

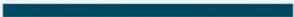


Fraser Coast
REGIONAL COUNCIL

Building better communities together.



Sport and Recreation Grants GUIDELINES 2022/23



Overview

Assistance to Sport and Recreation Organisations for Capital Projects 2022/2023

Intent / Purpose

Fraser Coast Regional Council's Community Grants Policy supports the Goals outlined in Council's Corporate Plan 2018-2023. <https://www.frasercoast.qld.gov.au/corporate-plan>

- To be a diverse, strong and well governed region of vibrant places, with an innovative and diverse economy and connected by our community spirit and respect for our natural environment.
- To make a positive difference for the region and the lives of our community members by ensuring we provide a service that is forward looking and well managed.

Council determines the total allocation of funds to the community grants program through its annual budgetary processes. The number and types of grants approved by Council will depend on the demand for funding, the available program budget and corporate priorities. In some instances, part funding may be offered. Funding priorities for individual grant programs will be regularly reviewed to ensure their relevance and they continue to meet Council objectives.

Fraser Coast Regional Council's Sport and Recreation Capital Projects Fund offers eligible community organisations the opportunity to apply for one-off funding to develop infrastructure that assists in the growth and engagement of sport or active recreation in the Fraser Coast region.

Objectives

The purpose of the Sport and Recreation Capital Assistance Fund is to:

- assist the long-term sustainability of community sport and active recreation groups who play a vital role in providing avenues for increased participation in physical activity and improving the health and wellbeing of the Fraser Coast Community; and
- build capacity in the sporting and active recreation community to meet and respond to Council's goals, as outlined in the Corporate Plan.

Council encourages community organisations to actively share resources and will look favourably on joint club applications or multi-use projects.

Council uses the Australian Sports Directory to confirm whether a sport or recreational pursuit is recognised. Please check this list before you commence an application.

https://www.sportaus.gov.au/australian_sports_directory

The grants processes and procedures provide a framework for the grants program to ensure an equitable, accountable and transparent process for the distribution and acquittal of funding, in accordance with the Local Government Act 2009 and the Local Government Regulation 2012.

Funding available

The maximum funding provided will be based on the available funds allocated by Council in any budget year. The total funding pool for the 2022/2023 budget year is \$100,000.



In the 2022/2023 year, projects seeking funding between \$5,000 and a maximum \$10,000 will be considered by Council.

All project applicants are required to make a minimum cash contribution of 10% towards the overall project cost. Contributions above the 10% threshold either in cash or in-kind will be favourably considered. Council will fund a maximum of 90% of the project costs to a maximum of \$10,000 for approved applications.

- Organisations are encouraged to apply for funding from other relevant funding bodies as well as the Fraser Coast Regional Council.
- Council does not guarantee to match or complement funding obtained from other bodies.
- No applicant can be guaranteed funding, nor can an applicant be guaranteed funding of the full amount requested.

Applicants should consider these limitations when preparing their request for assistance.

Rejection of an application does not mean that the project or activity is not worthy of support.

The decision of the Fraser Coast Regional Council is based on the recommendations of the assessment panel and is final.

Logistics

There will be one funding round per financial year.

Projects cannot start until a Funding Agreement has been signed by the applicant and Council.

Projects and activities are to be completed within twelve months of the approval date (unless a variation has been approved).

Assistance, Assessment and Approval Responsibilities

Applicants must discuss their project prior to commencing an application with Council's Sport and Recreation Development Coordinator on 1300 79 49 29 or email Kieren.stoneley@frasercoast.qld.gov.au. Council's Sport and Recreation Development Coordinator is available to assist local groups to develop and submit project applications.

Applications will be assessed by an appointed Assessment Panel.

Applications will be assessed based on eligibility and selection criteria outlined in these guidelines.

Secretariat and advisory services to the Assessment Panel are provided by Council's Grants Officers and Executive Manager Tourism, Economic Development and Partnerships or other nominated delegates.



Priority for funding

Priority for funding under the Fraser Coast Regional Council Sport and Recreation Capital Assistance Fund Grant will be given to proposals which:

- enhance or establish regionally significant sporting facilities;
- enable multi-use (i.e. can be used by more than one sporting code or club);
- are financially sustainable and provide infrastructure that enables economic growth;
- increase participation opportunities in sport or active recreation; and/or
- increase the safety of existing facilities.

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Eligibility

Who can apply to Council's Sport and Recreation Capital Assistance Fund?

Not for profit incorporated community organisations can apply for a Community Grant provided they meet the following criteria:

- The organisation:
 - Is based within the Fraser Coast local government area;
 - Is a legal not for profit entity, complying with all incorporation requirements of the State and Commonwealth as at the closing date for the grant program;
 - Has appropriate insurances and adheres to sound Workplace Health and Safety practices;
 - Has met acquittal conditions for any previous Council grants;
 - Has no debt to Council outside standard trading terms, or has entered into scheduled payment arrangements with Council that is being adhered to.
- The project or activity is aligned with Council's strategic goals and priorities and benefits the residents of the Fraser Coast Regional Council Local Government area.

