



# Gladstone Regional Council

## Policy

<b>Topic</b>	<b>ASSESSMENT AND APPROVAL OF FACILITY ASSISTANCE AND CLUB DEVELOPMENT GRANTS</b>
<b>Policy Number</b>	<b>P-2014/37</b>
<b>Directorate</b>	<b>CORPORATE &amp; COMMUNITY SERVICES</b>
<b>Responsible Officer</b>	<b>MANAGER COMMUNITY WELLBEING</b>
<b>Date of Adoption</b>	<b>16 DECEMBER 2014</b>
<b>Resolution Number</b>	<b>G / 14/ 2290</b>
<b>Date Review Due</b>	<b>16 DECEMBER 2017</b>

### 1.0 PURPOSE/OBJECTIVES

To provide structure and consistency in the assessment and approval of grants under Council's Sport and Recreation Grants Program.

### 2.0 SCOPE

This policy applies to:

- the two categories of the Facility Assistance Grant; namely Strategic Projects and Community Projects; and
- the Club Development Grant.

### 3.0 RELATED LEGISLATION:

Local Government Act 2009

### 4.0 RELATED DOCUMENTS

- Club Development Grant Guidelines
- Facility Assistance Grant – Community Projects Guidelines
- Facility Assistance Grant – Strategic Projects

## 5.0 DEFINITIONS

To assist in the interpretation of this policy, the following definitions apply:

**“Assessment Panel”** - means the Council’s Sport & Recreation Grants Assessment Panel as appointed by Council.

**“Eligible Applicant”** – means an applicant who has been assessed as being eligible for consideration for the relevant grant under **clause 5.1** of this policy.

**“Program”** means as applicable:

- the Club Development Program;
- the Facility Assistance Grant – Community Projects Program; or
- the Facility Assistance Grant – Strategic Projects Program

**“Sport”** - means 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”** - means an activity engaged in for the purpose of relaxation or enjoyment with the primary activity/focus requiring physical effort. These activities are not based on formal competition and generally lack prescribed rules.

## 6.0 POLICY STATEMENT

### 6.1 Eligible Applicants

#### 6.1.1 Facility Assistance Grants – Strategic Projects

To be eligible for consideration, an applicant must:

- Own, lease or control a facility within the Gladstone Region Local Government area
- Be incorporated under the Associations Incorporation Act 1981
- Have a Sport or Active Recreation primary purpose
- Confirm the minimum required financial contribution towards their project
- Submit their application before the closing date specified for that round

The following types of applicants will be deemed **ineligible** and will not be considered:

- Unincorporated groups
- Applicants who have not satisfactorily acquitted or delivered outcomes from a previous grant
- Political organisations
- Organisations and groups that support discrimination in any form
- Organisations that have outstanding matters before Council (e.g. unpaid rates)
- Organisations that submit an application after the closing date

### 6.1.2 Facility Assistance Grants – Community Projects

To be eligible for consideration, an applicant must:

- Own, lease or control a facility within the Gladstone Region Local Government area
- Be incorporated under the Associations Incorporation Act 1981
- Have a Sport or Active recreation primary purpose
- Confirm the minimum required financial contribution towards their project
- Submit their application before the closing date specified for that round

The following types of applicants will be deemed **ineligible** and will not be considered:

- Unincorporated groups
- Applicants who have not satisfactorily acquitted or delivered outcomes from a previous grant
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- Organisations and groups that support discrimination in any form
- Organisations that have outstanding matters before Council (e.g. unpaid rates)
- Organisations that submit an application after the closing date

### 6.1.3 Club Development Grants

To be eligible for consideration, applicants must:

- Be based within the Gladstone Regional Council area;
- Have a Sport or Active Recreation primary purpose;
- Be incorporated under the Associations Incorporation Act 1981
- Be accessible for any member of the public to join;
- Be able to make at least a 20% monetary contribution to the project;
- Not have any outstanding grant acquittals or matters before Council; and
- Not have received a Club Development Grant from Council in the previous round (i.e. shall only receive a grant every 2<sup>nd</sup> round).

## 6.2 Eligible Projects

### 6.2.1 Facility Assistance Grants – Strategic Projects

For an Eligible Applicant's project to be eligible for consideration, the Eligible Applicant must clearly demonstrate how their Project meets the following *objectives* of the Program:

- To support projects which are in alignment with Council's strategic plans including its Open Space & Recreation Plans/Strategies and Operational Plan.
- To support projects that are directly related to, or compliment, Council's adopted master plans for individual facilities.
- To support facility upgrades and expansion that are identified in Council's Sports Mapping Studies.
- To support other major projects that are well planned, viable and will clearly improve opportunities for community participation in sport and recreation. Preference shall be given to applications that encourage and provide for multi-use of facilities.

Council understands that its own planning documents are written at a point in time. For this reason eligible projects that are not currently identified in Council plans will be considered.

Examples of eligible and ineligible projects can be found in the attached [Facility Assistance Grant – Strategic Projects Guidelines](#)

### **6.2.2 Facility Assistance Grants – Community Projects**

For an Eligible Applicant's project to be eligible for consideration, the Eligible Applicant must clearly demonstrate how their Project meets the following *objectives* of the Program:

- To support projects that improve opportunities for community participation in local sport and recreation;
- To support projects that increase opportunities for multi-use or shared capability of a facility;
- To support projects which create a safer, more accessible and user-friendly facility for participants, spectators and the wider community.
- To support projects that will increase the sustainability of the organisation.

