



SPORT & RECREATION GRANTS

Sport & Recreation Clubs Grant (SRCG)
Guidelines for Applicants

2016

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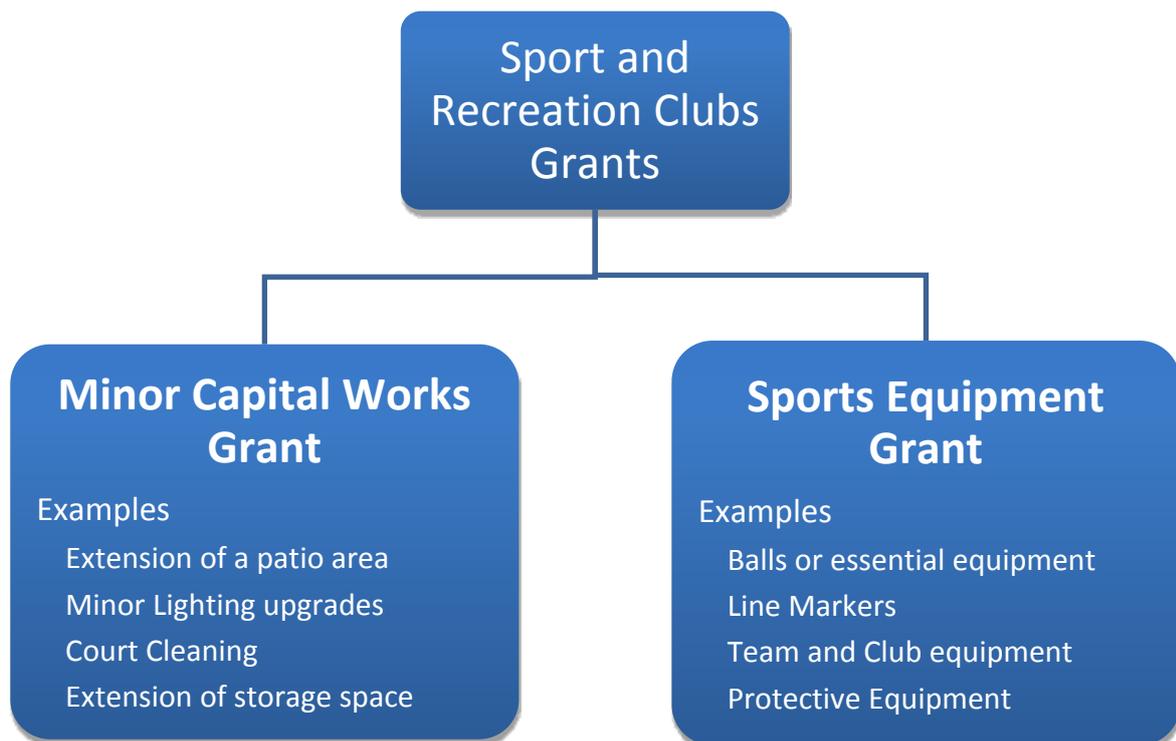
INTRODUCTION

Sport and Recreation plays an important role in keeping our local community vibrant and active. The City of Cockburn is proud to have a number local sporting clubs that provide a variety of sporting opportunities to the wider community.

To assist our local clubs, the Sport and Recreation Clubs Grant has been developed by Council to further reflect our commitment to support local sporting clubs by contributing to minor capital works projects and the purchase of essential sports equipment.

The Minor Capital Works Grant (MCWG) aims to support sporting clubs to undertake the timely development and minor upgrading of infrastructure located on Council owned property. The maximum grant available through the MCWG is **\$4,000** per project however; Council's contribution towards minor capital works projects will not exceed 50% of the total project cost.

The key focus of the Sports Equipment Grant (SEG) is to aid in upgrading sporting equipment with the aim to increase community participation in sport and recreation. The maximum grant available through the SEG is **\$1,000** per year with Council's contribution not to exceed 50% of the total cost.



GENERAL CONDITIONS

Funds will be administered in accordance with the following conditions of grant which will need to be acknowledged and accepted by successful applicants.

