

CSRFF SMALL GRANTS APPLICATION PROCESS SUMMARY

- February 2010** **Program Launch**
Advertisement in Community Newspaper and City's Website. Direct promotion to clubs/groups by mail and telephone.
- March 2010** **Expressions of Interest**
Interested clubs/groups are invited to submit an overview of their proposed project. City officers assess each project for eligibility and provide feedback on the proposed project.
- April 2010** **CSRFF Workshop**
Overview of the program presented by the City of Joondalup in partnership with the Department of Sport & Recreation.
- May - June 2010** **Application Development**
Ongoing meetings with clubs/groups to develop and refine the project applications.
- July 2010** **Applications Close**
Clubs/groups are required to submit applications to the City for review. Meetings are conducted with each club/groups to finalise the application.
- July 2010** **Application Assessment**
Applications are assessed, ranked and rated by a panel consisting of representatives from City of Joondalup Asset Management, Approvals, Planning and Environmental Services, Operation Services and Leisure and Cultural Services departments.
- August 2010** **Council Meeting**
Report is presented to Council with recommendations on the rank, rating and funding support for each application.
- August 2010** **Application Submission**
Full applications are submitted to the Department of Sport and Recreation.
- November 2010** **Notification**
Department of Sport and Recreation announces successful applications.