WPC CRICKET TASK SHEET – June 2026

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	$375

GRANTS OFFICER 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
Prepare and submit documentation in regard to grant agreement reporting or acquittals.	Always
Understand the codes of behaviour for yourself, players, parents, team management personnel and the penalty and **reporting processes for non-compliance** Report all players/parents/team management that do not comply with code and/or have acceptable behaviour immediately (utilise the appropriate reporting process set by the club).	Always

Ensure you have read and understood your obligations and the club's expectation for child safety before your duties commence see https://www.wpccricket.com.au/policies-1/child-safety Ensure you are vigilant in implementing child safety procedures.	Prior to season starting 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 General Meetings and the Annual General Meeting of the club	Quarterly and November
Attend End of Season Club Presentation Event	March