

2 Southern Drive, Busselton, Western Australia

Telephone: (08) 9781 0444 Facsimile: (08) 9752 4958

Email: [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Web: [www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)



**Office Hours: Monday to Friday 8.30am to 4.30pm**

All communications to: The Chief Executive Officer, Locked Bag 1 BUSSELTON WA 6280

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Our Ref: Grants and Sponsorship – Community Bids 2016- 17 Round 1

Enquiries: Naomi Davey (9781 0496) or [naomi.davey@busselton.wa.gov.au](mailto:naomi.davey@busselton.wa.gov.au)

30 August 2016

Greg Banfield  
Dunsborough and Districts Country Club  
PO Box 57  
DUNSBOROUGH WA 6281

Dear Greg

### **COMMUNITY BID APPLICATIONS 2016- 17 ROUND 1**

At its meeting on 10 August 2016, Council considered the first round of Community Bid applications for the 2016- 17 financial year. I am pleased to advise that Council has approved the following amount of funding for your project:

**Purpose:** *Dunsborough Tennis Courts Upgrade*

**Funding:** *\$50,000*

**Specific Conditions:** *Nil*

**Purchase Order:** *PO36029*

The following general conditions apply to this grant:

- 1. Funds are only allocated for the purpose of the project as outlined in the application. Funds must not be used for any other purpose without prior approval from the City of Busselton.*
- 2. Funds which are unspent for the term and purpose that they were approved for are to be returned to the City within three months of the conclusion of the project.*
- 3. Projects must be undertaken and all documentation submitted to the City prior to 1<sup>st</sup> May 2017*

To accept this funding, please follow these steps:

1. Signed and returned grant agreement (2 copies enclosed, please return both).
2. Send the City a tax invoice including the following details:
  - a. The title 'Tax Invoice';
  - b. The organisation's ABN (if applicable);
  - c. Date
  - d. Reference to 'Community Bids 2016- 17 payment';
  - e. The amount of the grant, plus 10% for GST;
  - f. The organisation's bank details if payment by EFT is preferred.
  - g. Unique purchase order number as quoted above.
3. When planning and undertaking your project, funding is to be recognised by placement of the City's logo on all marketing and publicity material produced specifically for the purpose of the project or activity including:
  - a. Brochures, leaflets, posters and signage;
  - b. Display advertising, websites and PowerPoint presentations;
  - c. Invitations, certificates and forms.Please contact the City for copies of logos and prior to publication.
4. Once the project has been undertaken, the following documentation is required to be submitted to the City within four weeks of project completion:
  - a. Completed evaluation form (enclosed);
  - b. Copies of all project receipts;
  - c. Any additional information (documentation, photos, etc.) demonstrating the outcomes achieved as part of the project.

If you would like further details or to discuss this matter, please contact me on 9781 0496 or [naomi.davey@busselton.wa.gov.au](mailto:naomi.davey@busselton.wa.gov.au)

On behalf of Council I thank you for submitting an application for Community Bids, and your assistance and patience during the assessment process. We look forward to hearing about your completed project.

Yours sincerely



**NAOMI DAVEY**

Community Development Officer