



SPORT AND ACTIVE RECREATION

GRANTS Guidelines

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Mayor's Foreword

Council is pleased to support the valuable contribution that not-for-profit sporting and recreational groups make to the healthy and active lifestyle we enjoy in the Scenic Rim region.

Our Sport and Active Recreation Grants Program assists clubs by offering grants for projects including minor infrastructure or facility improvements and minor capital projects which support and enhance their viability.

Sporting and recreational groups not only promote a healthy and active lifestyle but also, by bringing people together, help to strengthen our region's social fabric - two key outcomes of our Community Plan.

I invite you to make the most of our grants program to kick some goals for your organisation and the well-being of our community.



Cr Greg Christensen | Mayor

Sport and Active Recreation Grants Program

AIM

The aim of the Scenic Rim Regional Council Sport and Active Recreation Grants Program is to provide assistance to not for profit sport and recreation organisations based in the Scenic Rim Local Government Area for capital works projects, substantial pieces of equipment and/or construction materials for the maintenance and/or improvement of facilities. The purpose of this funding is to assist the long term sustainability of community sport and recreation groups who play a vital role in providing avenues for increased participation in physical activity and improving the health and wellbeing of the Scenic Rim Community.

Preparing your application

BEFORE YOU APPLY

Applicants are encouraged to read these guidelines carefully and speak with Council's Community Development Team before submitting an application.

Applications will be evaluated on merit against eligibility and assessment criteria. Applications successful through previous rounds of Council's Sport and Recreation grants programs must acquit their current grant before applying for further funding.

Although an application may meet the eligibility requirements and assessment criteria, grants are highly competitive. Approval will depend on available funds, the quality of applications and community need. Therefore applicants may be fully, partially or not funded.

Please Note the grant assessment process can take up to two months from when the funding round closes so this needs to be factored into your project planning.

ACKNOWLEDGEMENT OF YOUR APPLICATION

All applicants will receive formal notification from Council acknowledging receipt of your application.

Key dates

Key dates are listed on Council's website at www.scenicrim.qld.gov.au

Application forms for grants are also available at www.scenicrim.qld.gov.au

Program Objectives

The Sport and Active Recreation Grants Program aims to identify, plan and respond to the sport, active recreation and leisure needs of our region by providing appropriate facilities and open space and supporting a range of programs that will foster a healthy and active community. Priority will be given to applications that:

- Demonstrate need and commitment to increase participation across all age groups
- Demonstrate collaboration and partnerships between community organisations
- Provide broader community benefit
- Reflect sustainability in developing and managing sport and active recreation facilities
- Address identified needs within the Scenic Rim Health and Wellbeing Plan 2015 - 2020 and the Scenic Rim Regional Council Sport and Recreation Plan 2010 -2020
- Support a healthy and active community by ensuring accessible sport and recreation facilities

Eligible applicants

Council will only consider requests for funding from organisations meeting all of the following criteria:

- Is a properly constituted and compliant (incorporated) not-for-profit or is auspiced by an incorporated organisation based in the Scenic Rim Regional Council local government area
- Has successfully acquitted ALL previous Sport and Recreation grants
- Has no issues associated with other Council grants
- Has permission from the land owner and/or lease holder

- Has no outstanding compliance matters with Council, for example Building and Plumbing applications, Development Approvals or leasing issues with Property & Operations
- Has no overdue or outstanding rates, fees or debts with Council
- Has current public liability insurance (copy may be requested)
- Is based within the Scenic Rim Regional Council local government area and can demonstrate that the project will benefit residents of the Scenic Rim
- Can demonstrate financial and project management capacity to deliver the project within budget and timeframe

Eligible projects

Funds will be distributed for initiatives in the following categories:

- Substantial equipment or construction material purchase;
- Minor infrastructure or facility improvements
- Minor capital field / surface upgrades (e.g. topdressing, levelling and coating)
- Leverage funding in preparing for grant applications for larger facility projects (for example State or Federal Government)
- Meets objectives in the organisation's Strategic Plan, Scenic Rim Health and Wellbeing Plan 2015 - 2020, Scenic Rim Sport and Recreation Plan 2010 -2020 or other associated strategic documents.