The successful applicant agrees to:

1. Use the funding for the purpose for which it was given, unless otherwise agreed in writing with the City of Cockburn.
2. Acknowledge the funding support from the City of Cockburn as follows:
 - Mention the "City of Cockburn" as a sponsor of the project in any correspondence with the media. e.g. media releases or newspaper articles
 - Mention "City of Cockburn" as a sponsor of the project in promotional material.
3. Return any unexpended funds to the City of Cockburn within one month of project's completion.
4. Complete the funded project within twelve months (MCWG) and one month (SEG) from the date grant is awarded.
5. Acknowledge the City's right to terminate the funding the organisation fail to adhere to any of the conditions as set out in this agreement.
6. Provide an acquittal report (including receipts for all items of expenditure) to the City of Cockburn, within one month of the project completion, detailing how the funding was expended. ***The City of Cockburn shall reserve the right to undertake random audits or seek audited financial statements of specific project expenditure.***
7. The successful applicant agrees to take out and maintain a current public liability insurance policy to the value of \$10 million for the duration of the project.
8. No retrospective funding.

INFORMATION ON THE GOODS AND SERVICES TAX

Organisations that have an Australian Business Number (ABN) and are registered for the GST: will be liable to pay GST on any financial assistance received from the City of Cockburn, to the Australian Taxation Office (ATO). In this case, the Council will provide a "cashed-up" amount, i.e. it will include an additional 10% for the GST. For example, if an organisation applies for financial assistance of \$1,000 and Council approves it, they will receive \$1,100.

Organisations that have an Australian Business Number (ABN) and are **not** registered for the GST: will **not** be liable to pay GST on any financial assistance received from the City of Cockburn, to the Australian Taxation Office (ATO). In this case the Council will **not** "cash-up" the financial assistance amount.

Organisations that do **not** have an Australian Business Number (ABN) and are **not** registered for the GST: will **not** be liable to pay GST on any financial assistance received from the City of Cockburn, if they can provide proof that their organisation is not required to have an ABN (please complete the "Statement by a Supplier" form which is available from the Australian Taxation Office). If this is not provided, the organisation may have 48.5% of their financial assistance payment withheld by the City of Cockburn, which is then payable to the Australian Taxation Office.

CATEGORY 1 - MINOR CAPITAL WORKS GRANT

The City of Cockburn owns a range of facilities throughout the municipality that are utilised and managed by local sporting clubs who play an important role in keeping our local community active.

The Minor Capital Works Grant (MCWG) reflects Council's commitment to support local sporting clubs by contributing to minor capital works projects carried out on Council owned property.

The purpose of providing funding for Sporting & Recreational Grants is to support sporting clubs to undertake the timely development and upgrading of infrastructure and aid in upgrading sporting equipment with the aim to increase community participation in sport and recreation.

WHO IS ELIGIBLE

The Grants will only be open to incorporated sporting clubs, that are based or operating within the City of Cockburn under a lease or seasonal licence on Council owned property and, are servicing a significant number of local residents.

LEVEL OF FUNDING

The maximum grant available through the MCWG is **\$4,000** per project however; Council's contribution towards minor capital works projects will not exceed 50% of the total project cost.

It is important to note that contributions of voluntary labour and donated materials (in-kind contributions) can be recognised as a component of the applicant's contribution towards projects in this category. Contributions of voluntary labour and donated materials are discussed later in this guide.

PROJECT EXAMPLES

- Extension of a patio area;
- Extension or construction of storage space;
- Minor Lighting upgrades;
- Baseball or Cricket Nets;
- Court Cleaning .

VOLUNTARY LABOUR & DONATED MATERIALS (IN KIND CONTRIBUTIONS)

For categories in which voluntary labour or donated materials will be considered as components of the applicant's contribution, the combined value of voluntary labour and donated materials may not exceed 50% of the applicant's contribution towards the project.

Voluntary labour may be calculated at a rate of \$20 per hour for unskilled labour, \$35 per hour for qualified tradesmen, and \$50 per hour for professional services (e.g. structural engineer, architect etc.)

Successful applicants will be required to record voluntary hours worked on a particular project on a form provided by the City for inclusion with grant acquittal information.

The value of donated materials will be calculated as the difference between the normal retail value of the materials and the cost at which the organisation is able to secure the product or service. For example, if the organisation was planning to undertake extensions to a patio with the normal retail cost of steel associated with the project being \$1,000 and they had a sponsor that was willing to provide the steel at a cost price of \$500, then the difference between the retail price and the price at which the goods were secured (in this case \$500) will be recognised as a contribution in donated materials.

