

2027/2028 Community Capital Request Application Form

Form Preview

Eligibility

* indicates a required field

Applicants: please note

The City of Bayswater Community Capital Request Grant is aimed at City of Bayswater sporting and community organisations planning to improve City-owned facilities and infrastructure, that benefits on-going operations for their clubs and groups.

Applicants can apply for up to a maximum of three projects, with preference to projects valued between \$5,000 - \$20,000 and applicants matching a minimum of 25% of the total project cost.

Organisations are encouraged to read the [Council Plan](#) and the [Emission Reduction and Renewal Energy Plan](#) prior to submitting an application as we work to strengthen our commitment to sustainability.

All applications will be assessed and evaluated using a scoring matrix based on the following criteria:

Club Membership

Who and how many people will benefit from the project?

Project Value

Priority to projects valued between \$5,000 to \$20,000

Nature of Project

Is the nature of the project critical, desirable, or cosmetic

Impact on Club

Has the club provided justification of the need for the project?

Club Contribution

What is the club contributing towards the value of the project?

Quotes Included

Has the club included two formal quotes to validate the project cost?

City Requirements Completed?

Has the applicant met with a City Officer? Does the club have a Strategic Plan, Audited Financials and held an AGM? Is the project aligned to City Plans?

Previous Funding

Has the club received funding within the last three years through the Community Capital Requests Grants program?

The following information will need to be completed prior to consideration of the request by the City of Bayswater.

- The intent of this form is to fully clarify what your proposed project is and the intended outcomes.

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- Projects will be assessed for consideration as part of the City of Bayswater Annual Capital Works program.
- Submitting an application does not guarantee funding towards the project.
- Applicants will be notified of outcomes by mid-July 2027 and if successful, City staff will be in contact to commence the project.
- If your application is successful, your club/group will not be eligible to receive City funding via the other Grant streams (Better Bayswater Grant, Community Events Grant or Community Donations) in the 2027-2028 Financial Year.
- Before completing this application form, please read the FAQ document [here](#).
- Applicants are required to discuss their project onsite with a City Projects Officer. Call 9208 2430 to book a time.
- Incomplete applications and/or applications received after the closing date will not be considered.

If you have any questions, please contact the Project Services team on 08 9208 2430.

Confirmation of Eligibility

Before proceeding, please confirm the following:

- you have read and understood the program guidelines
- your club/organisation has not received funding through the Community Capital Requests Grant last year's application (i.e if a club successfully received funding in 2026/2027, they are unable to apply for the 2027/2028 round. Those organisations can apply in the 2028/2029 round).
- you have **met** with City project officers onsite and discussed your club's project
- you have **two (2)** written quotations that will be attached to your submission
- you are able to demonstrate alignment between your project and the aims of this program
- your organisation is a not-for-profit organisation
- your organisation is incorporated, or is auspiced by an incorporated organisation for the purposes of this application
- your organisation is located in the City of Bayswater

You must confirm that all statements above are true and correct. *

☐ Yes

Applicant Details

* indicates a required field

Applicant Details

Club/Organisation Name *

Organisation Name

Make sure you provide the same name that is listed in official documentation.

Club Address

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Address

Project Contact *

Title First Name Last Name

Position *

Phone number *

Must be an Australian phone number.

E-mail address *

Must be an email address.

Club/Organisation website

Must be a URL.

Is your club or organisation currently incorporated? *

- ☐ Yes
☐ No

Is your club or organisation currently registered for GST? *

- ☐ Yes
☐ No

Do you have an ABN? *

- ☐ Yes
☐ No

Applicant ABN

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.

Membership

Please provide membership numbers for your club/organisation for the past three years.

Senior 2024/2025

Must be a number.

Junior 2024/2025

Must be a number.

Other 2024/2025

Must be a number.

Senior 2025/2026

Must be a number.

Junior 2025/2026

Must be a number.

Other 2025/2026

Must be a number.

Senior 2026/2027

Must be a number.

Junior 2026/2027

Must be a number.

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Other - 2026/2027

Must be a number.