Ineligible applicants

- Organisations that have direct access to funds generated from gaming machines
- Individuals and businesses
- Government, semi-government, emergency services and political organisations
- Educational institutions
- Parents and Citizens Associations or Parents and Friends Associations

Ineligible projects

The following projects are deemed ineligible for funding:

- Deficit funding/funds to meet the debts of an organisation
- Recurrent administration costs. For example: wages, office expenses, rates, utilities, insurance or affiliation costs, travel costs, fuel costs, consumables, equipment that has a short life or needs regular replacing such as balls, transportable shade marquees, microwaves, blowers or push mowers
- Personal play equipment, i.e. tennis balls, cricket balls, uniforms
- Merchandise, prizes, trophies and raffles
- Commercial activities or events
- Fundraisers and events run solely for members, without broader community benefit, e.g. trivia nights, end of season celebrations, luncheons
- Projects by political organisations
- Retrospective funding-programs, projects and/or activities that have commenced or completed prior to grant assessment processes

Level of assistance

The Sport and Active Recreation Grants Program provides limited financial assistance and is not intended to be relied upon as the sole source of funding. Council encourages other sources including co-funding from other funding bodies, sponsorship and organisational contributions including in-kind.

Not for profit incorporated sport and recreation organisations can apply for funds between \$5,000 and \$10,000.

Funding between \$10,000 and \$20,000 may be considered for more substantial projects.

Council reserves the right to part fund a grant application and applicants may be offered a smaller amount than what was applied for.

Funds are to be expended within 12 months of receipt unless written approval has been given for variation.

Projects on Council owned property

Applicants proposing to undertake works on Council owned buildings or Council owned land require approval under the Community Project Works on Council Land Policy.

Contact the Maintenance and Operations Department on 5540 5111 for more information. Please note, this process can take up to two months so this needs to be factored into your project planning

Supporting material

Applicants are encouraged to attach the following documents (where applicable) to support their application:

- Committee minutes and letters of support are required from partnering / stakeholder clubs or auspicing organisations
- Public Liability Certificate of Currency
- At least one quote (local suppliers preferred) for projects up to \$5,000 and two quotes for projects over \$10,000
- Strategic or Business Plan or other relevant planning documents
- Current Bank or Financial Statement

Assessment

Applications will be scored against an Assessment Matrix.

An assessment panel will review all applications and provide a formal recommendation to Council for final approval.

Applicants must neither canvass nor lobby Councillors/Council staff about their funding applications during the application and assessment process.



Goods and Services Tax & ABN Number

If your organisation is registered (or required to be registered) for GST then GST is payable on the grant. Successful applicants will be asked to supply Council with a Tax Invoice for the grant amount plus GST.

If your organisation is not registered for GST (or not required to be registered) for GST, the grant is not subject to GST. Successful applicants will be asked to supply Council with an Invoice (not taxed) for the grant amount.

If an ABN Number is not quoted, applicants will be required to complete the Australian Tax Office (ATO) Statement by a Supplier Form. This can be provided upon request.

If a Statement by a Supplier form is not supplied, Council will be required to deduct 46.5% of the approved grant for remittance to the ATO.

Notification of outcome

All applicants will be notified within two weeks of Council's final decision.

Once Council has received an appropriate invoice from the organisation for the funds, payment of the grant will be made electronically to the nominated bank account.

If the applicant is being auspiced, payment will be made to the auspicing organisation.

Change of project

Written permission is required if you wish to change your project.

Reporting and Acquittal

The project needs to be completed within twelve months and the final acquittal report must be submitted within two months of completing the project. All final reports are to be submitted on the Acquittal Template provided. The report covers project outcomes and achievements, along with acquittal of expenditure, with copies of appropriate receipts or invoices.

The report must show that the grant was used for the purpose for which it was provided unless a change of use was agreed to in writing.

Acknowledgement requirements

As a condition of funding, successful applicants are required to actively and publicly acknowledge Council's support.

Use of Council's logo will be outlined in the formal notification to approved applicants.

Lodging Your Application

Your completed application must be lodged before close of business on the advertised closing dates. Late applications will not be accepted.

EMAIL mail@scenicrim.qld.gov.au

MAIL Sport and Active Recreation Grants Program
Community and Culture Department
Scenic Rim Regional Council
PO Box 25, BEAUDESERT QLD 4285

IN PERSON Customer Service Centres at:

Beaudesert Administration Building
82 Brisbane Street, BEAUDESERT

Tamborine Mountain Customer Service Centre
Cnr Main Street and Yuulong Road,
NORTH TAMBORINE

Boonah Customer Service Centre
70 High Street, BOONAH

Privacy statement

Scenic Rim Regional Council is collecting your personal information in accordance with the Local Government Act 2009 in order to assess your application for funding. The information will only be accessed by Scenic Rim Regional Council for Council business related activities.

Your information will not be given to any other person or agency unless you have given us permission or we are required by law. Your personal information is handled in accordance with the Information Privacy Act 2009.

Further information

Further information on Council's Sport and Active Recreation Grants Program can be obtained by contacting the Healthy and Active Officer on 07 5540 5111 or mail@scenicrim.qld.gov.au