsc.wa.gov.au)

Website [www.dlgsc.wa.gov.au/sport-and-recreation/outdoor-active-recreation](http://www.dlgsc.wa.gov.au/sport-and-recreation/outdoor-active-recreation)

PO Box 8349, Perth Business Centre WA 6849  
246 Vincent Street, Leederville WA 6007