



Regional Enhancement Fund

Sport & Active Recreation – Strategic Projects

Guideline



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1. What is Sport & Active Recreation – Strategic Projects Fund?

Sport & Active Recreation – Strategic Projects funding is to support sport and active recreation organisations with funding to upgrade existing or build new facilities where the organisation has land tenure.

The Sport & Active Recreation – Strategic Projects objectives are:-

- Increase community participation and organisation sustainability through major upgrades or new facilities.
- Provide or build a facility that encourages multi-use or shared capability.
- Create a safer, more accessible and user friendly facility for participants, spectators and the wider community.
- Aligns/identified within Council's strategic plans i.e Council's Amalgamation of Open Space & Recreation Plans and Operational Plan.
- Provide opportunities to increase the region's sport and recreation profile.

2. Who Can Apply?

To be eligible to apply for Sport & Active Recreation - Strategic Projects funding, the organisation must:-

- be a not-for-profit sporting organisation/active recreation group based in the Gladstone Regional Council area;
- have land tenure (ie own, be trustee of, lease or have a written licence to use land) within the Gladstone Regional Council area (evidence is required) where the project is to be carried out;
- be incorporated;
- have an Australian Business Number (ABN) or complete and attach a "Statement by a supplier" form (http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf);
- be financially solvent;
- be able to make at least a 20% financial contribution to the total project cost;
- allow any member of the public to become a member of the organisation/group; and
- have sport and/or active recreation as a primary focus.

However, the following will not be considered eligible:-

Commercial business.	Religious or worship group.
Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.	Local, State, Federal government agency.
Organisations that have failed to adequately acquit, manage or deliver outcomes from previous Council funding.	Political organisation.
Organisations that do not have a current operational bank account for funding to be paid into.	Educational institution.

3. What Type of Projects Can Be Funded?

For a project to be considered eligible, it must meet the Sport & Active Recreation – Strategic Projects objectives (projects that meet multiple objectives will be viewed favourably) and be able to be completed within eighteen (18) months of receiving the funding. Examples of some eligible projects¹:-

Amenities buildings (change rooms, toilets, first aid rooms etc).	Club house and storage facilities.
New sporting fields / major upgrades to existing facilities.	Car parks and access roads.
Irrigation.	Major fencing, drainage and landscaping works.
Field lighting.	Grandstands and shade structures.
Sports courts.	

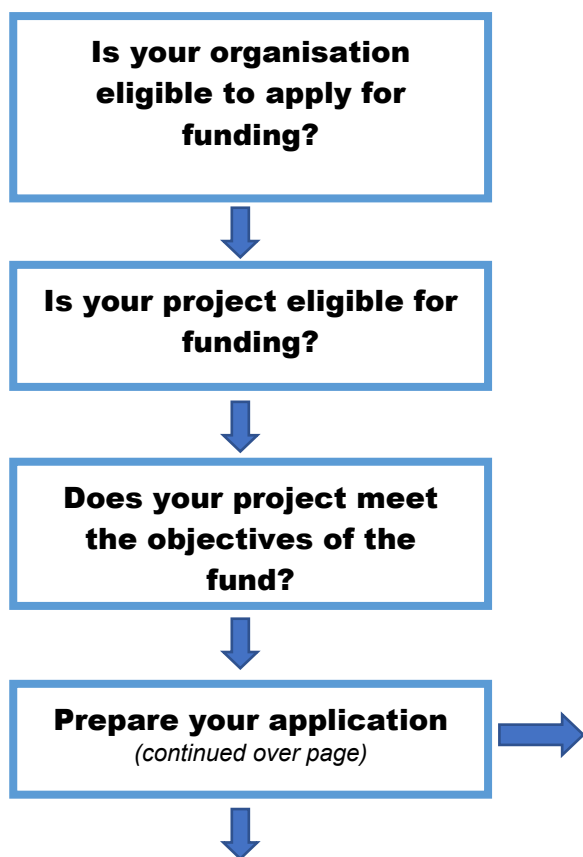
¹ Please note that this is not an exhaustive list of all eligible and ineligible projects.



Projects¹ considered to be ineligible:-

- Ongoing operational costs (e.g electricity bills, rates, insurance, rent etc).
- Administration expenses/sundries.
- Ongoing salary costs.
- Equipment (mower, whipper snipper etc).
- Caretaker residences, shipping containers and other temporary structures.
- Maintenance that fits within operational budgets (general building maintenance, irrigation maintenance, returfing cricket wicket/putting green etc).
- Projects that:-
 - Benefit only a small number of members;
 - Exclude or disadvantage other users;
 - Have already been undertaken or commenced; or
 - Could present a hazard to the community or environment.