Examples of eligible and ineligible projects can be found in the attached [Facility Assistance Grant – Community Projects Guidelines](#)

### **6.2.3 Club Development Grants**

The Program supports initiatives that increase the further development and capacity building of sporting organisations and active recreation groups situated within the Gladstone Regional Council area.

Types of projects funded include equipment purchases, training & education programs, participation initiatives and planning activities.

Examples of eligible and ineligible projects can be found in the attached [Club Development Grant Guidelines](#)

## **6.3 Assessment Criteria and Process**

### **6.3.1 Facility Assistance Grant – Strategic Projects**

Each application from an *Eligible Applicant* will be assessed by the Assessment Panel. The Assessment Panel will consider:

- the eligibility of the project and how well it aligns with the objectives of the Program;
- the viability and need of the project; and
- the ability of the applicant to deliver a successful outcome.

The Assessment Panel may request further information or substantiation of any claims made within the application form and may contact any parties listed within the application.

The Assessment Panel will shortlist applications that it considers most closely align with the *objectives* of the Program, demonstrate a clear need and are most likely to be successfully delivered.

Shortlisted Eligible Applicants will be required to meet with Assessment Panel representatives to discuss their project in more detail. This process may include site visits and meetings with other Council officers. Eligible Applicants will have the opportunity to provide further information on their project if required.

Once the Assessment Panel has concluded its evaluation, a report will be compiled, recommending the successful project. The report will be submitted to Council for review and endorsement.

Only one Strategic Project can be awarded funding and the grant amount may be less than that applied for.

Should the Assessment Panel deem that no application satisfactorily meets the Program assessment criteria, it will recommend to Council that the Program funding be withheld for the current round.

### **6.3.2 Facility Assistance Grant – Community Projects**

Each *application* from an Eligible Applicant will be assessed by the Assessment Panel who will consider the project against the following criteria:

- The ability of the Eligible Applicant to deliver the project including consideration of the following issues:
  - Is the project budget accurate and realistic? Are there likely to be cost escalations?
  - Has the Eligible Applicant successfully delivered previous projects?
  - Is the project plan well thought out and are the timelines achievable?
  - Other factors which may impact on the project being delivered (e.g. building approval, firm written quotations)
  
- The need for the project and the benefits it will deliver including consideration of the following issues:
  - The need for the project is evident.
  - The project is identified in the Eligible Applicant's own development plans.
  - The extent to which the project will meet the *objectives* of the Program.
  - Evidence that project has the support of relevant stakeholders.
  - The benefits of the project will go beyond the applicants own members
  - Are any groups disadvantaged by the project?
  - Is the project identified in any Council planning documents (e.g. Open Space & Recreation Plan, facility Master Plans)?

The Assessment Panel may weight individual criteria higher or lower than others and alter this weighting at its discretion.

The Assessment Panel may request further information or substantiation of any claims made within the application form and may contact any parties listed in the application.

Once the Assessment Panel has concluded its evaluation, a report will be compiled and submitted to Council for review and endorsement.

Grant amounts awarded may be less than that applied for.

### **6.3.3 Club Development Grant**

The Assessment Panel will assess applications against the following criteria:

- The organisation is eligible to apply;
- The Project is eligible;
- The application form is completed and all required information is provided.

If eligible, the application will be assessed in consideration of the following criteria:

- The benefit that will be gained by the organisation.
- Has the need been demonstrated?
- Is the project timeline realistic?
- Are there factors that may impact upon the project being delivered on time?

The Assessment Panel may weight individual criteria higher or lower than others and alter this weighting at its discretion. The Assessment Panel will only assess the information contained within the application form.

When assessing an application the Council may request substantiation of any information provided within the application form and may contact any parties listed in the application,

## **6.4 Assessment Panel**

Council's Sport & Recreation Grants Assessment Panel consists of:

- Sport & Recreation Portfolio Councillor
- Community Services Portfolio Councillor
- Manager, Community Wellbeing
- Sport & Recreation Coordinator
- Sport & Recreation Officer

At least 4 members of the Assessment Panel must participate in an assessment round.

In the event of a Councillor appointed to the Assessment Panel being unavailable for a meeting of the Assessment Panel that Council may nominate another Councillor as their proxy for that meeting.

In the event of a Council officer appointed to the Assessment Panel being unavailable for a meeting of the Assessment Panel the person who is relieving in that officer's position, or the person who would normally relieve in that officer's position, or that officer's supervisor may replace that officer for that meeting.

**6.5 Funding Amounts**

The amounts allocated for each of the Programs shall be determined in Council’s annual budget allocation.

The maximum and minimum amounts recommended for individual projects will be at the discretion of the Assessment Panel.

**6.6 Funding Rounds**

The commencement date, duration and frequency of each of the Program’s rounds shall be at the discretion of the Manager Community Wellbeing and will be determined by that Manager in consultation with the Assessment Panel and subject to available funding for the program.

**7.0 ATTACHMENTS**

1. Club Development Grant Guidelines
2. Facility Assistance Grant – Community Projects Guidelines
3. Facility Assistance Grant – Strategic Projects

**8.0 REVIEW TRIGGER**

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.
3. Periodic Review – 3 years from date of adoption.
4. If Council significantly changes the total budget allocation for Sport & Recreation grants.
5. If, in the opinion of the Assessment Panel, the Programs no longer meet the needs of the community.

<b>TABLE OF AMENDMENTS</b>		
Originally Adopted	18 September 2012	G/12/1234 (originally Policy No. P-2.00.03)
Amendment 1	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 2	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 3	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>

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**STUART RANDLE**  
**CHIEF EXECUTIVE OFFICER**