

Gladstone Regional Council

**SPORT AND RECREATION
CLUB DEVELOPMENT GRANT**

2018/19





CONTENTS

1	APPLICATION GUIDELINES	2
1.1	What is the Regional Sport and Recreation Club Development Grant	2
1.2	Definitions	2
1.3	Why is Gladstone Regional Council funding this grant?	2
1.4	Who can apply?	2
1.5	What type of projects might be funded?	3
1.6	Ineligible projects.....	4
2	FUNDING	4
2.1	Funding rounds.....	4
3	PROMOTION AND RECOGNITION	4
3.1	Gladstone Regional Council Recognition	4
4	ACQUITTAL PROCESS	5
5	QUALITY ASSURANCE	5
6	CHANGE OF PURPOSE	5
7	APPLICATION PROCESS	6
7.1	Part B: Financial assistance sought	6
7.2	Part C - Question 8: Title of the project/activity	6
7.3	Part C - Question 9: Aim of the project/activity.....	7
7.4	Part C - Question 10: Need for the project/activity	7
7.5	Part C - Question 11: Outline the total costs associated with the proposed project/activity	7
7.6	Assessment Process	8
8	FURTHER INFORMATION	9

Regional Sport and Recreation Club Development Grant

1 APPLICATION GUIDELINES

1.1 What is the Regional Sport and Recreation Club Development Grant

The Gladstone Regional Council's (hereinafter referred to as *Council*) *Regional Sport & Recreation Club Development Grant* (hereinafter referred to as *Grant*) will assist in the further development and capacity building of sporting organisations and active recreation groups situated within the Gladstone region.

Offered through the Gladstone Regional Council's - Sport and Recreation Grants Program, this Grant provides funding assistance for a range of initiatives including education and training, club planning, equipment purchases and participation activities.

1.2 Definitions

Sport *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.*

Active Recreation *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.*

1.3 Why is Gladstone Regional Council funding this grant?

Objectives of the *Grant* are to:

- Provide opportunities for volunteers to increase their skills and knowledge through supporting education and training opportunities that will be of benefit at both a community and personal level.
- Support regional sporting organisations and active recreation groups to embrace positive future performance through Club planning practices.
- Increase the enjoyment of sports and outdoor activities by assisting sporting organisations and active recreation groups to purchase new sporting equipment.
- Nurture opportunities for sporting organisations and active recreation groups to grow their membership base by supporting club participation activities.

1.4 Who can apply?

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

- Sporting organisations
- Active recreation groups

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

- 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/activity 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 for funding:

- Those who have received a *Regional Sport & Recreation Club Development Grant* in the last funding round.
- 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.

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.

Examples of eligible projects are:

- | | |
|-------------------------------------------------|---------------------------------|
| • Administration courses | • Volunteer education |
| • Coach education | • Building/construction designs |
| • First Aid and/or sports medicine | • Club development plans |
| • Referee and/or umpire official accreditation | • Risk management plans |
| • Durable equipment for training or competition | • 'Come and Try' days |
| • Canteen and office equipment | • Marketing initiatives |
| • Grounds maintenance equipment | |
- (please note this is not an exhaustive list)



1.6 Ineligible projects

Examples of **ineligible** projects are:

- Ongoing operational costs (e.g. electricity bills)
- Equipment that would be unlikely to last more than one season (e.g. tennis balls)
- Promotional apparel/items (e.g. supporters shirts, caps, stubby coolers)
- General maintenance and facility upkeep projects (e.g. painting, minor building repairs)
- Projects that benefit only a small number of members.

2 FUNDING

Applicants can apply for funding up to a maximum of **\$1,200 (excluding GST)** from the *Grant* with applicants required to make at least a **20% financial contribution** to the total project/activity cost. Organisations can only receive funding every second round of the *Grant*.

No retrospective project/activity shall be funded under any circumstance. This means no part of the project/activity can have commenced prior to being awarded funding.

2.1 Funding rounds

The *Grant* is offered over two rounds per year, with open and close dates for each round noted in the below table.

- The *Grant* assessment process can take up to six (6) 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.

	Applications OPEN	Applications CLOSE
Round 1	Monday 6 August 2018	Sunday 67 September 2018
Round 2	TBA March 2019	TBA April 2019

3 PROMOTION AND RECOGNITION

3.1 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.



4 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/activity. The following documentation **must** be submitted by the due date.

- A summary project report (up to 200 words) to include:
 - An outline of project/activity outcomes and how the project/activity benefited your organisation/group.
 - Where relevant, how *Council's* contribution was promoted (logos etc).
 - Please include photographs of the project/activity.
- Copies of all receipts for goods/services purchased from *Council* funds for the total project/activity
- A copy of all advertising, promotional material and media releases involving *Council*, where relevant.

Your organisation's acquittal information may be used by Council for future promotional purposes.

