

Council Policy 2.14

Policy Title	Sport and Recreation Grant Program Guidelines
Policy Category	Council Policy
Policy Number	2.14
Policy Owner	Manager, Parks and Recreation Services Branch
Status	Review Approved 07 July 2015
Endorsed by	Chief Executive Officer
Approved by	Council
Effective date	07 July 2015
Policy Version	3.00
Corporate Plan Strategic Actions	<p>1.2.2 Plan and provide facilities and programs that enable participation in sport and recreation.</p> <p>1.2.3 Establish partnerships with stakeholders to increase opportunity for participation in sport, recreation and community activity.</p> <p>5.2.1 Strengthen and promote a unique calendar of regional and local events.</p>
Due date for review	01 June 2018
Keywords	Sport, Recreation, Grant, Funding, Assistance, Support

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or contact Council's Coordinator Local Laws and Policy Development for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.***

Where there is a delegation identified in this policy, the reader will need to confirm if an alternative delegation exists in any Register of Delegation. To the extent that there is any conflict perceived between the delegation/s identified in this policy and of those contained in a Register of Delegation, then the delegation/s in the Register takes precedence. The Chief Executive Officer will, if necessary, be the sole arbiter in resolving any issues of conflict.

1.0 PROGRAM PHILOSOPHY

Council recognises the important contribution sport and recreation community organisations make in planning, developing and maintaining sport and recreation facilities and programs in their communities. Council has established a Sport and Recreation Grant Program to provide funding and/or in-kind assistance, to support community organisations to develop facilities and programs that are of benefit to the community.

Council offers a number of other grant schemes targeted to specific priorities and objectives:

PROGRAM	ADMINISTERING BRANCH
Community Support Grant	Community Development and Facilities
Cultural and Arts Support Grant	Library and Cultural Services
Environment Grant	Parks and Recreation Services
Event Support Grant	Tourism and Events
Sports Tourism Event Grant	Tourism and Events

These guidelines apply to the *Sport and Recreation Grant Program* only. Details of the other grants are available through Council's website www.toowoombaRC.qld.gov.au or by contacting Council's Customer Service Centre.

2.0 PROGRAM OBJECTIVES

The Sport and Recreation Grant Program seeks to achieve Council's objective of *"A safe, healthy and equitable community, enjoying a quality lifestyle"* by providing support to eligible community organisations for projects that aim to achieve one or more of the following:

- Upgrading facilities to meet standards, regulations and changing community needs and expectations.
- Promoting healthy and socially inclusive communities through investing in the development of accessible sport and recreation facilities.
- Increasing opportunities to groups with inequitable access to sport and recreation activities and infrastructure.
- Facilitating well-planned, infrastructure projects that meet community needs developed through collaborative approaches to increasing participation in sport and recreation activities.
- Encouraging sustainability in the design, development and management of sport and recreation facilities and spaces.

Preference will be given to applications that:

- are identified within the Toowoomba Regional Council Strategic Sport and Recreation Plan;
- demonstrate self-help, commitment and future sustainability;
- demonstrate collaboration and partnerships between community organisations;
- do not duplicate existing projects or activities

- embrace innovation and forward thinking;
- have activities conducted on Council owned and/or managed land.

Financial and/or In-kind assistance will be given in an equitable, accountable, transparent and sustainable manner that produces community benefits with regard to geographical equity while complying with regulatory and reporting requirements.

3.0 SUPPORT AND ASSISTANCE

Council may run workshops to provide information and assistance to applicants on a variety of Council grant programs prior to each funding round. Applicants may make appointments with relevant Council Officers to receive advice on the funding and application process, and identify additional or alternative grant opportunities.

Council Officers are available to discuss external funding options with sport and recreation organisations on a need by need basis.

Guidelines, application and acquittal forms are available from Council's website www.toowoombaRC.qld.gov.au, along with any updated grant information and priorities.

Interpreter services can be made available for people who have difficulty communicating in English, through the "Telephone Interpreter Service" (TIS).

4.0 TIMELINES

The opportunity to apply for grants will be available twice annually, and will be promoted in the media and on Councils' website, outlining the selection criteria, the availability of application forms and guidelines, and the closing date.

Advertising	Closing Date	Notification
February	March	April
July	August	September

Where possible consideration will be given to State Government funding timelines.

5.0 FUNDING AMOUNTS

Financial Assistance

Grant funds are limited in individual amounts and total funds available. Project proponents should liaise with Council's Sport and Recreation Development Officers to ascertain the size of the grant available.

Organisations may apply for a grant of up to 50% of the funding gap (total project cost less other grant sources) up to a maximum of \$150,000.

For projects greater than \$50,000, Council may consider a grant of up to 75% of the total project cost up to a maximum of \$150,000 where the project has been assessed as a high priority by the assessment panel and has been unsuccessful in two separate funding applications to the State Government Sport and Recreation Infrastructure Program and was assessed as high priority by that program.

Council may consider larger projects of regional significance (> \$600,000) separately on merits through Council's Capital Works Budget.

Council Officers can give advice and assistance in seeking other grant funding for larger projects, and an application can be made for seed funding for initial planning for larger projects.