If a community group is not incorporated and seeks to apply for a Grant, the group is able to do so provided that the application is auspiced and administered by an incorporated not-for-profit community organisation that meets the criteria outlined above and is willing and able to accept legal and financial responsibility for the grant.

The Sport and Recreation Capital Assistance Fund will enhance regular and ongoing participation opportunities by increasing sporting facilities or improving the standard of existing facilities across the Fraser Coast.

The strongest proposals will:

- remove barriers to promote inclusion in sport such as upgrading the provision of disability access, amenities for female participation and officiating amenities;



- demonstrate cultural inclusivity;
- develop environmentally sustainable sport / active recreation facilities for positive environmental impact.

Examples of projects that could rank highly for funding consideration include:

1. regional sport hubs;
2. multi-sport, multipurpose facilities;
3. the development and construction of new sport facilities
4. the upgrade and/or expansion of existing sport facilities;
5. amenity buildings such as storage, kiosks, club rooms, dressing rooms and spectator areas;
6. significant single-sport facilities, which provide benefits to other sports and/or the community.

Who cannot apply to Sport and Recreation Capital Assistance Fund?

- Government agencies or Departments of local, state or federal government;
- Educational, religious, political or medical organisations, where the application is for the organisation's core business – significant broader community benefit must be demonstrated in the application;
- Individuals;
- Not for profit community organisations with a liquor and/or gaming license or a supporters/associated club that commercially trades seven days a week.

Ineligible projects

Applicants must demonstrate that their projects meet the fund objectives as outlined in these guidelines. Proposed projects will be assessed according to the criteria outlined.

Council will not consider applications that:

- Are retrospective and are for projects/activities that have already commenced;
- Are incomplete or applications that do not include all the required supporting documentation as provided for in these guidelines or the application form;
- Do not support Council's Corporate Plan 2018-2023;
- Do not comply with any applicable legislative requirements;
- Request funding for general operating costs;
- Cause offence to disadvantaged or minority groups;
- Promote gambling, smoking and/or consumption of other addictive substances;
- Are for activities or services run solely for fundraising or charitable purposes; and
- Might be funded from other sources. Council assistance will be provided to applicants where other funding sources are identified during assessment.

The Sport and Recreation Capital Assistance Fund will not fund projects:

- on private land where there is no benefit to the community's interests in sport and active recreation;
- where a lease is proposed or applied for with Fraser Coast Regional Council but that lease is not yet finalised. In this instance, the applicant will be eligible to submit or re-submit an application to future rounds once the lease is enacted;



- related primarily to operational expenditure, including but not limited to administrative or running costs and/or regular repairs and maintenance;
- related to marketing, advertising or product promotion;
- for the maintenance or construction of local roads or other core service infrastructure works that are the ordinary responsibility of council or other levels of government;
- related to engaging or paying employees;
- related to buying or upgrading non-fixed equipment – exceptional circumstances may apply;
- for the purchase or lease of land.
- projects or activities that provide an ongoing financial or in-kind commitment for Fraser Coast Regional Council (e.g. ongoing maintenance costs)

Selection Criteria

Organisations will need to demonstrate:

- the project need and how it was identified; including strategic planning that supports the application
- how the project fits with Council's Corporate Plan Themes (Corporate Plan pg 7)
- broad community benefits from the planned activity or project and how these will be measured;
- willingness to work cooperatively and collaboratively with other organisations where appropriate;
- a significant input to the project by the applicant (in either funds, labour or in-kind support) (10% cash minimum);
- value for money; and
- strong application quality and organisational history.

Application and approval processes

1. Council will publicise availability of its grants programs on Council's website and social media sites and by direct email to individuals/organisations listed on the Grants Distribution list. Council will undertake ongoing engagement and capacity building with the community, assisting applicants to identify and develop projects.
2. Council's grant programs are based on-line. The application form can be previewed prior to commencement of the application, and a pdf file can be printed from the final (review) page once an application has been commenced.

The online form is the only method for submitting an application.

If an applicant does not have access to a computer, Council libraries can provide access to a computer and the internet and some initial guidance to enable access to the application form.

Should this requirement pose any difficulty for an applicant group, please contact Council's Grants Team on 1300 79 49 29 for advice.

Once an application has been started, a number of people within the organisation can work on the application using the same login and password (only one person can be logged in at a time). Council officers are available to provide advice to community organisations. They can assist organisations to identify additional and/or alternative sources of funding relevant to their project or



activity. For help with the questions within the application form, assistance can be provided by Council's Sport and Recreation Officer. Contact information is contained within the application form.

