

**Gladstone Regional Council**

**FACILITY ASSISTANCE GRANT PROGRAM  
STRATEGIC PROJECTS**

**2018/2019**





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# Facility Assistance Grant Program

## STRATEGIC PROJECTS - 2018/2019

### 1 APPLICATION GUIDELINES

#### 1.1 What is the Facility Assistance Grant Program - Strategic Projects?

The Gladstone Regional Council (hereinafter known as Council) Facility Assistance Grant Program - Strategic Projects (hereinafter known as Grant) provides financial assistance to sport and active recreation organisations to undertake capital projects, extensions or upgrade works to sport and recreation facilities within the Gladstone Region.

#### 1.2 Definitions

Sport	<i>Is a human activity capable of achieving a result requiring physical exertion and/or physical skill, which by its nature is competitive and is generally considered a sport.</i>
Active Recreation	<i>Is an activity engaged in for the purpose of relaxation or enjoyment with the primary activity or focus requiring physical effort. These activities are not based on formal competition and generally lack prescribed rules.</i>

#### 1.3 Why is Gladstone Regional Council funding this grant?

Council acknowledges the valuable contribution made by volunteers in provision of quality sport and recreation opportunities across the Gladstone region. Council will establish a partnership with a local sport and recreation organisation to deliver funds in supporting a major project.

The Grant will provide funding for a significant new or upgraded existing sporting facility that meets an identified need and delivers long term benefits to the Gladstone Region community. The Grant will:

- Provide funding for projects that have been identified within Council's strategic sport and recreation plans including Open Space & Recreation Plans/Strategies, Social Infrastructure Strategic Plan and individual Master Plans where applicable.
- Support projects that will create opportunities for increased sporting and active recreation participation through development and further enhancement of the region's sport and recreation facilities.
- Fund projects that are an identified need and deliver significant benefit to the applicant and the broader community.

#### 1.4 Who can apply?

Organisations that are situated within the boundaries of the *Council*, can apply for funding under this grant:

- Sporting organisations.
- Active recreation groups.

In addition, to be eligible for funding, applicants must:

- Own, lease or control a facility within the Gladstone region local government area.
- Be an incorporated body.
- Have an Australian Business Number (ABN) or can provide written advice from the Australian Tax Office that no withholding tax is required from the grant payment.
- 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 their organisation/group.
- Have sport and/or active recreation as a primary focus.

The following organisations are ineligible:

- An unincorporated body.
- For profit organisations or businesses.
- Political organisations.
- Organisations and groups that are not inclusive.
- Applicants who have failed to adequately acquit, manage or deliver outcomes from a previous *Council* grant or sponsorship.
- Organisations that have outstanding matters before Council (eg. unpaid fees or charges, non-compliance with lease conditions).

### **1.5 What type of projects can be funded?**

The Grant will support the development of new infrastructure and/or significant upgrades of existing sport and recreation facilities situated within the Gladstone Region.

To be successful, applicants should clearly demonstrate how their project addresses one or more of the following objectives:

- Support projects which are aligned with *Council's* strategic plans including Open Space & Recreation Plans/Strategies and individual facility Concept/Master Plans where applicable.
- Support projects that are directly related to, or compliment, *Council's* adopted sport and recreation facility master plans.
- Support facility upgrades and expansions that are consistent with *Council's* Sports Mapping Study.
- Support other significant projects that are well planned, viable and will clearly improve opportunities for community participation in sport and recreation.

*Council* understands its planning documents are written at a point in time. Therefore, projects that are not currently identified in *Council* plans may be considered as eligible under this *Grant*. Please contact *Council's* Sport and Recreation Section for further advice.



Examples of eligible projects include:

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

Examples of ineligible projects include:

- Equipment (mower, whipper snipper etc)
- Caretaker residences, shipping containers and other temporary structures
- Ongoing, regular costs associated with a facility (rent, electricity bills etc)
- Projects that fit within normal budgets (general building maintenance, irrigation maintenance, returfing cricket wicket/putting green etc)
- Projects that only benefit a small number of club members (a car park for committee members)
- Projects that exclude or disadvantage other users of a multi-user facility
- Projects that have already commenced
- Projects that do not satisfy any objectives of the *Grant*
- Projects that will not be completed and acquitted by 30 June 2019.

For further information and advice on the eligibility of your project, contact the Sport & Recreation Section on 4976 6316 or [sport&recreation@gladstone.qld.gov.au](mailto:sport&recreation@gladstone.qld.gov.au)

## 2 FUNDING

*Council* has allocated, \$100,000.00 (excluding GST) in the 2018/19 financial year. Only one Strategic Projects grant shall be awarded.

The successful organisation is required to financially contribute at least 20% of the total project cost. The applicant is to provide evidence within their application of their ability to contribute financially to the project.

For example: To be awarded a grant of \$80,000 the Total Funds Required (TFR) to complete the project must be at least \$100,000

Contributions	Project cost (ex. GST)	Percentage
Council contribution	\$80,000	80%
Applicant contribution	\$20,000	20%
<b>Total Funds Required</b>	<b>\$100,000</b>	<b>100%</b>

Please note: In-kind contributions (e.g. donated materials, labour) may be used to keep the total cost of the project down, however they are not eligible project costs and cannot be included in the TFR.

Similarly, the applicants 20% contribution cannot include in-kind contributions.

Funding may be approved for an amount less than the applicant has submitted in their application. Should the Assessment Panel consider that no application satisfactorily meets the *Grant's* assessment criteria, *Council* reserves the right to withdraw the funding for the current financial year.

