



Regional Enhancement Fund

Sport & Active Recreation – Community Projects

Guideline



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

Sport & Active Recreation - Community Projects funding is to support sport and active recreation organisations that own, lease or control land to enhance their facilities to enable increased sporting participation.

The Sport & Active Recreation - Community Projects objectives are:-

- Increase community participation through maintenance and enhancement projects.
- Create a safer, more accessible and user-friendly facility for participants, spectators and the wider community.
- Enhance the sustainability and effectiveness of the Club through the purchase of significant equipment.
- Encourage multi-use or shared capability of a facility.

2. Who Can Apply?

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

- be a not-for-profit sporting organisation/active recreation group based in the Gladstone Regional Council area;
- own, lease or control 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 10% 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 - Community Projects objectives (projects that meet multiple objectives will be viewed favourably) and be able to be completed within twelve (12) months of receiving the funding. Examples of some eligible projects¹:-



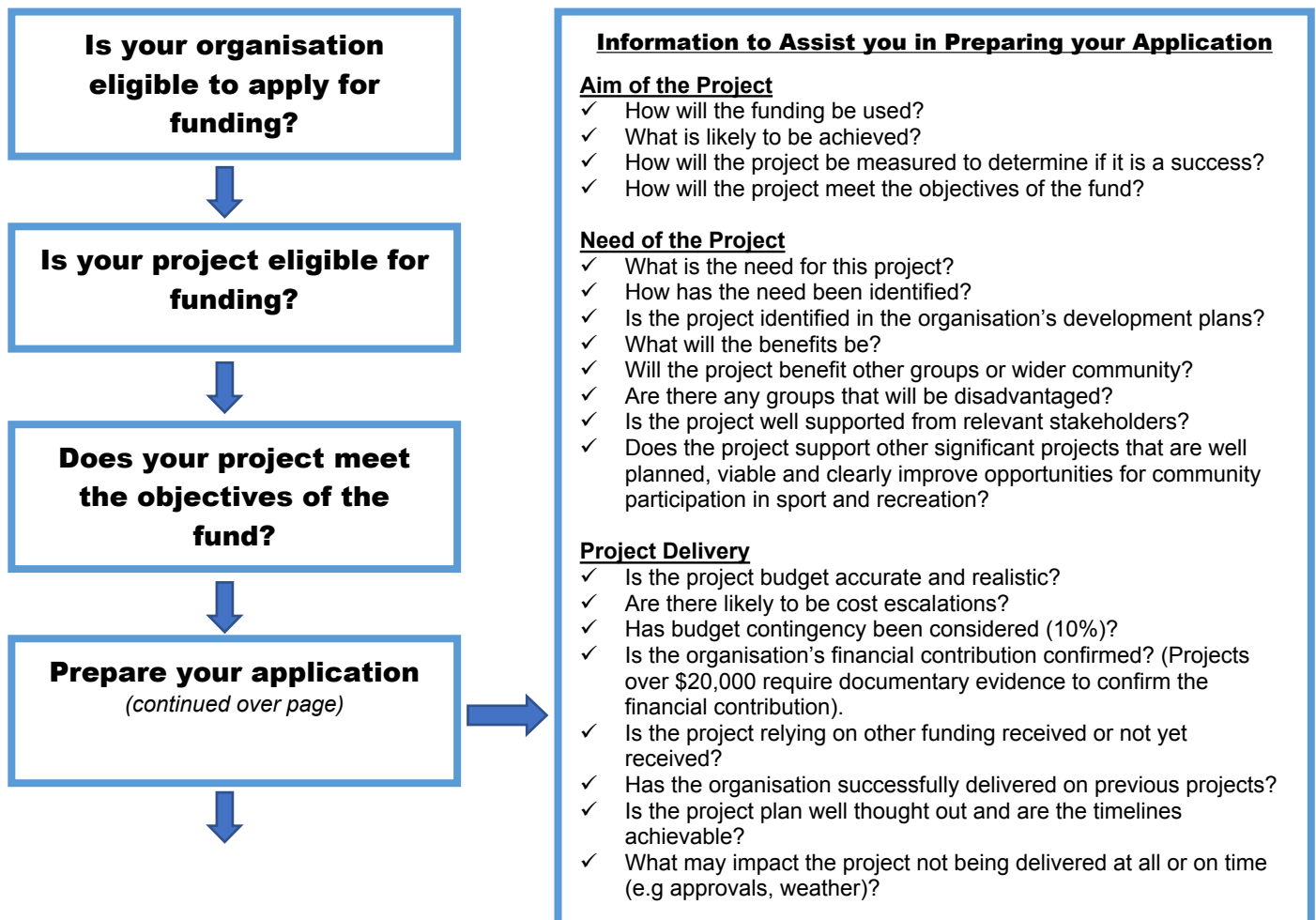
Upgrades to existing facilities (e.g additional lighting, upgrade to change rooms/toilet blocks).	Minor fencing, ramps, car park improvements.
Field remediation and irrigation installation/extensions.	Significant equipment (eg. ride on mower, kiosk fit-out).
Establishment of new facilities (eg. players amenities, scoreboards, goal posts).	Establishment of facilities for officials and spectators (eg. referee rooms, seating, shade structures).
Major 'one off' building repairs (e.g. replacement of roof).	

