

Regional Sport and Recreation Event Grant Program

1 APPLICATION GUIDELINES

1.1 What is the Regional Sport and Recreation Event Grant Program

The *Regional Sport & Recreation Event Grant Program* (the Program) will assist sporting clubs, community groups and businesses to deliver quality events for the Gladstone region. Offered through the Gladstone Regional Council's - Donations to Community Organisations Program, the Program will provide funding support for events that are regionally significant and/or have a significant sport/active recreation component within an event.

1.2 Why is Gladstone Regional Council funding this program?

The objectives of the *Regional Sport & Recreation Event Grant Program* are to:

- Assist local organisations to deliver successful sport & recreation events;
- Attract, promote and retain quality events that enhance the reputation of the Gladstone region;
- Attract visitors from outside the Gladstone region who contribute to the region's economic growth; and
- Develop opportunities to host and attract quality events in future years

1.3 Who can apply?

The following organisations that are situated within the boundaries of Gladstone Regional Council, can apply for funding:

- Not for profit organisations
- Sporting clubs and community groups
- Businesses

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

- Be an incorporated body (does not apply to businesses)
- Possess 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

The following organisations are ineligible:

- Political organisations
- Organisations and groups that support discrimination in any form
- Applicants who have failed to adequately acquit, manage or deliver outcomes from a previous Council grant
- Organisations that have outstanding matters before Council

1.4 What type of events might be funded?

The *Regional Sport & Recreation Event Grant Program* will support events that demonstrate a regional significance and have a sport and / or healthy active focus. Eligible events will be accessible to the wider



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community, including visitors from outside the Gladstone region, both as active participants and/or spectators and, provide benefits to the region beyond the organisation's own members or customers.

1.5 What types of events are ineligible for funding?

- Regular, ongoing activities (e.g. club championships, sign-on days);
- Events that exclude general community participation either as active participants or spectators;
- Events that do not deliver an economic benefit for the Gladstone region; and
- Events that duplicate and/or are scheduled at the same time as other significant existing community events.

1.6 What is a Regional Sport & Recreation event?

A regional sport and recreation event is typically one that:

- Provides opportunities for the wider community, including visitors from outside the Gladstone region to be active participants and/or spectators;
- Attracts a significant number of participants/visitors from outside the Gladstone region;
- Has sport and/or active recreation as a primary focus and/or have a significant sport and active recreation component;
- Has a measurable economic benefit for your area and/or for the wider Gladstone region;
- Generates regional, state or national media coverage and publicity for your area and/or for the wider Gladstone region; and
- Is recognised by and delivered under the rules and laws of the state or national governing organisation of the specific sport or activity, where relevant.

2 Funding

Applicants can apply for funding up to **\$3,000** from the *Regional Sport & Recreation Event Grant Program*.

2.1 Funding rounds

The *Regional Sport & Recreation Event Grant Program* is offered over two rounds per year.

	Applications OPEN	Applications CLOSE	Event Dates
Round 1	Sunday 1 July 2018	Midnight, Tuesday 31 July 2018	For events held between 1/09/2018 and 31/03/2019
Round 2	Friday 1 February 2019	Midnight, Thursday 28 February 2019	For events held between 1/04/2019 and 31/08/19



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3 Promotion and Recognition

3.1 Gladstone Regional Council Recognition

Events receiving Council funding will be required to display **Gladstone Regional Council promotional items, such as a:**

- **Sport & Recreation Outdoor Feather Banner;**
- **Sport & Recreation Indoor Banner; and/or**
- **Sport & Recreation Marquees 3x3m and 6x3m (one of each)**

The promotional items will be supplied by Council's Sport and Recreation Section and the Event Contact Person must make arrangements with Council Officers for their collection prior to the event. Please book in advance to ensure availability for your event.

3.2 Additional Promotion

Events receiving funding from Gladstone Regional Council can request for their event to be included within Council's Sport & Recreation newsletter - *Alive & Kicking*.

Any advertising of the event **must** recognise Gladstone Regional Council as a sponsor of the event i.e. Gladstone Observer article

4 Acquittal Process

As Gladstone Regional Council is required to account for allocation of all public funds, a final acquittal is due for submission within one (1) month of the completion of the event. The following documentation is to be submitted by the due date.

- **A brief report** (up to 200 words) on the event and its outcomes.
 - Include an outline how Council's contribution was acknowledged.
 - Include photographs of the event with at least two photos to include Council signage.
- A copy of all **advertising, promotional material** and **media releases** involving Gladstone Regional Council.
- A copy of all **receipts** of expenditure relating to the event (i.e. entire cost of the event).

5 Application Process

Please consider these important points before submitting an application to the *Regional Sport & Recreation Event Grant Program*.

5.1 Consult stakeholders

- Organisations seeking to access funds are encouraged to discuss their event proposal with key stakeholders (agencies such as venues, council and sporting associations).
- Applicants should be able to demonstrate the support of stakeholders in their applications.



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5.2 Discuss application with Gladstone Regional Council's Sport and Recreation Section

- Applicants are encouraged to discuss their event proposal with the *Sport and Recreation Section* prior to submitting their application. To discuss your event, please call 07 4976 6300 or email sport&recreation@gladstone.qld.gov.au

5.3 Submit your application

- To submit your application, go to: www.gladstone.qld.gov.au/web/guest/sport-and-recreation-funding on or after the open date.
 - After clicking on the above link, scroll down to the *Grant* table and under *Apply Now*, select *Click Here* (when the round is open).
- This link will re-direct you to the *Smarty Grants* website where applicants can apply online.
 - 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 documentation.
- *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 6316 between 8.30am and 5pm weekdays.
 - Please note: Applications can remain in *Smarty Grants* as a draft as you collate the required information.

6 Further Information

Further information and assistance is available from:

Gladstone Regional Council
Community Wellbeing Department
Sport & Recreation Section

142 Goondoon St, Gladstone

P: 07 4976 6316

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