



Sports and Recreation  
Infrastructure Grants Program  
Guidelines 2018/19



northern  
beaches  
council

## Overview and objectives

Council's 2018/19 Sport and Recreation Infrastructure Grants Program aims to improve the Northern Beaches' sport and recreation facilities and is seeking projects that address one or more of the program objectives,

**Which are to:**

- Increase opportunities for participation in sport, recreation and active play
- Improve the viability of sport and recreation groups
- Improve safety
- Develop more accessible and family-friendly facilities.

## Funding amount

The 2018/19 Sport and Recreation Infrastructure Grants Program has \$100,000 available for new or upgraded infrastructure projects.

**Minimum funding request:**

\$10,000

**Maximum funding request:**

\$50,000

## Eligibility

**Your organisation:**

- Must be incorporated and not-for-profit
- Must be up-to-date with any grant reporting and/or acquittals from any previous Council grant program
- Cannot receive funding for the same component/project that has previously been funded through a Council grant program.

Eligible organisations can make a joint submission and this is encouraged. However, one organisation will need to be the lead applicant. The lead applicant will take responsibility for the project's reporting and acquittal requirements.

While a partnership may also exist between an eligible and non-eligible organisation, the main applicant **MUST** be the eligible not-for-profit body.

## Projects

### Your project must be for:

- new infrastructure or the upgrade of existing infrastructure on a Council owned or managed facility.

In relation to this grant program, infrastructure refers to capital works on a facility such as constructing or upgrading a clubhouse. This definition also extends to capital equipment items that can be removed but will become part of the facility such as tennis court nets or shade structures.

Equipment such as team uniforms, balls, etc, are not eligible under this grant program. Requests for funding to cover the costs of planning and/or Development Application fees are not eligible under this program.

## Assessment

Successful applications will be those which best address the assessment criteria.

### Assessment criteria:

1. Level to which the project addresses program objective/s
2. Level to which the project;
  - a) Addresses the principals, priorities and/or actions of the Sportsground Strategy and/or Strategic Directions Analysis where the project is related to a sportsground; OR
  - b) Demonstrates a community need and wider community support
3. Organisation capacity and project readiness
4. Value for money

Assessment criteria 1 and 2 will receive double weighting. Criteria 3 and 4 will have single weighting.

### Sportsgrounds Strategy (2017)

The Sportsgrounds Strategy is based on and adopts in principle the recommendations of the final Sportsgrounds Strategic Directions Analysis report and will inform Council's capital works program, potential projects for external funding and long term management and planning for sportsgrounds and associated facilities. Applicants should review these documents and identify how the project will contribute to the implementation of the Strategy. Both the **Sportsground Strategy** and the **Strategic Directions Analysis Report** can be found on Councils website.

## Disability Inclusion Action Plan

Council is committed to removing barriers so people with a disability can actively participate in community life and is implementing the **Disability Inclusion Action Plan (DIAP)** and, where relevant, your project should reflect the priorities and actions contained therein. At a minimum your application should demonstrate how your project will enable people with disability to be involved in your sport either as a spectator or participant. A copy of the DIAP is linked above, and can also be found on Council's website.

The DIAP is about a commitment to making the Northern Beaches accessible and inclusive and a good place for people with disability to live, work, relax and have fun.

## Budget and quotes

You will need to provide quotes to substantiate the funding amount requested. Three quotes are required for goods or services with an individual value of \$5,000 or more. Quotes should align with and substantiate information provided in the project budget.

The project budget should be presented by major line items and in enough detail for assessors to consider it within the competitive assessment process.

You must identify any GST component separately.

In-kind contributions (e.g. voluntary labour and donated materials) are allowed as part of the not-for-profit organisation's contribution to the cost of a project. Voluntary labour and donated materials including estimated value should be provided in the project budget. Volunteer labour value is calculated at \$25 per hour.

While funding is not necessarily dependent on your organisation also contributing financially to the project, favourable consideration will be given to projects with contributions from your own organisation or from other sources.

Not all applications will be successful in receiving funding. Your application may be successful in receiving a letter of offer for partial funding. You will need to identify within the application if you would accept a smaller funding allocation if the assessment panel recommends it. You should also clearly identify components of the works and their relative costs within the application.

## GST

Successful applicants who are registered for GST will be awarded a grant amount exclusive of GST expenses but you will submit a tax invoice that has the GST component (10%) added for a total of grant amount plus GST.

Successful applicants who are not registered for GST will be paid a grant that is inclusive of the GST. However, the invoice you submit to Council will not show a separate GST component. Non-GST registered applicants must include GST in cost estimates as it forms part of the total expense.

All applicants must enter GST separately into the relevant column within the budget tables.

## Approvals

As your project is for work which will be carried out on Council owned or managed land or buildings, you must seek and receive owner's consent signed by the relevant Executive Manager, prior to submitting your application. For work on buildings, consent from the Property Executive Manager, and for work on 'ground', consent from the Executive Manager of Parks & Recreation. Please speak to the relevant contact people, identified under Contacts, within these guidelines.

While it is not necessary to have an approved Development Application prior to submission, you must demonstrate there is at least in-principle support for the project and consent from Council's Property Team.

