Club Enhancement Program

Application Introduction

Introduction

This site will allow you to apply for Club Enhancement projects for the 2027 calendar year.

Objectives

This program provides assistance to ACT sport and active recreation clubs, district associations and State Sporting Organisations to further develop the services and programs they provide within the Canberra community.

Completing an application

Before applying, eligible organisations should ensure they have read and understood the Club Enhancement Program - Funding Guidelines.

Time required to submit the application

This application requires multiple attachments and supporting information to fully complete and submit.

It is expected that the time required to coordinate the quotes, support letters, plans, financial documents and other relevant attachments required can take in excess of 3+ **hours**. Sport and Recreation suggest that applicants take this into consideration when planning to submit an application.

Helpful hints and tips:

- Ensure you follow the *HINTS* on each question within the application form.
- Ensure you attach project specific Mandatory Evidence where it is stated in the application form.
- Keep your responses to the questions clear and concise.
- Assume the reader is not familiar with your project.

Submitting your application

- Check that all questions have been answered and all mandatory items are attached.
- Press "submit" once you have completed the application. You will not be able to submit your application until all compulsory questions are completed - **please ensure you leave enough time to review your responses prior to the application closing time!**

Attachments and support documents

The following documents are commonly required for an application to be considered eligible:

- Public Liability Insurance certificate.
- The applicant’s most recently certified (signed by the club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet) covering a period of 12 months.

- Current organisational strategic plan or operational plan.
- Board Member overview.
- Breakdown of participation numbers.
- State Sporting Organisation support (where applicable).
- Quotes.
- Relevant reports/plans/strategic documents/community consultation that support the project.

Eligibility Requirements

* indicates a required field

Please Note:

If you do not comply with the following eligibility requirements, your application will not be assessed for funding.

As an applicant, I have read and understood the Club Enhancement Program (CEP) funding guidelines and confirm the organisation is eligible to receive funding through the CEP. *
○ Agree

The following organisations are eligible to complete this survey. Please select your organisation type. *
○ ACT Sport and Active Recreation club / district association
○ ACT State Sport Organisation (SSO)
○ ACT State Active Recreation Organisation
○ National Sporting Organisation operating under a one management or unitary structure
○ Industry Organisation / Umbrella Organisation

What is the name of your organisation's governing (peak) body? *

Is your organisation a not-for-profit entity? *
○ Yes
○ No

Is your organisation incorporated in the ACT under either *
○ the Associations Incorporation Act 1991; or
○ the Corporations Act 2001 (Commonwealth)

Which year did your organisation become incorporated? *
Must be a number.

If your organisation is incorporated under the Associations Incorporation Act 1991, please provide your organisation's association number *

Is your organisation up to date with compliance requirements under the Associations Incorporation Act 1991, or the Corporations Act 2001? *
- ○ Yes
- ○ No

All applicants must have compliance requirements under the relevant Act up to date

Do you have Public Liability Insurance? *
- ○ Yes
- ○ No

Public Liability Insurance coverage to a minimum level of $10,000,000

Please attach a copy of your current insurance certificate. *
Attach a file:

Are you registered for the Goods and Services Tax (GST)? *
- ○ Yes
- ○ No

Applicable if turnover is greater than $150,000 per annum.

Do you have an ABN or ACN? *
- ○ Australian Business Number (ABN)
- ○ Australian Company Number (ACN)

Please provide your 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.

Please provide your ACN *

Does your organisation have an administrative structure and physical presence in the ACT? *
- ○ Yes
- ○ No

Do you deliver programs within the ACT for Canberra residents? *
- ○ Yes
- ○ No

Is the proposed project being delivered in the ACT? *
- ○ Yes
- ○ No

Please provide a copy of your organisation's the most recent certified (signed by the club treasurer) or audited Statements of Financial Performance (Income and Expenditure Statement), and Statement of Financial Position (Balance Sheet). *
Attach a file:

Documents must cover a period of 12 months

Please provide a copy of your organisation's current strategic plan or local operational plan. *
Attach a file:

Do you have any outstanding reporting requirements for any previous Sport and Recreation or ACT Government Grants? *
- ○ Yes
- ○ No

If you have previously received an ACT Government grant and you are unsure if acquittal obligations have been met please check with the ACT Government area you received the funding from.

If yes, please explain why the acquittal and / or reporting requirements have not been met.

Please provide details of any ACT Government grants your organisation has received in the last two (2) years.

