

# WA Bike Month 2024 Grant Application Form

## Form Preview

### WA Bike Month Grant Application

\* indicates a required field

Thank you for your interest in WA Bike Month.

You can participate in WA Bike Month by applying for a grant or registering an unfunded event. Please use this form to apply for a WA Bike Month Grant. Visit [WA Bike Month](#) to register an unfunded event. You are required to complete this form for each grant you wish to apply for.

Before completing this application form, ensure that you have read and understood the:

- WA Bike Month Grant Guidelines available at [WA Bike Month](#);
- associated agreements; and
- reporting you will be required to complete should your application/s be successful.

Incomplete applications and/or applications received after the closing date of Sunday, 30 June 2024 at 5:00 pm, will not be considered.

If you have any questions please read the WA Bike Month Grant Guidelines on the [WA Bike Month](#) website or contact WestCycle's WA Bike Month team at (08) 6336 9688 or [info@westcycle.org.au](mailto:info@westcycle.org.au).

### WA Bike Month objectives

All grant applications will be assessed by an industry panel led by WestCycle, in relation to how the proposed event intends to achieve one or more of the following objectives:

- 1.Promote and encourage bike riding for transport, fun and for a healthier lifestyle.
- 2.Increase awareness and use of new and existing bike infrastructure, bike routes (i.e. the cycle network), and local facilities you can get to by bike.
- 3.Encourage new, novice and rusty riders of all ages and abilities to go for a bike ride.

### Confirmation of grant eligibility

#### I confirm that the applicant ...

- has read and understood the [WA Bike Month 2024 Grant Guidelines](#)
- can demonstrate alignment between the WA Bike Month objectives and their event.
- is a representative of local government authorities, a school, workplace, tertiary education institutions, parents and citizens' associations, community groups, bike groups, and or not-for-profit organisations.
- is not an individual, political organisation, or State Government agency.
- is located in Western Australia.
- has current event public liability insurance with a minimum cover of \$5 million.

**Please select below: \***

☐ Yes

☐ No

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You must confirm that all statements above are true and correct before progressing with this application.

### Contact details

\* indicates a required field

#### Privacy notice

We will uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

#### Applicant type

**Are you applying as an individual or on behalf of an organisation? \***

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

#### Individual applicant notice

Please note that individuals, not linked to an organisation, are ineligible for a grant.

#### About your organisation

**Department/Branch/Faculty**

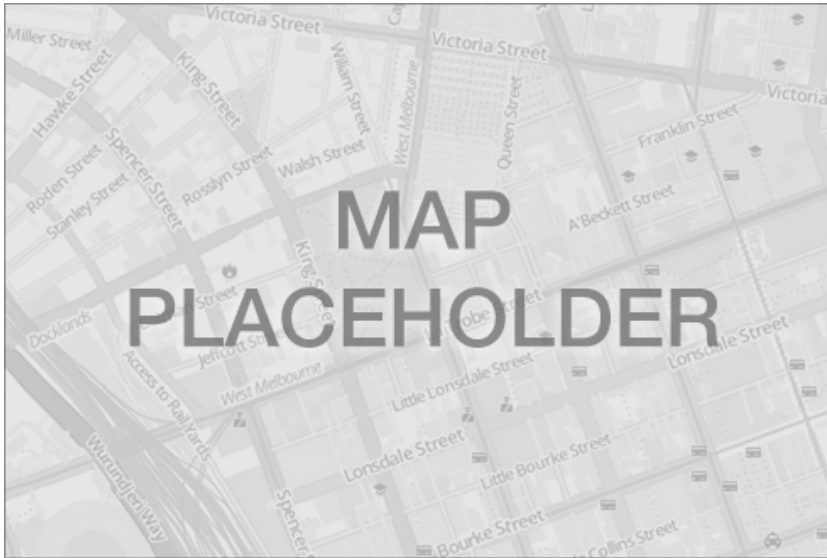
Use this field only if relevant.

**Organisation address \***

Address

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**Organisation postal address \***

Address

**Organisation website \***

Must be a URL.

**Organisation phone number \***

Must be an Australian phone number.

**Organisation email address \***

Must be an email address.

## Applicant details

**Applicant Project Contact \***

First Name

Last Name

**Applicant Contact Position \***

**Applicant Contact Number \***

Must be an Australian phone number.

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### Applicant Contact Email \*

Must be an email address.

### Grant administrator

### Are you the person who will be responsible for administering the funds? \*

- ☐ Yes
- ☐ No - Please advise who will be administering the funds below.
- Is the applicant the main contact person for this grant?

### Grant administrator contact details

#### Primary Contact Details \*

First Name

Last Name

This is the person we will correspond with about this grant.

#### Position held in organisation. \*

e.g., Manager, Board Member or Fundraising Coordinator.

#### Primary contact primary phone number \*

Must be an Australian phone number.

#### Primary contact email address \*

This is the address we will use to correspond with you about this grant.

## Organisation details

\* indicates a required field

#### Type of organisation \*

- ☐ Local government
- ☐ Workplace
- ☐ School
- ☐ Tertiary education institution
- ☐ Not-for-profit organisation
- ☐ Community group
- ☐ Bike group

### WA Bike Month schools

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**Would you like to receive a free WA Bike Month stamp to celebrate bike riders? \***

- ☐ Yes  
☐ No

**Does your organisation have an Australian Business Number? \***

- ☐ Yes ☐ No

**Applicant 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5 per cent of any approved grant may be withheld. Download the form from [the ATO website](#).

