



## Application Guidelines for Community Sporting Club Equipment Subsidy Scheme Regional Only

### What is the community sporting club equipment subsidy?

The Community Sporting Club Equipment Subsidy (CSCES) provides funding to community sporting clubs for the purchase of shared sporting equipment for training and competition purposes. A one off subsidy of \$500 will be made available to eligible clubs.

The CSCES is part of the State Government's *Supporting Community Sport Initiative*, funded by the Royalties for Regions Program.

### Why is the Western Australian state government funding this scheme?

The Western Australian State Government recognises the valuable role that sporting clubs play in communities across the state. It is also recognised that resources at sporting clubs in regional communities are under pressure, with population growth increasing demand for equipment as well as the cost to supply the required equipment each year. This subsidy will assist clubs to provide the equipment they need to keep pace with growing demand.

### What is the eligibility criteria?

Applications can be submitted by community sporting clubs that:

- Have as their core business the delivery of sports, as deemed eligible by the Department of Sport and Recreation (DSR);
- Participate in or conduct fixtured community based sporting competitions;
- Are incorporated, not for profit entity;
- Have an ABN; and
- Be registered or eligible to be registered for GST.

### What organisations are not eligible

Funding will not be provided to the following organisations:

- Schools;
- School based clubs participating in school competitions;
- University clubs participating in university competitions;
- Regional or District Sporting Associations that comprise of member or affiliated clubs;
- Sportsmans Associations;
- Recreation Centres;
- Commercial Clubs;
- Social Groups; and
- Clubs that have previously received the Community Sporting Club Equipment Subsidy.

## What are the application periods?

There will be two funding rounds each year, aligned to the winter and summer seasons.

The first round will open the week beginning 16 December 2013 (opening date will be confirmed on the [DSR website](http://www.dsr.wa.gov.au) www.dsr.wa.gov.au) and remain open until 24 January 2014.

Application periods for each round will be open for one month.

**Applications must be submitted online by midnight on the advertised closing date.**

### Year 1 – 2013/14

Rounds	Opening Date	Closing Date
1 – Summer Clubs	December 2013	24 January 2014
2 – Winter Clubs	March 2014	April 2014

### Year 2 – 2014/15

Rounds	Opening Date	Closing Date
1 – Summer Clubs	September 2014	October 2014
2 – Winter Clubs	March 2015	April 2015

### Year 3 – 2015/16

Rounds	Opening Date	Closing Date
1 – Summer Clubs	September 2015	October 2015
2 – Winter Clubs	March 2016	April 2016

### Year 4 – 2016/17

Rounds	Opening Date	Closing Date
1 – Summer Clubs	September 2016	October 2016
2 – Winter Clubs	March 2017	April 2017

## What can the subsidy be used for?

The subsidy must be used to purchase shared sporting equipment that is accessible to all club members for training or competition purposes.

Examples include:

- Balls
- Bats/Racquets
- Markers

- Bibs
- Portable goals
- Kickboards
- Protective gear (e.g. helmets, pads)
- Team Uniforms

## What will not be funded?

The subsidy cannot be used for the following:

- Computer hardware or software
- Sound or audio-visual equipment
- Chairs, tables, barbeques
- First Aid kits
- Stationery
- Services (e.g. line marking, equipment repair)
- Personal equipment or uniforms

## What is the application process?

- Applicants should read and understand the application guidelines before commencing the application process.
- Applicants should direct any initial queries to their regional DSR office or via the equipment subsidy enquiry email address (*see next page for contact details*).
- Applications must be submitted using the online application form available via the [DSR website](http://www.dsr.wa.gov.au) www.dsr.wa.gov.au and all sections must be completed. In submitting the application, the authorised club representative makes a commitment to DSR to comply with the Terms and Conditions applicable to CSESS.
- Clubs are only eligible to apply once for a subsidy.
- Subsidies will be paid electronically to the club.
- All applications must be lodged with DSR by midnight on the published closing date. **No late applications will be accepted.**

## How will applications be assessed?

### State-wide Assessment

- DSR will assess applications based on the selection criteria.
- Each round has been allocated a subsidy quota (based on the allocated budget). Once this quota has been reached by eligible clubs (determined by application date), no further subsidies for that round will be approved. Eligible clubs that fall outside this quota (based on date of application) will be invited to resubmit their application in the next round.
- The assessment decision is final and no appeal regarding a decision will be entered into.

### Notification

- Applicants will be notified by DSR whether their application has been successful or unsuccessful.

## Conditions that apply to applications and funding

Applicants must read and agree to the Community Sporting Club Equipment Subsidy Scheme Terms and Conditions in the online application form before submitting an application.