In-kind support

Applications for in-kind Council support should provide details of the type of support sought and the date required. Please provide as much detail as possible.

Consideration will also be given to organisations seeking to use their own contribution of in-kind support such as volunteer labour and materials for construction. Both labour and materials **must be** substantiated and costed at current market rates.

Volunteer contributions will need to be itemised and must include information on the number of volunteers, the hours of contribution and rate of pay for the task being undertaken. All works must be undertaken by people with the appropriate skills and licences. A statutory declaration will be required to substantiate each contribution.

When completing the application form, the following information must be provided:

- details of the services or goods being provided;
- details of the volunteer(s) attributable costs (hours and unit rates) for these contributions; and
- details of the volunteer(s) involved including their relevant qualifications & / trade licences

In-kind support, including provision of equipment, labour or volunteers must be directly related to the project construction to be deemed eligible. Costs that are considered to be ongoing such as club operations, contingency allowances, escalation costs and grant administration costs are **ineligible** under this program and are **not** to be included as part of the overall contribution from the applicant.

Types of costs considered as eligible club contributions to a project include:

- labour costs
- demolition works
- geotechnical costs
- site preparation
- earthworks
- construction works
- development/building approvals
- relevant project professional fees
- plant hire
- fit-outs
- fixed structures

The following rates will be applied to volunteer labour contributions:

Project tasks	Cost per hour (GST exclusive)
Professional labour e.g. architects, engineers, surveyors, certifiers, project managers	Market rate up to \$160 per hour as per supplied quote/letter
Skilled labour e.g. bricklayer, carpenter, painter, plumber, electrician	Market rate up to \$80 per hour as per supplied quote/letter
Unskilled labour e.g. volunteer, labourer	Up to \$25

6.0 APPLYING FOR A GRANT

Applications are made by fully completing the *Community Grant Application Form and the Sport and Recreation Supplement Form*, giving details of the project and attaching information regarding:

- The need for the project and who will benefit, such as a Community Benefit Statement with reference to program objectives; any relevant feasibility studies or statistical analyses; results of a community survey; or a needs analysis;
- Identify how and why the support being requested will positively impact the local community;
- Planning undertaken, including a budget; cost estimates and/or quotes, and concept plans;
- Support for the project, including letters of support; partnership agreements or intentions;
- Confirmation of other funding; and evidence of the organisations' own contributions; and
- Evidence if support has been sought from other funding schemes.

6.1 Who can apply

Organisations can apply for a Sport and Recreation Grant if they:

- Are an eligible community organisation or are under the auspices of an eligible community organisation as defined in the Community Grants Policy;
- Operate or provide services within the Toowoomba Regional Council area;
- Have an Australian Business Number (ABN);
- Conduct their activity on land owned privately and/or by the State Government providing they submit written evidence of tenure with a term outlining a minimum of 10 years.

6.2 Who cannot apply

- Individuals
- For-profit companies, trusts and other organisations
- Government, semi-government organisations and statutory authorities
- Public and private educational institutions (primary, secondary and tertiary (including P. & C. and P&F Associations)
- Unions and student guilds
- Research foundations
- Professional associations
- An organisation that has been granted approval for support through a Toowoomba Regional Council program for the same project
- Organisations who have previously defaulted on the conditions of funding

6.3 Eligible Projects

A wide range of support will be considered on its merits and community benefit, **for the following**:

- New facilities and upgrades to facilities;
- Assistance towards feasibility studies, needs analysis or community consultation; and
- Assistance towards planning, professional and application fees in preparing grant applications for larger projects.

6.4 Ineligible Projects

Sport and Recreation Grants will not fund:

- Programs such as coaching, professional development, training or first aid
- Loan or other debt repayments
- Projects already started or completed
- Recurrent administration and running costs, such as:
 - Regular wages
 - Regular office expenses
 - Rent, mortgage repayments or land purchases
 - Equipment that has a short life or needs regular replacement
 - Rates, utilities, energy, insurance or regulatory expenses
- Projects with a commercial purpose
- Projects already funded by other Toowoomba Regional Council Grant programs
- Sport / Recreation Events¹
- Prize money, trophies, raffle prizes or fundraising
- Offset of fees and charges for Council facilities, equipment or services¹
- Assistance to enhance or improve an existing service or community facility¹

¹ *These projects may be eligible under an alternate grants scheme*

7.0 ASSESSMENT PROCESSING AND CRITERIA

Sport and Recreation Grant applications will be considered against the program philosophy, objectives, eligibility criteria and selection criteria.

Not all applications that meet the criteria may be successful, as grants are highly competitive and approval will depend on availability of funds, the number of applications, program priorities and geographical equity. Council may give a lower amount than requested, and may place terms and conditions on which items may be funded by the grant.

Selection Criteria

Applications must demonstrate:

- The organisation and project, activity or event is eligible;
- The organisation and project activity or event is viable;
- Genuine need and community benefit;
- How and why the support being requested will positively impact the local community;
- Evidence of planning, consultation, and support;
- Financial need, the organisation's contribution and support, and other funding sought (whether successful or not);
- Linkages to program objectives;
- Any regulatory requirements have been, or will be, met.

