

WPC CRICKET TASK SHEET

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| POSITION | GRANTS OFFICER |
| Task Objective: | To identify possible Grants or other funding sources, make applications, assist with purchases or works completion and acquittals. |
| Support Person: | President president@wpccricket.com.au |
| Work Times: | All year |
| Expected Period of Role | From AGM to AGM |
| Blue Card Required | Yes |
| Reward | \$250 |

| GRANTS OFFICER TASKS | WHEN |
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| Familiarise yourself with the club's programs, goals and financial needs. | Always |
| Seek advice from the Management Committee about priorities relevant to potential grant applications. | Always |
| Regularly research possible grant options to meet identified priorities and provide advice to the Management Committee. | Always |
| Develop and maintain links with key Qld Cricket or Cricket Australia contacts, government contacts in relation to sports grants and other organisations that might provide funding. | Always |
| Prepare grant applications including project plans, seeking input from Management Committee or other club members and relevant quotes or other documentation such as support letters. Ensure applications are lodged on time | Always |
| Maintain careful records to track grant applications. | Always |
| Follow up progress of applications and seek feedback where applications are unsuccessful. | Always |
| Assist with preparation of documentation in regard to Grant Agreements for successful grant applications. | Always |
| Arrange or assist with purchase of items or oversight the completion of works projects for successful grant applications. | Always |
| Assist with preparation and submission of documentation in regard to grant agreement reporting or acquittals. | Always |
| Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club | Pre-season to season end |
| Attend the Annual General Meeting of the club | November |
| Attend End of Season Club Presentation Event | March |