**Please upload completed Statement of Supplier Form: \***

Attach a file:

Max 25mb per file uploaded

**What is your incorporation number? \***

Must be a number.

Incorporated Association or Australian Company Number

**Is your organisation registered for GST? \***

- ☐ Yes ☐ No

**Does your organisation have event public liability insurance? \***

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☐ Yes

☐ No

### Please note

Please note that your organisation must have current event public liability insurance of at least \$5 million to be considered for a grant. please contact WestCycle at (08) 6336 9688 or email [info@westcycle.org.au](mailto:info@westcycle.org.au) for any questions.

### Public liability insurance

**How much is your public liability cover? \***

\$

Must be a dollar amount and at least 5000000.

**Please upload your certificate of currency. \***

Attach a file:

### Grant agreement contract

**If your application is successful, do you agree to return a signed Grant Agreement Contract within two (2) weeks of your grant being awarded? \***

☐ Yes

☐ No

### Grant agreement contract

Please note, that if you have selected 'No', you cannot be considered for a grant.

## Event details and objectives

**\* indicates a required field**

### Event suppliers

WestCycle is responsible for the assessment and administration of WA Bike Month Grants only. The Applicant acknowledges that the WestCycle and any entity acting on behalf of the Department of Transport cannot be employed, provide support, advice or contribute as a third-party provider for Grantee Events, as this poses a conflict of interest risk.

### Event name

**What is your event name? \***

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**Event date \***

Must be a date.

**Recurring event dates (if applicable)**

Must be a date and between 1/10/2024 and 31/10/2024.

**Recurring event dates (if applicable)**

Must be a date and between 1/10/2024 and 31/10/2024.

**Event time(s) \***

Please use 12-hour clock format (PM or AM)

**Event location \***

Address

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

**Please provide an event description \***

Must be between 20 and 400 words.

Provide a short description (100 words recommended) of your project - what are you out to do?

## Grant assessment criteria

\* indicates a required field

### Grant assessment criteria

**Which WA Bike Month objectives will your event seek to achieve? \***

- ☐ Promote and encourage bike riding for transport, fun and for a healthier lifestyle.
- ☐ Increase awareness and use of new and existing bike infrastructure, bike routes (i.e., the cycle network), and local facilities that you can get to by bike.
- ☐ Encourage new, novice and rusty riders of all ages and abilities to go for a bike ride.

At least 1 choice must be selected.

**For each objective you selected, please describe how your event will aim to achieve it. \***

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Word count:

Must be between 20 and 250 words.

**Please describe the steps you will take in the lead up to plan for a successful event, including securing internal organisational and community support. \***

Word count:

Must be between 20 and 250 words.

Include in this section information about your strategies for providing the inputs (staff/volunteers, time/expertise, equipment, facilities, education, capacity building, advocacy, etc.) and how you will deliver this event within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this event. Provide links to further explanatory material if available/relevant.

**Please describe your plan to promote attendance at the proposed event. \***

Word count:

Must be between 20 and 250 words.

Which channels will you use to promote your event? How will you ensure that your event is well-attended?

**How will you make your event fun, engaging and provides attendees with a memorable experience? What innovation will you incorporate in your event? \***

Word count:

Must be between 20 and 250 words.

Explain how your event plan is unique and provides new approach to bike riding activities.

## Grant details

**\* indicates a required field**

### Grant category

**Which grant category are you applying for? \***

- ☐ Minor (up to \$500)
- ☐ Local (up to \$2,000)
- ☐ Major (up to \$7,000)

### Attendee type

**Is your event a private or public? \***



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- ☐ Public  
☐ Private

Can members of the public attend your event?

### WA Bike Month webpage

**Would you like to have your event list on the WA Bike Month event webpage? \***

- ☐ Yes  
☐ No

Listing your event on the WA Bike Month webpage may encourage more people to attend your event. We can also co-host your Facebook events to promote your event.

**How much WA Bike Month grant funding are you applying for? \***

\$

Must be a dollar amount.

What is the total amount of funding you are requesting in this application?

**If your organisation is successful for the grant, what services and items will you purchase with the WA Bike Month grant funds for the specified activities? \***

Word count:

Must be between 20 and 250 words.

Please refer to the WA Bike Month Grant Guidelines for eligible and ineligible expenditure items.

### Major grant funding use

**Provide a detailed breakdown of how you intend to use the Major Grant funding for your event. Include the expense amount and use for each item. \***

Word count:

Must be between 20 and 300 words.

Please refer to the WA Bike Month Grant Guidelines for eligible and ineligible expenditure items.

## Declaration

**\* indicates a required field**

### Certification

I certify that to the best of my knowledge, the statements made within this application are true and correct, and I have read and understand the Grant Guidelines which can be found at [WA Bike Month \(transport.wa.gov.au\)](https://transport.wa.gov.au), and agree to its terms.

**I agree \***

☐ Yes

☐ No

Applicant feedback

**Please indicate how you found the online application process: \***

- ☐ Very easy      ☐ Easy      ☐ Neutral      ☐ Difficult      ☐ Very difficult

**Please provide us with suggestions for improvements to the application process/  
form to consider. \***