### 3 KEY DATES

The *Grant* is offered on a per annum basis, with open and close dates noted in the below table.

- The *Grant* assessment process can take up to eight (8) weeks to finalise.
- Applications received after the closing date will not be assessed.

ACTIVITY	DEADLINE
Applications open	Mon 6 Aug 2018
Applications close	Sun 16 Sep 2018
Short listing of applicants ( <i>anticipated</i> )	October 2018
Interviews for short listed applicants ( <i>anticipated</i> )	October 2018
Announcement of successful applicant ( <i>anticipated</i> )	Mid Nov 2018
Completion date of project	30 June 2020
Deadline for submission of funding acquittal report	31 July 2020

### 4 APPLICATION PROCESS

Please consider these important points before submitting an application to the *Grant*:

- Refer to the criteria to ensure your organisation is eligible for funding.



- Appoint a member of your organisation to act as the contact person for the project.
- Applicants are encouraged to discuss their proposal with Council's Sport and Recreation Section prior to submitting their application. To discuss your project/activity, please call 07 4976 6316 or email [sport&recreation@gladstone.qld.gov.au](mailto:sport&recreation@gladstone.qld.gov.au)
- Begin the application at *Council's* Sport and Recreation Grants Program web page at [www.gladstone.qld.gov.au/web/guest/sport-and-recreation-funding](http://www.gladstone.qld.gov.au/web/guest/sport-and-recreation-funding)
  - Council utilises the *Smarty Grants* software for online grant submissions.  
Please note: If this is the first time you have used *Smarty Grants*, you will be asked to register as a first step before completing your application form.
  - Make sure you have all the information required to support your application, including relevant documents/attachments.  
Please note: Applications can remain in *Smarty Grants* as a draft as you collate the required information.
  - *Smarty Grants* will provide an Application Number for your submission and please quote your Application Number in all correspondence relating to your application.
  - Submitting your application online through *Smarty Grants* ensures it is received by the Sport & Recreation Section immediately and can be processed in the most efficient way. If you need assistance with applying online, please call 07 4976 6300 between 8.30am and 5pm weekdays.

**Important: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ASSESSED**

## 5 ASSESSMENT PROCESS

The *Grant* Assessment Panel consists of Councillors from the Sport and Recreation and Community portfolios, along with *Council* staff from the Community Wellbeing Department.

The panel will consider the eligibility of each project and how the project aligns with the *Grant* objectives. The Panel will also evaluate the viability of the project and the ability of the applicant to deliver a successful outcome.

Therefore, it is important to supply as much relevant information as possible. When assessing an application, the Panel may request clarification on information provided within the application form and may contact listed parties.

- After the closing date, the Panel will shortlist applications it considers most closely align with the objectives of the *Grant* and which are most likely to be successfully delivered.
- Shortlisted applicants will be required to meet with the Panel to discuss their project in more detail. This process may include site visits and meetings with other Council officers. Applicants will have the opportunity to provide further information on their project, if required. This may include detailed designs, building approvals, environmental approvals and/or detailed quotes/tenders.





- Once the Panel has concluded its evaluation assessment, a report will be submitted to *Council* recommending the successful project.
- Please note: Depending upon the amount of work required to properly assess the applications, the assessment process may take up to eight (8) weeks from the application's closing date.

### **Payment of Grant**

If your application is successful, funds will be transferred to your organisation by electronic bank transfer.

Documentation will be supplied to your organisation when you are notified of your successful application. You are then required to complete details, sign and return to *Council* so the *Grant* money can be paid to your organisation.

The *Grant* Guidelines outline responsibilities for the Acquittal Process. In the event your organisation does not fulfil all of its responsibilities as outlined in these Guidelines, *Council* may request the repayment of some or all *Grant* contributions and/or your organisation could be prohibited from applying for future *Council* funding.

### **GST**

- All amounts listed in your application are to be GST exclusive.
- If your organisation is registered for GST, the GST component will be added to the approved funding amount.
- If your organisation is not registered for GST, the approved *Grant* amount will be based on the project/activity cost (excluding GST).

### **Unsuccessful Applications**

If an application is unsuccessful, it may be re-submitted in subsequent rounds. However unsuccessful applicants are strongly advised to seek feedback from *Council's* Sport and Recreation Section before re-submitting.

## **6 ACQUITTAL PROCESS**

As *Council* is required to account for allocation of all public funds, your funding acquittal is due for submission within one (1) month of the completion of the project.

Final acquittal report documentation will be provided to the successful applicant as part of the Funding Agreement.

*Council's* Sport & Recreation Section can provide guidance to complete the required acquittal report.

*Failure to satisfactorily acquit a grant within the allocated timeframe, may adversely affect future applications for Council funding.*

## **7 QUALITY ASSURANCE**

Quality assurance checks may be undertaken to ensure all information provided by the applicant can be substantiated and that funding allocations are expended on approved projects, for the approved purpose and within the specified timeframe.





## 8 CHANGE OF PURPOSE

Funding must not be used for any purpose other than that for which it was approved without prior written consent from *Council*. If your organisation expends funding for a purpose different to the approved project without written approval, *Council* shall be entitled to recover monies paid and your organisation could be prohibited from applying for future *Council* funding.

## 9 FURTHER INFORMATION

Further information and assistance is available from:

**Gladstone Regional Council**  
**Community Engagement Centre**

142 Goondoon St, Gladstone

P: 07 4976 6316

E: [sport&recreation@gladstone.qld.gov.au](mailto:sport&recreation@gladstone.qld.gov.au)