8.0 RECEIVING A GRANT/ACQUITTAL PROCESS

Successful grant recipient organisations will have to meet certain obligations:

- Enter into a Funding Agreement¹ with Council;
- Use the grant only for the nominated purpose for which it is given, unless written approval is given by Council for a variation;
- Obtain all appropriate permits, approvals, licenses, insurances and indemnities etc. relating to the project;
- Expend the funds within twelve months of being granted, unless written approval has been given by Council for an extension;
- Acknowledge Council's support as set out in the Funding Agreement;
- Acquit the grant on an Acquittal Form² as set out in the Funding Agreement, within six weeks of completion of the project.

Where the support requested is to match or augment other funding, an interim acknowledgement letter of support may be provided, to be confirmed when and if the other funding is approved.

Council reserves the right to request an audit of grant expenditure and to demand repayment of any funds granted, and/or refuse consideration of further support, if the conditions set out in the Funding Agreement are not met. Any unused funds must be returned to Council.

¹ DM #5295550

² DM #3781566

9.0 LODGING YOUR APPLICATION

Grants are to be lodged by the advertised closing date.

<p>LODGEMENT OF APPLICATION</p> <p>Late applications may not be considered.</p> <p>Applications must be postmarked before 5.00 pm on the closing date advertised.</p> <p>Faxed or emailed applications must be followed up with a hard copy of the cover and signature pages.</p>	<p>Post to:</p> <p>Deliver to:</p> <p>Fax to:</p> <p>Email to:</p>	<p>Toowoomba Regional Council Community Grants Scheme PO Box 3021 Toowoomba Village Fair Qld 4350</p> <p>Any Toowoomba Regional Council Service Centre by close of business on the closing date</p> <p>4631 9292</p> <p>info@toowoombaRC.qld.gov.au</p>
--	--	--

10.0 FREQUENTLY ASKED QUESTIONS

Q. What is the definition of sport?

A. *Sport* is a human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

Q. What is the definition of recreation?

A. (*Active*) recreation activities are those engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity. For the purpose of this program, any reference to 'recreation' is defined as 'active recreation'.

Q. Can we get help in developing our project and completing the application?

A. Yes, you can attend one of the regular Community Grant workshops that are advertised, and/or make an appointment to see one of Council's Sport and Recreation Development Officers.

Q. Can I type direct into an electronic Word version of the application form?

A. Yes, the application form is available in both word and PDF versions from Councils website www.toowoombaRC.qld.gov.au

Q. What if our organisation doesn't have an ABN?

A. You can still apply, but you will need to provide us with a copy of the group/organisation's Certificate of Incorporation together with a Statement by a Supplier form from the Australian Tax Office. The Statement by a Supplier form is available online at www.ato.gov.au/content/downloads/nat3346.pdf.

Q. What if our organisation is not registered for GST?

A. You can still apply if your organisation is not required to be registered for GST, but GST will not apply to any grant allocated.

Q. What if our organisation is not incorporated?

A. You can still apply, but the application must be under the auspices of an eligible organisation who will take full responsibility for the grant. Council staff may be able to assist in finding sponsors for applications with clear community benefits, or assist in getting your group incorporated.

Q. Does my project need to benefit all residents of the Toowoomba Region?

A. No. As long as there is a service/project/event being delivered in the Toowoomba Regional Council Local Government area and there is benefit to communities within the Toowoomba region.

Q. Can I get funding for more than one year?

A. No. You will need to apply for funding every year, and there is no guarantee of repeat funding.

Q. Can a school apply?

A. No. Public and private educational institutions (primary, secondary and tertiary including Parents & Citizens and Parents & Friends Associations) are not eligible for funding consideration.

Q. Can Council grants funds be used to 'top-up' other grant funds?

A. Yes. Council funds can be added to other funds to make a better project, or can be used as seed funding at the 'front-end' to develop project plans and fund application fees etc. This is a high priority for Sport and Recreation grants.

Q. Can we submit an application electronically or by fax?

A. Yes, as long as it is received by the due date, and the original of the cover and signature sheet is posted.

Q. If my application is unsuccessful, can I apply for the same thing next round?

A. Yes. However it is advised that you seek feedback as to why your application was unsuccessful in the first instance. It would also be very beneficial to attend one of the public community grant workshops, as this will enhance your chance of a successful application.

11.0 RELATED POLICIES

3.20 Community Grants Policy (Ref DM#5953780v1)

12.0 RELATED FORMS AND DOCUMENTS

Community Grants Application Form	(Ref DM#3775301)
Community Grants Funding Agreement	(Ref DM#5295550)
Community Grants Acquittal Form	(Ref DM#3781566)
Sport & Recreation Grants – Supplement Form	(Ref DM#4926981)

13.0 REVISION HISTORY

Policy Version	Approval Date	DM Reference
1.00	20 April 2011	3865901v2
2.00	10 December 2013	5718632v2
2.01	17 June 2014	5718632v2A
3.00	07 July 2015	6432289v2

14.0 CONTACT OFFICER

Position: Manager, Parks and Recreation Services

Branch: Parks and Recreation Services