Have you been named in an application to the National Redress Scheme for Institutional Child Sexual Abuse and having been assessed as having the financial capacity to join the Scheme, joined the Scheme? *

- ○ I have been named and joined the Scheme.
- ○ I have been named and NOT joined the Scheme.
- ○ I have not been named

Organisation Details

* indicates a required field

Contact Details

Organisation Legal Name *

Organisation Name

Organisation Trading Name *

CEO (or equivalent) Name

Title | First Name | Last Name

President Name

Title | First Name | Last Name

Project Contact Person *

Title | First Name | Last Name

Project Contact Position

Physical Address *

Address

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

Is Postal Address same as Physical Address? *

- ○ Yes
- ○ No

Postal Address

Address

Suburb | State | Postcode

Phone Number *

Must be an Australian phone number.

Organisation Email Address *

Must be an email address.

Website

Must be a URL.

Social Media

eg. Facebook / Twitter (if applicable)

Board Composition

Please provide a Board Member Overview *
Attach a file:

Including name, gender, position, key skill set and term of appointment.

Participation

How many participants (full active members) are currently registered with your club/ organisation?

Full Active Participants	Current participation numbers
Boys Junior (0-17)	
Men's Senior (18+)	
Girls Junior (0-17)	
Women's Senior (18+)	
Non-binary Junior (0-17)	
Non-Binary Senior (18+)	

Project Details

* indicates a required field

Project Eligibility

Which eligible project category does the project align with? Note: You may indicate more than one if suitable. *

☐ Costs associated with the development and implementation of governance, planning and management structures and practices (e.g., consultation, research, data, policy and procedure manuals)

☐ Costs associated with training and education programs or workshops, not reasonably delivered through a State Sport / Active Recreation Organisation, that will lead to volunteer coaches, officials and committee members gaining education and accreditation (e.g. course payment, facilitator fees or venue hire). Applicants are strongly encouraged to form partnerships where programs have capacity to educate members outside of your own club
☐ Innovative digital applications, marketing and communications to enhance participation experiences and/or increase participation
☐ Innovative participation programs or activities, including where in partnership with relevant community organisations, that enhance participation experiences and/or increase participation (school programs not eligible).
☐ Non-consumable and/or bespoke equipment retained by the club that does not require regular replacement (e.g. non-fixed score boards, timing equipment, communication equipment, cashless payment devices or training/safety equipment)
☐ Costs associated with the hosting of “one-off” community participation events that have the potential to raise profile, revenue and participation

Having read the Club Enhancement Program - Funding Guidelines, specifically Section 5.4 Ineligible Projects, please confirm that the project does not align with any of the ineligible projects listed in the CEP Funding Guidelines. *
○ The project does not align with any of the ineligible projects listed in Section 5.4 of the CEP Funding Guidelines

Project Overview

Project Title *

Brief Project Description *

Word count:
Provide a short description (100 words recommended) of your project?

HOW MUCH will the total project cost and how much CEP funding are you applying for?

Total Project Cost

$
Must be a dollar amount.
What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

$
Must be a dollar amount.
What is the total financial support you are requesting in this application?

Budget Breakdown

Provide a clear project budget that clearly identifies the item description, cost (excluding GST) and funding source.

• The table should clearly identify the funding source that is intended to pay for the item (i.e. CEP Investment, club contribution) • Upload evidence to support budgeted costs and revenues, e.g., quotes that support your costs.

Item description	Item cost (excluding GST)	Funding source (i.e CEP or club contribution)
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	

Funding requests for any ineligible items outlined in section 5.4 of the CEP funding guidelines will be removed from your proposal prior to assessment against criteria.

Applicants that are unsure if their project is eligible for funding, should contact Sport and Recreation, prior to submitting their application.

All costs must be accompanied by quotes as outlined in section 6.3 of the CEP funding guidelines. **Applications that do not supply mandatory support documentation are ineligible for funding.**

Mandatory Evidence to support budget. *

Attach a file:

Mandatory Evidence: Provide a minimum of one quote (preferably two) for all costs associated with the proposed project. Refer to section 6.3 of CEP Funding Guidelines to ensure quotes contain the required information.