ASSESSMENT OF APPLICATIONS

All applications for funding will be assessed against the following criteria:

- Project Justification:* Has the applicant provided sound justification of the need for the project?
- Community Benefit:* Who and how many people will benefit from the project?
- Planned approach:* Is the project the result of some form of planning undertaken by the applicant? Have the relevant approvals been granted
- Management Planning:* Has the applicant described how it is intended that the project will be managed and do they have the capacity to deliver what they say they will provide?
- Financial viability:* Is your club financially viable and growing?
- Ongoing Costs* Will there be ongoing costs and as a result who will meet these costs?
- Coordination:* Has the applicant consulted or gained support with other clubs and that may be affected by the proposed project?

In addition to assessing applications against these criteria, projects will also be given a rating against the following statements:

Rating	Criterion
A	Well planned and supported by the City.
B	Well planned and needed by the applicant.
C	Supported by the City, more planning required.
D	Needed by the applicant, more planning required.
E	Not recommended.

Assessments will be undertaken by Delegated Officers and presented to a Delegated Committee for consideration. Assessments and the Committee’s allocation of funding will be final and there will be no grounds for appeal or dispute.

APPLICATION PROCESS AND TIMELINE

Applications are open all year round. All applications will be viewed and assessed by a committee, who will discuss applications and allocate funding.

Successful/unsuccessful applicants will be notified. The process will take approximately two months from time of application until the allocation of funds.

HOW TO APPLY

Prospective applicants should contact the Recreation Services Team to assist in determining whether the project for which they are seeking support is eligible for funding.

The Recreation Services Team may suggest that a prospective applicant liaises with other Council Officers in the preparation of their application. For Example, for works that involve extensions to a City facility, the applicant will be required to liaise with the City's Building Coordinator.

An application form can be downloaded from the City's website www.cockburn.wa.gov.au or by contacting Recreation Services on 9411 3676 or by emailing recreation@cockburn.wa.gov.au

PAYMENTS

Successful applicants for the MCWG will receive the full funding amount on the commencement date of the project, nominated on the application form.

All funds are to be expended within 12 months from the commencement date with unspent funds returned to the City along with the Acquittal report. Failure to acquit funds will result in no further funding in the future. For funding to be approved Clubs must have no outstanding monies owing to the Council.

CATEGORY 2 - SPORTS EQUIPMENT GRANT

The Sports Equipment Grant has been developed to provide financial assistance to clubs to purchase new or replace essential sports equipment. Clubs spend hundreds of dollars each year maintaining and replacing the essential items to conduct their sports, which ultimately provides better opportunities to attract and retain participation for sport.

WHO IS ELIGIBLE

The Grants will only be open to incorporated and not for profit sporting clubs, that are based or operating within the City of Cockburn and are servicing a significant number of local residents. School and playgroups are not eligible for this grant.

LEVEL OF FUNDING

The maximum grant available through the SEG Grant is **\$1,000** in any one year period however; Council's contribution towards the purchase of equipment will not exceed 50% of the total cost.

FUNDING EXAMPLES

- Footballs, soccer balls, cricket and athletics equipment for team usage
- Team and club equipment
- Line markers
- Transferable officiating items such as whistles & umpire uniform

CONDITIONS

- No additional funding will be provided over the approved application.
- Grants will not exceed 50% of the total project cost.
- Additional information must be attached to the application form i.e. Quote or itemised invoice & reasons for needing the equipment
- Funds are required to be used for "club owned" equipment for a team purpose
- Funds are not to be used for equipment for an individual purpose i.e. Boots, mouthguards
- No retrospective funding will be provided for goods already purchased

HOW TO APPLY- APPLICATION PROCESS & TIMELINE

Applications are open all year round. All applications will be viewed and assessed by a committee, who will discuss applications and allocate funding. Successful/unsuccessful applicants will be notified.

Prospective applicants should contact the Recreation Services Team to assist in determining whether the purchases they are seeking support for is eligible for funding.

An application form can be downloaded from the City's website www.cockburn.wa.gov.au or by contacting Recreation Services on 9411 3676 or by emailing recreation@cockburn.wa.gov.au

Applicants must provide quotes in their application & successful applicants will receive the full funding amount via electronic transfer to the nominated bank account provided on the application form.

All funds are to be expended within one (1) month from the approval date with unspent funds returned to the City along with the Acquittal report. For funding to be approved Clubs must have no outstanding monies owing to the Council.