

Gladstone Regional Council

**FACILITY ASSISTANCE GRANT PROGRAM
COMMUNITY PROJECTS**

2018/2019





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Facility Assistance Grant Program

COMMUNITY PROJECTS - 2018/2019

1 APPLICATION GUIDELINES

1.1 What is the Facility Assistance Grant Program - Community Projects?

The Gladstone Regional Council (hereinafter known as Council) Grant Program - Community 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 establishes partnerships with local sport and recreation organisations to deliver funds in supporting significant projects.

The Grant will provide funding for projects that improve opportunities for community participation in local sport and recreation and delivers long term benefits to the Gladstone regional 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 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 Gladstone Regional 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; and
- Have sport and/or active recreation as a primary focus.

The following organisations are ineligible to apply:

- An un-incorporated 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.
- Organisations that have outstanding matters before Council (eg. unpaid fees or charges, non-compliance with lease conditions).
- Organisations that are not the owner or leaseholder of the land on which the project will occur. Exemptions may be made for groups who have long-term occupancy on government land (e.g. schools) but who do not have a lease, written approval from the land owner must be provided.

1.5 What type of projects can be funded?

The *Grant* supports initiatives that increase the further development and capacity building of sporting organisations and active recreation groups situated within the Gladstone region.

Projects should clearly demonstrate how they will meet the following objectives:

- Support projects which are aligned with *Council's* strategic plans including Open Space & Recreation Plans/Strategies and individual Master Plans where applicable *.
- Support projects that improve opportunities for community participation in local sport and recreation.
- Support projects that increase opportunities for multi-use or shared capability of a facility.
- Support projects that create a safer more accessible and user-friendly facility for participants, spectators and the wider community
- Support projects that will increase the sustainability of the organisation.
- 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 could be considered as eligible under this *Grant*.

Examples of eligible projects include:

- Upgrades to existing facilities (eg. additional lighting, upgrade to change rooms/toilet blocks).
 - Field remediation and irrigation installation/extensions.
 - Establishment of new facilities (eg. players amenities, scoreboards, goal posts).
 - Major 'one off' building repairs (e.g. replacement of roof)
 - Enhancement of current facilities that improve accessibility and/or safety (eg. fencing, ramps, car park improvements).
 - Significant equipment items that increases the organisation's capacity and the effectiveness of the club volunteers (eg. ride on mower, kiosk fit-out)
 - Establishment of facilities for officials and spectators (eg. referee rooms, seating, shade structures).
- (please note this is not an exhaustive list)

Examples of ineligible projects include:

- Ongoing, regular costs associated with a facility (eg. costs associated with payment of rent, electricity etc)
- Small, consumable items of equipment (e.g. balls, markers, kiosk consumables)
- 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 meet any objectives of the *Grant*
- Projects that will not be completed and acquitted by 31 December 2018.

For further information on whether your project is eligible or to obtain copies of *Council's* strategic sport and recreation plans, contact the Sport & Recreation Section on 4976 6300 or sport&recreation@gladstone.qld.gov.au

2 FUNDING

Council has allocated \$100,000 excluding GST to this funding program, with a minimum of \$2,500 and maximum of \$60,000 available for any one project applied for under this *Grant* during the 2018/2019 period.

- As noted above, the minimum grant available under this *Grant* is **\$2,500** (ex GST).

This amount represents the nominated amount applied for and not the Total Funds Required (TFR) to complete the project. Therefore, in order for the project to be eligible, the TFR must be at least \$3,125 (80% of \$3,125 = \$2,500).



- The maximum grant available under this *Grant* is **\$60,000** (ex GST).

This amount represents the nominated amount applied for and not the Total Funds Required (TFR) to complete the project. Therefore, in order to receive the maximum amount available, the TFR to complete the project must be at least \$75,000 (80% of \$75,000 = \$60,000).

In certain circumstances a minimum financial contribution of 10% may be considered for smaller organisations with fewer than 50 members. These organisations are encouraged to discuss their proposal further with *Council's* Sport and Recreation staff.

In the vast majority of cases, a minimum of 20% contribution will be required.

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 period noted within these guidelines.

3 QUOTES

Applicants must ensure that quotes are itemised and current/valid. Quotes are not required for items valued under \$3,000.

For each item valued between \$3,001 and \$8,000 at least two (2) written quotes must be supplied.

For each item valued between \$8,001 and \$200,000 at least three (3) quotes must be supplied.

4 CONTINGENCY

Applicants are encouraged to include an allowance for contingencies in their application. Normally this will be 10% of the Total Project Cost.

Note: If quotes obtained include GST but are not itemised, divide the total amount by 11 then multiply by 10 to work out the total exclusive of GST.

5 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.
- Applicants are encouraged to submit their funding applications at the earliest possible opportunity.
- Applications received after the closing date will not be assessed.



ACTIVITY	DEADLINE
Applications open	Mon 6 Aug 2018
Applications close	Sun 16 Sep 2018
Announcement of successful applicants (<i>anticipated</i>)	Mid November 2018
Completion date of project	November 2019
Deadline for submission of funding acquittal report	December 2019

6 PROMOTION AND RECOGNITION

6.1 Gladstone Regional Council Recognition

Where relevant, *Council's* Sport & Recreation Section can provide Council logos to be included in your project/activity promotion.

For example, if your project/activity includes the purchase of new equipment with the intention of including printed logos on items; or if your project/activity includes promotion to members and other participants, then logos can be supplied to be included on flyers and brochures. Please note that printing costs relating to the above examples are to be included within your total project/activity cost.

7 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.

8 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 requirements of the *Grant* guidelines.

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

9 CHANGE OF PURPOSE

Funding allocations 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.

10 APPLICATION PROCESS

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

- Refer to the above criteria to ensure your organisation is eligible for funding.
- 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
- Appoint a member of your organisation to act as the contact person for the project.
- On or after the *Grant* open date, visit *Council's* Sport and Recreation Grants Program web page at www.gladstone.qld.gov.au/web/guest/sport-and-recreation-funding
 - Council utilises the *Smarty Grants* software for grant submissions, where applicants will apply on-line.
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 you need to apply, including relevant documents.
 - *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.
 - Please note: Applications can remain in *Smarty Grants* as a draft as you collate the required information.

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

11 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.
- 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 (refer Pt 5). In the event your organisation does not fulfil all of its responsibilities as outlined in these Guidelines, *Council* may request the repayment of any 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.

12 FURTHER INFORMATION

Further information and assistance is available from:

Gladstone Regional Council
Community Engagement Centre

142 Goonoon St, Gladstone

P: 07 4976 6316

E: sport&recreation@gladstone.qld.gov.au