	Project COMPLETION Date	Project AQUITTAL Due
Round 1	Friday 8 March 2019	Friday 5 April 2019
Round 2	TBA October 2019	TBA November 2019

Please note that sporting organisations/active recreation groups are ineligible to apply for *Council* funding, whilst previous grant acquittals are outstanding.

5 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.

6 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/group expends funding for a purpose different to the approved project without written approval, *Council* shall be entitled to recover monies paid and your organisation/group could be ineligible to apply for future *Council* funding.

7 APPLICATION PROCESS

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

- 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 6300 or email sport&recreation@gladstone.qld.gov.au
- Refer to the above criteria to ensure your organisation/group is eligible for funding.
- Choose a project/activity that is eligible and is an identified need within your organisation/group/club.
- Appoint a member of your organisation/group to act as the contact person for the project/activity.
- 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.

7.1 Part B: Financial assistance sought

Please indicate on your application, the *Grant* amount you are applying for (up to a maximum of \$1,200). This amount must be exclusive of GST. The funding you are requesting can be **no more than 80%** of the total cost of the project/activity.

Applicants must make a financial contribution of at least 20% of the total project/activity cost. For example, to receive a grant of \$1,200, the total project/activity cost will be at least \$1,500 (i.e. an organisation/group is to contribute a minimum of \$300, or 20%).

In-kind support can be shown in your application (e.g. volunteer labour, donated materials) however these items will not be considered as part of the above 20% contribution.

Please note: Funding may be awarded for amounts less than requested.

7.2 Part C - Question 8: Title of the project/activity

Give your application name a concise title that accurately describes the project/activity. This title may be used in further communications with your organisation/group and the media.



7.3 Part C - Question 9: Aim of the project/activity

Clearly describe the project/activity and include the following information (maximum 200 words):

- What will be purchased with the *Grant* money (please be specific)?;
- By completing this project/activity, what would your organisation/group like to achieve?; and
- Briefly describe how your organisation/group will measure if the project/activity has been successful.

You may use as many relevant attachments as necessary to help answer this question. These may include photos of similar projects or quotes from suppliers.

Where possible quantify your responses with realistic figures/statements such as "*we believe this will increase membership by 15% over the next 2 years*" or "*up to 6 hours per week extra training time will be delivered by our coaches.....*"

7.4 Part C - Question 10: Need for the project/activity

This question contributes significantly to the assessment criteria (maximum 200 words). Attach extra pages if you have insufficient space on the application form.

- What are the needs of your organisation/group to undertake this project/activity?
- How has this need been identified?
- What will be the benefits to your organisation/group?
- Will there be any benefit to other sporting groups or the wider community?

Council will only assess the information you provide in your application, therefore it is important to supply as much relevant information as possible about your project/activity.

You should also include evidence that helps prove the case for your project/activity and where possible quantify your responses with realistic figures and statements. Examples of evidence may include copies of the following documentation:

- Club Development Plan.
- Correspondence from governing bodies highlighting the need/benefit of this type of project.
- * Letters of Support
- Membership Surveys/Feedback/Complaints.
- Minutes of Club Meetings.

* Letters of Support from stakeholders associated with your organisation/group and/or facility, carry far more weight than 'general' letters from high-profile members of the community. Stakeholders may include other organisations who share your club/facility, peak bodies such as the Regional or State Association, school or community groups who currently utilise your grounds, and other clubs who have successfully completed a similar project.

7.5 Part C - Question 11: Outline the total costs associated with the proposed project/activity

Provide an accurate breakdown of costs involved in delivering your organisation/group complete project/activity. Costs are to include the funding amount you are seeking, plus the minimum 20% financial contribution your organisation/group is required to contribute.



- Costs are to relate to financial contributions only.
- Any in-kind support (eg. donation of labour, materials) is not required in this section.
- All amounts listed in your application must be GST exclusive.

Quotes

To assist applicants in receiving value for money, *Council* requests two (2) quotes for any item/s valued at \$3,001 to \$8,000 (ex GST) and three (3) quotes for any item/s valued at \$8,001 or above . **Quotes for items under \$3,000 (ex GST) are not required.**

7.6 Assessment Process

The *Grant* Assessment Panel will only assess the information contained within the application form. Therefore it is important to supply as much relevant information as possible about your organisation/group project/activity.

When assessing an application, the *Grant* Assessment Panel may request clarification on information provided within the application form and may contact listed parties.

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

Successful Applications

The organisation's/group's Accountable Officer will be notified in writing of the outcome of their funding application and *Council* expects all applicants will be advised within six (6) weeks of the funding round 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/group 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/group.

The *Grant* Guidelines outline responsibilities for the Acquittal Process (refer Pt 4). In the event your organisation/group 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/group be prohibited from applying for future *Council* funding.

GST

- All amounts listed in your application are to be GST exclusive.
- If your organisation/group is registered for GST, the GST component will be added to the approved funding amount.
- If your Club 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 round/s. However unsuccessful applicants are strongly advised to seek feedback from *Council's* Sport and Recreation Section before re-submitting.

8 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