## Insurance

Organisations applying for funding are required to be covered by a minimum Public Liability Insurance of \$20 million where capital works are being undertaken. It is the responsibility of the applicant to ensure that the organisation has appropriate insurance coverage in place for the project and its day-to-day operations.

## How do I apply?

Applications can only be made online using the application form within **Smartygrants** ([northernbeaches.smartygrants.com.au/sportandrecreation18\\_19](http://northernbeaches.smartygrants.com.au/sportandrecreation18_19))

Your organisation can submit more than one application. The closing date is Thursday 2 August 2018 at 11am. Late applications will not be accepted.

Please note:

- Your application must be accurate and complete upon submission. If all required information is not provided you may be deemed ineligible, or risk a poor assessment score.
- Once submitted, you are unable to edit the application. You should plan to submit the form a day early to allow time for last-minute errors and uploading of attachments.
- Submission of an application does not guarantee funding and the cost of preparing an application is to be covered by the applicant.
- You will receive a confirmation email from Smartygrants with a copy of your application when you submit the form.

## Information session & Grant writing seminar

Two information sessions on this grant program will be held

**Monday 2 July, 10am – 12pm**  
Dee Why Council Chambers

**Monday 2 July, 6 – 8pm**  
Dee Why Council Chambers

These sessions will also provide you with an opportunity to ask questions.

Two general grant writing seminars will be held:

**Thursday 5 July, 10am – 12pm**  
Dee Why Council Chambers

**Thursday 5 July, 6 – 8pm**  
Manly Town Hall

All evening sessions will cover the same content as morning sessions.

## Timelines

You should ensure your organisation is capable of implementing, reporting on and completing your project within the timelines outlined below.

### Application

The grant round will open at 9am, Thursday 28 June and close 11am, Thursday 2 August 2018. Late applications or attachments will not be accepted.

### Notification

We anticipate that a report with projects recommended for funding will go to a Council Meeting in September 2018. All applicants will be notified of the outcome of their application in writing.

### Invoicing and funding agreement

If you are successful in receiving grant funding you will be required to enter into a funding agreement with Council and submit a valid tax invoice for 50 per cent of the grant amount when you return your signed funding agreement. The remaining 50 per cent will be paid upon completion of the project, following submission of the final report, a site inspection and sign off by a Northern Beaches Council staff member.

### Project implementation

Your project should be implemented between October 2018 and 30 May 2019. All funds awarded under the Sports and Recreation Infrastructure Grant Program must be spent by 30 June 2019 and payment of the second instalment will not be made until the project is completed to Council's satisfaction.

### Reporting

All grant recipients are required to provide two progress reports on their project by 15 December 2018 and 1 March 2019, and a final acquittal by 30 June 2019.

As a condition of funding you will be required to submit:

- progress reports, a final report and a grant acquittal statement (templates will be provided by Council)
- evidence of project activities i.e. photos, statements by contractors, invoices and receipts.

Your project must be completed by 30 May 2019 in order to allow time for an inspection of the works by Northern Beaches Council staff and subsequent payment of the final 50 per cent by 30 June 2019.

## Contacts

To discuss your project and/or request consent from the Parks & Recreation team, please phone Allison Cooper on 9970 1399 or Damian Ham on 9942 2543 from the Open Space & Recreation team. To request consent from the Property Executive Manager, please contact Eliza Halsey on 9942 2570.

Council **will** respond to requests for information that seek clarification of issues to allow them to better understand the application form and application guidelines prior to the closing date.

If you require assistance with the application form or accessing a computer, please phone the Grants Support Officer, Tessa Mullen, on 9970 1170.

Please note that Council **will not** accept or respond to any applicant's requests for information or correspondence about the status or progress of their application during the assessment phase. At the end of the selection process, Council will write to all applicants notifying them of the outcome of the application.

## Privacy and personal information

Northern Beaches Council has certain obligations in relation to the personal information that it collects from an individual. Personal information collected by Council is held and used by Council as permitted by the *Privacy and Personal Information Protection Act 1998 (PPIPA)*.

When you lodge a community grant application including the Sport and Recreation Infrastructure Grant Program, Council will collect your personal information under PPIPA guidelines. Personal information collected by Council will include your name, contact details and other personal information included in the grant application. The agency collecting the information, and which will hold the information, is Northern Beaches Council of 725 Pittwater Rd, Dee Why NSW 2099.

The information being collected will be used for Council's purposes, including for the grants program and any other funding applications you may have with Council. Recipients of the personal information will be officers within Council, data service providers engaged on occasion by Council and any other agents of Council. The supply of information by you is voluntary; no law requires you to provide any personal information to Council. If you cannot, or do not wish to provide the information sought, Council may be unable to process your application.

Under PPIPA, you have the right to access your personal information held by Council, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is inaccurate).

Should you wish to access or correct your personal information, please make a written request to Council by either emailing us at [council@northernbeaches.nsw.gov.au](mailto:council@northernbeaches.nsw.gov.au) or writing to us at Northern Beaches Council, 725 Pittwater Road, Dee Why NSW 2099.



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