## For further information or assistance

For further information or assistance, please contact your local regional DSR office:

Region	Phone	Email
Gascoyne	9941 0900	gascoyne@dsr.wa.gov.au
Goldfields	9022 5800	goldfields@dsr.wa.gov.au
Great Southern	9892 0100	greatsouthern@dsr.wa.gov.au
Kimberley	9195 5750	kimberley@dsr.wa.gov.au
Mid West	9956 2100	midwest@dsr.wa.gov.au
Peel	9550 3100	peel@dsr.wa.gov.au
Pilbara	9182 2100	pilbara@dsr.wa.gov.au
South West	9792 6900	southwest@dsr.wa.gov.au
Wheatbelt	9690 2400	wheatbelt@dsr.wa.gov.au

Or use the DSR equipment subsidy enquiry email address: [equipmentsubsidy@dsr.wa.gov.au](mailto:equipmentsubsidy@dsr.wa.gov.au)

*Note: Enquiries made via the email address will be responded to during office hours only.*

### **What is the application process for this year?**

Applications must be submitted using the online application form. If a club misses out on a subsidy in a given round, there is the opportunity to re-apply in a subsequent round. Applications must be lodged by the required lodgement time and date. Applications that do not meet the required lodgement deadline for a particular round will not be considered.

### **When are payments made for successful applicants?**

Payments are made to the nominated bank account stated within the application form, via Electronic Funds Transfer (EFT) after the round has closed and all applications have been processed.

### **How many times can a club apply for a subsidy?**

Clubs will be eligible for a one off \$500 subsidy only.

### **Where can I find out if my club is incorporated?**

Incorporation status can be checked online at the [Department of Commerce AssociationsOnline](http://www.commerce.wa.gov.au/associationsonline) [www.commerce.wa.gov.au/associationsonline](http://www.commerce.wa.gov.au/associationsonline) or calling 9282 0764 or 1300 30 40 74 (for country callers).

### **How can my club become incorporated?**

Not-for-profit, sporting clubs can apply for incorporation at the [Department of Commerce AssociationsOnline](http://www.commerce.wa.gov.au/associationsonline) [www.commerce.wa.gov.au/associationsonline](http://www.commerce.wa.gov.au/associationsonline) or calling 9282 0764 or 1300 30 40 74 (for country callers).

Many social, sporting and community groups can incorporate under the Associations Incorporations Act. The Act provides a cheap, simple way of establishing a legal entity that has the capacity to function in its own right.

### **Where can I find out if my club has an Australian Business Number (ABN)?**

ABN status can be checked online at [ABN Lookup](http://www.abr.business.gov.au) [www.abr.business.gov.au](http://www.abr.business.gov.au)

### **How does my club obtain an Australian Business Number (ABN)?**

Clubs can register for an Australian Business Number (ABN) through the Australian Government by visiting [Register for an ABN](http://www.business.gov.au/BusinessTopics/Registrationandlicences/Registerfortaxation/Pages/RegisterforanAustralianBusinessNumber(ABN).aspx) [www.business.gov.au/BusinessTopics/Registrationandlicences/Registerfortaxation/Pages/RegisterforanAustralianBusinessNumber\(ABN\).aspx](http://www.business.gov.au/BusinessTopics/Registrationandlicences/Registerfortaxation/Pages/RegisterforanAustralianBusinessNumber(ABN).aspx)

An ABN is a unique 11 digit number that businesses use when dealing with businesses and government. Registering for an ABN is not compulsory, but clubs will need one to register for the GST.

### **Does my club need to be registered for GST?**

If your not-for-profit sporting club has an annual turnover of less than \$150,000, then your club is not required to be registered for GST. If your clubs annual turnover is \$150,000 or more then it is necessary to register for GST through the Australian Government by visiting [Register for GST](#)

[http://www.business.gov.au/BusinessTopics/Registrationandlicences/Registerfortaxation/Pages/RegisterforGoodsandServicesTax\(GST\).aspx](http://www.business.gov.au/BusinessTopics/Registrationandlicences/Registerfortaxation/Pages/RegisterforGoodsandServicesTax(GST).aspx) or calling 1300 720 092.

Clubs will need an Australian Business Number (ABN) to register for GST, as the ABN is part of the GST system. A clubs ABN will also be your GST registration number.

### **Can metropolitan clubs apply?**

The Club Equipment Subsidy Scheme is currently only available to eligible regional sporting clubs and not metropolitan clubs. The Department of Sport and Recreation's intent is to expand this scheme to metropolitan sporting clubs in future rounds.

**For more information contact your regional Department of Sport and Recreation office or email [equipmentsubsidy@dsr.wa.gov.au](mailto:equipmentsubsidy@dsr.wa.gov.au)**

# Appendix 1

Information required to complete the online application.

\* indicates mandatory fields

## Club Information

- Community sporting club\*
- State affiliated\*
- State Sporting Association
- Not-for-profit\*
- Your local government\*

## Club Details

- Registered name\*
- Club name (if different)
- ABN\*
- Incorporation number\*
- GST registered\*
- Main sporting activity\*
- KidSport club\*
- Demographic
- Number of registered members\*

## Club's Physical Address

- Number
- Street name
- Road type
- Suburb\*
- State\*
- Postcode\*
- Phone
- Email
- Website

## Club's Post Address

- Number
- Street name
- Road type
- Suburb
- State
- Postcode

## Bank Details

- BSB\*
- Account number\*
- Account in the name of\*

## Subsidy Contact

- Title\*
- First name\*

- Last name\*
- Position\*
- Phone
- Mobile
- Email\*