Project Background

* indicates a required field

Facility Details

Does your club have a lease agreement with the City? *

- ☐ Yes
☐ No

Are all clubs within your association or committee working together for the project? *

- ☐ Yes
☐ No

Is the project supported by the committee or association named within the lease agreement of your facility? *

- ☐ Yes
☐ No

Attach a copy of your club's most recent AGM approved minutes *

Attach a file:

Has your club received Community Capital Grant Funding in the last three years? *

- ☐ Yes
☐ No

Previous Funding

What year did you receive funding?

Sports/Community Group benefits

List all the main sports, activities and clubs/groups that will benefit from the project and how? *

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Project Details

* indicates a required field

If you are applying for multiple projects, you are required to complete an application form for each project and assign a priority number for each project.

Project Priority *

Must be a number.

1-3 with 1 being the highest priority

Project Description *

Must be no more than 25 words.

Provide a name for your project/program/initiative. Your title should be short but descriptive

How does your project align with the City's Emission Reduction and Renewal Energy Plan (ERRE)? (Strong consideration will be given to projects that target sustainable efficiency outcomes.) *

Project Criteria

1. Needs Assessment - How did you establish the need for this project? *

2. Community Benefit - How will this project benefit your organisation, increase community involvement, participation and/or physical activity in the City of Bayswater? *

3. Impact to organisation - Describe how critical this project is to your organisation's core activities and objectives. Also rate the importance from Low (1) to High (10) *

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Project Budget

* indicates a required field

Funding Sources (GST exclusive)

Club contribution - provide supporting evidence *	City of Bayswater - amount requested for this project *	Other funding - specify (i.e grants, sponsorship etc.)	Total project cost - including contingencies and City Overheads *
\$ Must be a dollar amount.	\$ Must be a dollar amount. What is the funding amount you're requesting as part of this project? Please note, applicants are encouraged to contribute a minimum of 25% of Total Project Cost.	 Must be a dollar amount. Contingencies and City Overheads: 20% of total project cost * Must be a dollar amount.	 Must be a dollar amount. Total cost of your project including contingencies & City overheads

Please attach evidence for any confirmed funding amounts (i.e Club or Other) *

Attach a file:

Declaration, Feedback and Submission

* indicates a required field

Executive Declaration

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).

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the Freedom of Information Act 1992.

The City of Bayswater collects and manages personal information provided in this application, including applicant and authorised representative contact details, to assess and administer the Community Capital Request Grant and communicate with your club or organisation regarding the application and proposed project. Your personal information may be used by relevant City employees where required to assess the application, plan and deliver approved projects, and administer associated funding and City services. Providing this information is required to assess and administer your application; if it is not provided, the City may be unable to consider the application. For details on how your information is

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used, disclosed and managed in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA)*, refer to the City's [Privacy and Information Sharing Policy](#) or contact the Privacy Officer by emailing pris@bayswater.wa.gov.au.

The City of Bayswater may wish to provide certain information to the media for promotional purposes. For example the club name, sport, location, funding purpose, project activity and funding amount.

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 this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, trustee or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Feedback and Attachments

You are nearing the end of the application process. Please review your application and click the **SUBMIT** button.

Your feedback below will assist us to ensure the application continues to be a smooth process.

Please indicate how you found the online application process: *

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

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

Project Plans/Drawings *

Attach a file:

Project Quote 1 *

Attach a file:

Project Quote 2 *

Attach a file:

Email confirmation of onsite meeting with Project Officer *

Attach a file:

Additional Supporting Documentation (optional)

Attach a file:

Additional Supporting Documentation (optional)

Attach a file:

Checklist

- ☐ Approval from President or authorised officer of the Association or Committee named in the lease agreement (if applicable)
- ☐ Application form completed (required)
- ☐ Project plan/drawings attached (required)
- ☐ Copy of most recent club/organisation AGM minutes (required)
- ☐ Met with Project Services onsite prior to quotes (required)
- ☐ Two (2) quotes attached to support each project (required)
- ☐ Other supporting documentation attached (optional)