Assessment Criteria

* indicates a required field

Focus Area 1: Project Need

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

*Note: Where it is **mandatory** to provide evidence in support of a response, this has been stated.*

Where it is not mandatory to attach supporting documentation, applicants are encouraged to provide any additional information they feel will support the quality of the evidence within their application

1.1 WHY and HOW has the proposed project been prioritised? *

Word count:
Maximum 250 words

Upload Evidence for 1.1
Attach a file:

1.2 WHICH of the CEP Program Objectives does the proposed project relate to? *
☐ Support clubs, district associations and State Sport Organisations (SSOs) in the ACT to build their organisational capacity and operate more effectively in their communities
☐ Provide/subsidise training and education opportunities that will assist in the improved development and delivery of sport and active recreation activities in the ACT
☐ Encourage collaboration and planning between SSOs, peak bodies, other clubs and community groups to foster better decision making
☐ Support clubs to address barriers in participation, particularly for women and girls and population groups under-represented in sports participation including, culturally and linguistically diverse (CALD) communities, people with a disability, LGBTQ+ and Aboriginal and Torres Strait Islanders (ATSI)
☐ Implement new, or improve existing activities to provide quality service to their members and meet community needs
☐ Assist organisations purchase non-consumable and/or bespoke equipment that will enhance sport and active recreation opportunities.

1.3 HOW will the proposed project contribute to the achievement of identified CEP objectives? *

Word count:
Maximum 250 words

Upload Evidence for 1.3
Attach a file:

1.4 HOW does the project align with key priorities within the club/association's strategic plan? *

Word count:
Maximum 250 words

Upload Evidence for 1.4
Attach a file:

1.5 HOW does the project align with key priorities within the CBR Next Move Strategic Plan? *

Word count:
Please visit: https://www.sport.act.gov.au/about-us/strategic-plan/cbr-next-move. Maximum 250 words

Upload Evidence for 1.5
Attach a file:

Focus Area 2: Project Planning

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

*Note: Where it is **mandatory** to provide evidence in support of a response, this has been stated.*

2.1 WHO will be responsible for the management of the project and who else will be involved in the project's successful implementation? *

Word count:
Maximum 250 words

Upload Evidence for 2.1
Attach a file:

2.2 WHEN will the project commence and when will it be completed? *

Word count:
Maximum 250 words

Upload Evidence for 2.2
Attach a file:

2.3 WHAT are the key stages of the project? *

Word count:
Maximum 250 words

Upload Evidence for 2.3
Attach a file:

2.4 HOW will the club/association know the project has been a success? *

Word count:
Maximum 250 words

Upload Evidence for 2.4
Attach a file:

Certification and Feedback

* indicates a required field

Certification

I certify that:

- To the best of my knowledge the statements made within this application and the information provided is true and correct.
- I understand that Sport and Recreation is collecting information on this form and any other information I provide as part of my application to access whether my organisation is eligible for an investment under the Club Enhancement Program.
- I accept that Sport and Recreation may provide some or all of this information to other ACT Government agencies administering funding programs.
- I understand that information relating but not limited to this application may be used when assessing the eligibility of future grants for which my organisation might apply. If my organisation receives an investment, the performance and acquittal of the funding may also be taken into consideration by the ACT Government when assessing future funging applications that are submitted by your organisation.
- I understand and accept that should the application be successful, I will be required to accept the terms and conditions of the investment as outlined in the Funding Program Guidelines and Funding Deed.
- I understand and accept that the applicants contact details will be added to the Sport and Recreation e-newsletter distribution list.

- By submitting this application, I acknowledge that each individual referred to in the application is aware that the information relating to the organisation may be disclosed and used. I give consent for the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) to use and publish photographic images and audio-visual recordings (the Material) of the project in this application for informational and promotional purposes. These include:

1. 1.CMTEDD promotional material and reports;
   2.External and educational publications;
   3.The Sport and Recreation website; and
   4.Social media.

Certification *

- ○ Yes, I have read and agree to the above conditions.
- ○ No

Name *

First Name | Last Name

Position with the organisation *

Day-time phone number / mobile number *

Must be an Australian phone number.

Email *

Must be an email address.

Date *

Must be a date.

Privacy Notice

In compliance with the *Information Privacy Act 2014 (the Act),* personal information on this form may be stored in CMTEDD's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/ or monitoring compliance with the Act. Additional requirements outside of the provisions referenced above, personal or commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

You are now coming to the end of your application process. Please **REVIEW** your application to ensure you have included all the information required and then click **SUBMIT**. Once submitted, it will not be able to be retrieved to edit.

Feedback Please take a few moments to provide some feedback. We value any feedback you may have regarding our online grants application process.

How did you find out about the Club Enhancement Program (CEP)?

☐ Social Media i.e Facebook or Twitter
☐ Word of mouth
☐ Internet browser
☐ Email
☐ Information session
☐ Website
☐ Other:

Please indicate how you found the online application process.

☐ Very easy
☐ Easy
☐ Neither
☐ Difficult
☐ Very difficult

How much time did it take you to complete this application?

Do you have any recommendations and/or advice that could improve the application process?