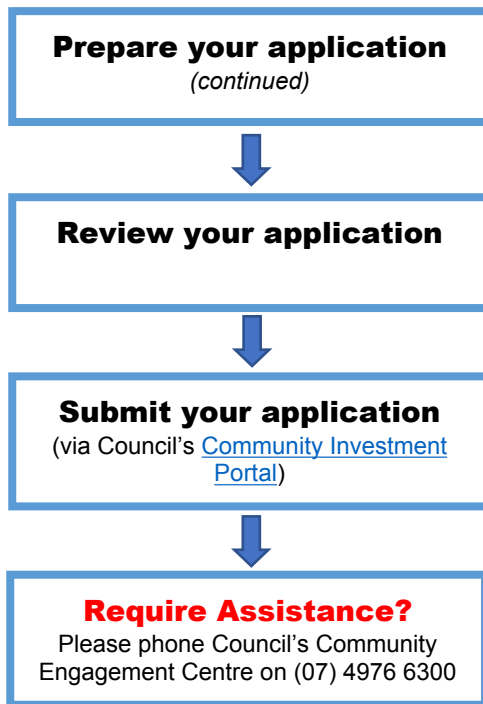
¹ Please note that this is not an exhaustive list of all eligible and ineligible projects.

Projects¹ considered to be ineligible:-

- Ongoing operational costs (e.g electricity bills, rates, insurance, rent etc).
- Administration expenses/sundries.
- Ongoing salary costs.
- Small consumable items of equipment (e.g. balls, markers, kiosk consumables).
- Maintenance that fits within normal 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

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 that the organisation owns, leases or controls the land (where the project is being undertaken).
- ✓ Evidence to confirm financial contribution (for projects over \$20,000).
- ✓ For projects (other than equipment):-
 - A copy of the written consent from the owner of the land on which the works are to be performed (if applicable); and
 - building plans/drawings/approvals etc.

Supporting Documentation (Non Mandatory)

- ✓ Any other supporting documents that are relevant to the project/application.

Association Costs

- ✓ Breakdown of costs to complete the project.
- ✓ Costs are to relate to financial contribution only.
- ✓ All amounts are to be GST exclusive.
- ✓ Obtain quotes where necessary (see below).

Quotes

- ✓ If total funding requested is:-
 - Under \$3,000 (ex GST) – no quotes are required.
 - \$3,000 - \$8,000 (ex GST) – 2 quotes required (from 2 different suppliers).
 - Over \$8,000 (ex GST) – 3 quotes required (from 3 different suppliers).
- ✓ Quotes are to be current (no older than 2 months), cover all components of the project and itemised.
- ✓ In the event that there is only 1 supplier, this should be noted in the application.

Acknowledgements

- ✓ How is the organisation going to acknowledge Council's financial contribution (if successful).

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).

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). Applicants can apply for \$2,500 to \$30,000 (ex GST), with applicants required to make at least a 10% financial contribution towards the total project cost. For example, to request funding of \$30,000 (ex GST), the total project cost must be at least \$33,333 (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.