

# WPC CRICKET TASK SHEET

<b>POSITION:</b>	<b>GRANT WRITER</b>
<b>Task Objective:</b>	To identify possible Grants or other funding sources, make applications, assist with purchases or works completion and acquittals.
<b>Support Person:</b>	Secretary and Treasurer
<b>Work Times:</b>	All year
<b>Expected Period of Role</b>	From AGM to AGM
<b>Blue Card Required</b>	Yes
<b>Reward</b>	\$250

GRANT WRITER TASKS	WHEN
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

KEY RISKS
<b>Understanding</b> the club's programs, goals and financial needs and the Management Committee's priorities.
<b>Developing the required expertise</b> with development of grant proposals and assessment of the likely success of applications.
<b>Ability to meet tight deadlines</b> – submission of applications, acceptance of grant agreements and completion of acquittals.
<b>Accuracy of records</b> – ensure records are accurate.