4. Your Application



Information to Assist you in Preparing your Application

Aim of the Project

- ✓ How will the funding be used?
- ✓ What is likely to be achieved?
- ✓ How will the project be measured to determine if it is a success?
- ✓ How will the project meet the objectives of the fund?

Need of the Project

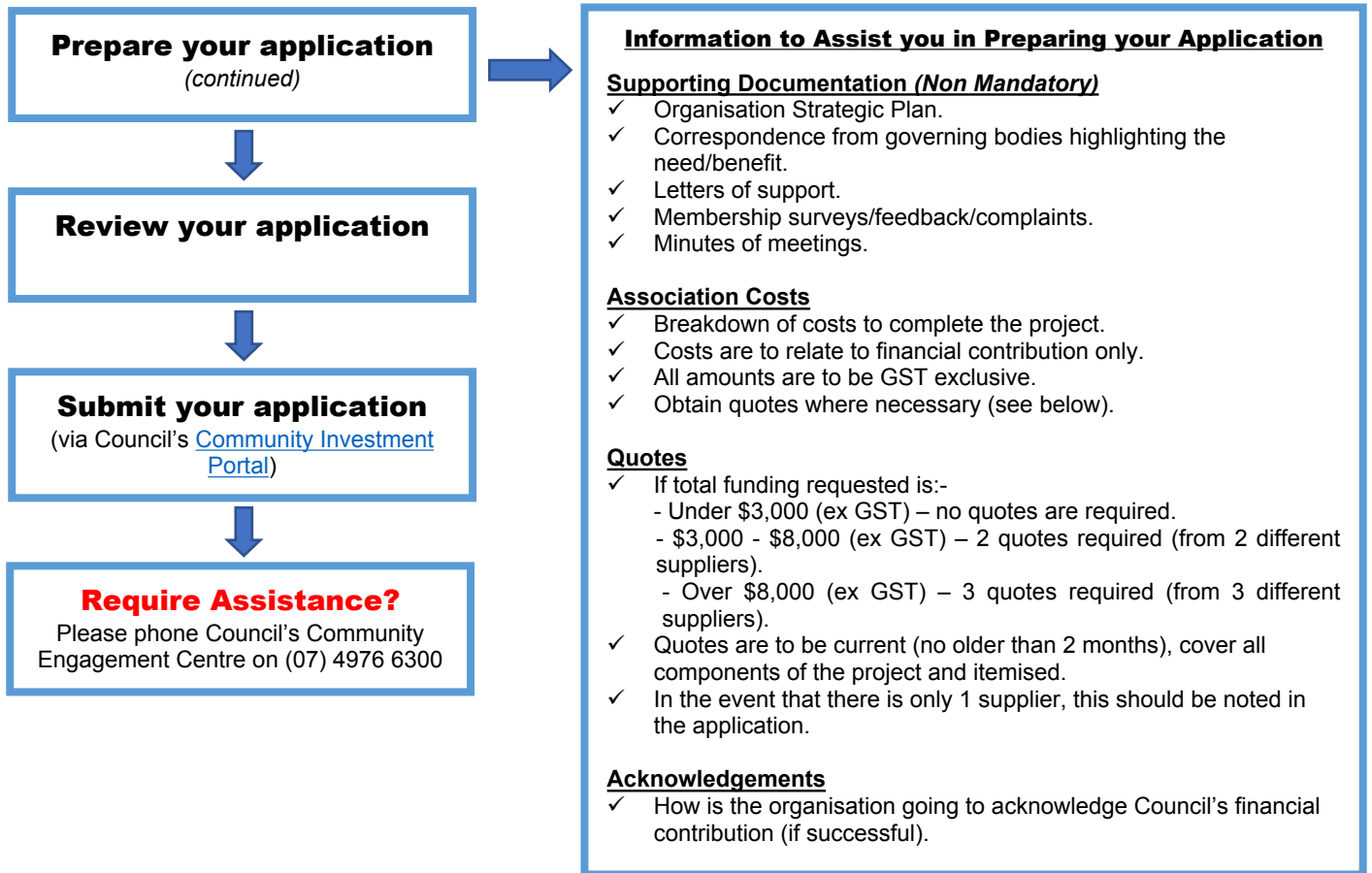
- ✓ What is the need for this project?
- ✓ How has the need been identified?
- ✓ Is the project identified in the organisation's development plans?
- ✓ What will the benefits be?
- ✓ Will the project benefit other groups or wider community?
- ✓ Are there any groups that will be disadvantaged?
- ✓ Is the project well supported from relevant stakeholders?
- ✓ Does the project support other significant projects that are well planned, viable and clearly improve opportunities for community participation in sport and recreation?