3. When applications are submitted, the applicant will receive an email confirmation of lodgement and a copy of the submitted application for the organisation's records.
If email confirmation is not received, then the application has not been successfully lodged. Contact Council's Grants Officer for assistance grants@frasercoast.qld.gov.au

4. Applications will initially be assessed by the Grants Team to confirm organisational and project eligibility.

If the grant round has not yet closed, and errors are identified, a Grants Officer will endeavour to work with the applicant to correct the application.

Any amendments must be undertaken within the open application status of the Grant Application Round.

5. After the Grant Round closes, an Assessment Panel will be convened, and assessment of applications will be undertaken. The Assessment Panel makes recommendations for project grant funding to Council for the final decision. In assessing the grants, Council will:
 - Ensure public monies are allocated in a fair and equitable way
 - Ensure the best possible value for money.

Decisions in the Sport and Recreation Capital Projects Fund allocations are made by the Council and are final and not open to appeal.

6. Once Council has decided grant funds allocations, applicants will be advised of the outcomes. Unsuccessful applicants can seek feedback on how they can strengthen future applications. Advice on how to seek this feedback will be provided with the outcome advice.

Grant acquittal requirements and conditions

1. All successful applicants will be required to enter into a funding agreement with Council and acquit funds within the allocated timeframes.
2. Acquittals (Project Outcome Reports) will need to be completed online through the Smarty Grants portal within 60 days of the project completion. All questions must be completed on the Project Outcome Report and evidence supplied including:
 - receipts;
 - photographs of activities;
 - proof of Council acknowledgement (logo placement on flyers, advertisements, social media etc)
3. Successful applicants will be required to actively and publicly acknowledge Council's support. The level of acknowledgement will be determined by the amount funded and will be outlined in the funding agreement.
4. All projects must be completed within twelve (12) months of the funding approval date.
5. Unspent grant funds must be returned to Council within 60 days of the project completion. Changes must not be made to the approved project or activity without the prior agreement of Council. Council will endeavour to approve changes where the level of community benefit is maintained as per the application.



Application checklist

The following is a checklist of documents and actions that are required for your application.

| | Yes | No |
|---|--------------------------|--------------------------|
| Organisation details | | |
| Organisation contact details, including committee/board members | <input type="checkbox"/> | <input type="checkbox"/> |
| Generic club email address, which could be linked to your peak body | <input type="checkbox"/> | <input type="checkbox"/> |
| Latest audited financial statements | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate of currency (minimum \$20 million public liability) | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of Incorporation https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of club strategic planning (strategic plan / business plan / forward plan etc) | <input type="checkbox"/> | <input type="checkbox"/> |
| Link to your peak body (reasoning will be required as to why there is no peak body) | <input type="checkbox"/> | <input type="checkbox"/> |
| Project Scope and Objective | | |
| Project brief/scope of works | <input type="checkbox"/> | <input type="checkbox"/> |
| Articulating 'the program outcomes' and demonstration of need / benefit | <input type="checkbox"/> | <input type="checkbox"/> |
| Current and expected use of facility | <input type="checkbox"/> | <input type="checkbox"/> |
| The project demonstrates opportunity to increase sport and recreation participation. | <input type="checkbox"/> | <input type="checkbox"/> |
| Project grant request is between \$5,000 and \$10,000 (Total project cost between \$5,500 and \$11,000 inc GST.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Planning | | |
| Schematic plans/sketch design/site plans and endorsement by the project partners/committee evidence | <input type="checkbox"/> | <input type="checkbox"/> |
| Project timelines/stages | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of risk assessment/management of the project | <input type="checkbox"/> | <input type="checkbox"/> |
| Budget information | | |
| Financial co-contribution of minimum 10% CASH | <input type="checkbox"/> | <input type="checkbox"/> |
| Calculation of financial values of 'in-kind' contributions or donations as per the in-form budget | <input type="checkbox"/> | <input type="checkbox"/> |
| Project budget (including staged costing) – exclusive of GST | <input type="checkbox"/> | <input type="checkbox"/> |
| Two quotes and/or external cost estimates – exclusive of GST | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of other confirmed funding sources | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of support from other funding partners / information on any other project funding sources | <input type="checkbox"/> | <input type="checkbox"/> |
| Support and permission | | |
| Endorsement by peak sporting body or sport service provider (if appropriate) | <input type="checkbox"/> | <input type="checkbox"/> |
| Development/building approval (if required) | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of tenure | <input type="checkbox"/> | <input type="checkbox"/> |
| If tenured on council land email: commercial.leasing@frasercoast.qld.gov.au to obtain evidence of lease | <input type="checkbox"/> | <input type="checkbox"/> |
| Land owner permission | <input type="checkbox"/> | <input type="checkbox"/> |
| Support from other user groups | <input type="checkbox"/> | <input type="checkbox"/> |
| Joint use agreement or similar | <input type="checkbox"/> | <input type="checkbox"/> |