Project Delivery

- ✓ Is the project budget accurate and realistic?
- ✓ Are there likely to be cost escalations?
- ✓ Has budget contingency been considered (10%)?
- ✓ Is the organisation's financial contribution confirmed? (Projects over \$20,000 require documentary evidence to confirm the financial contribution).
- ✓ Is the project relying on other funding received or not yet received?
- ✓ Has the organisation successfully delivered on previous projects?
- ✓ Is the project plan well thought out and are the timelines achievable?
- ✓ What may impact the project not being delivered at all or on time (e.g approvals, weather)?

Supporting Documentation (Mandatory)

- ✓ Current Audited Financial Statements and most recent Profit & Loss Statement.
- ✓ Statement by a supplier form (if no ABN).
- ✓ Certificate of Incorporation.
- ✓ Evidence of land tenure (where project is being undertaken).
- ✓ Evidence to confirm financial contribution (for projects over \$20,000).
- ✓ Copy of the written consent from the land owner (if applicant not landowner).
- ✓ Building plans/drawings/approvals etc.



5. Council Assessment

Applications will be assessed against Council's Community Investment Policy and Corporate Standard, this Guideline, and the information provided in the application.

Council may:-

- Request further information to assist with the assessment or to substantiate any claims made.
- Contact any parties mentioned/listed within the application for verification.
- Liaise with other funding organisations to determine if other funding has been sourced and the status of this funding.
- Exclude applications from the assessment process that:-
 - are incomplete; or
 - are received after the closing date (advertised on Council's website).

Shortlisted applicants may be required to meet with the Community Investment Panel to discuss their project in further detail. This process may also include site visits of where the project will be undertaken.

6. Successful Applications

Successful applicants will be notified in writing and may be required to enter into a Funding Agreement as a pre-condition for receipt of the funding.

The following will be the responsibility of the applicant:-



- Ensuring bank account details in Council's vendor data base are kept up to date. Approved funding amounts will be deposited directly into the nominated bank account, as currently held on Council's vendor data base.
(In the event that Council does not have the applicant details on Council's vendor data base, the applicant will be required to complete a "New Vendor Details Form").
- Submit a tax invoice.
- Expend funds within the timeframes given.
- Submit an acquittal.
- Obtain all appropriate permits, approvals, licences, insurances etc to undertake the project.
- Comply with the terms and conditions applying to the funding.

By submitting an application the Applicant consents to Council:-

- Advertising projects that have been successfully funded by Council (i.e media release, social media); and
- Advertising successful recipient details on Council's website (including but not limited to, project description, name of recipient, amount funded).

7. Unsuccessful Applications

Unsuccessful applicants will be notified in writing.

8. Appealing Decisions

All decisions made by Council resolution are final and cannot be appealed internally.

Where a decision is made by a Council Officer under delegation, a request for review of the decision can be made to the Chief Executive Officer for consideration.

9. Funding

There will only be one (1) funding round offered each financial year (which is advertised on Council's website), and Council will only choose one (1) successful applicant/project (not multiple). Applicants can apply up to \$100,000 (ex GST), with applicants required to make at least a 20% financial contribution towards the total project cost. For example, to request funding of \$80,000 (ex GST), the total project cost must be at least \$100,000 (ex GST). **Applicant in-kind support cannot be included in the total project cost.**

The amounts allocated each financial year will be determined by Council's annual budget. Once budget allocations have been expended, no further applications will be considered that financial year, unless a budget revision is endorsed via a Council resolution.

Funding must only be used for the approved purpose.

Council may:-

- Approve funding amounts less than what has been requested.
- Pay approved funding amounts in instalments and apply conditions where necessary.
- Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council for the same project.
- Not fund projects that duplicate other existing services or programs within the Gladstone Regional Council area, unless evidence of demand is provided and agreed upon.

Recurrent funding is not guaranteed, and applicants are encouraged not to rely on Council's funding for this reason.

10. Funding Agreements

Successful applicants may be required to enter into a Funding Agreement with Council.

The Funding Agreement will include (but not limited to) the benefits agreed to, payment terms, performance required, acknowledgements of funding and evaluation methods.

Each party will bear their own costs of the Funding Agreement which will be drafted by Council at Council's expense.

11. Acknowledgements

The manner in which Council's support is to be acknowledged will be specified in the terms and conditions of the approval letter and/or Funding Agreement.

12. Timeframes

Applicants will be notified of the outcome of the application twelve (12) weeks after the closing date (advertised on Council's website).

13. Acquittal Process

Funding recipients will be required to submit an acquittal via Council's [Community Investment Portal](#) within eight (8) weeks after the project is completed.

Failure to submit an acquittal and any information/documentation requested, may impact future funding eligibility through Council, or result in Council requesting some or all of the funding to be paid back to Council.

14. Quality Assurance

Council representatives may from time to time undertake quality assurance checks (including site audits) to ensure funding allocations have been spent according to the information provided.