

Application Guidelines and Criteria for Sports Committee Funding

Clarence Valley Council makes an annual allocation to the Sports Committees. The representative sporting groups on the Sports Committee distribute the funds to sporting groups for approved projects. The sports represented and eligible for funding under this program include grass field and non-grass field sports as identified under the adopted Constitution.

Applications for funding will be considered in two rounds. Should funds remain unused after round one, notification will be given regarding the availability of funds for round two applications. Any funding not allocated following round two shall be returned to Council's Sportsground Income Reserve Account (RA11035). Applicants are required to consult on their proposals through their sports representative and consult with the Open Spaces Team.

Applications, after assessment by Council Officers will be reported to and considered at the next available Sports Committee meeting.

Recommendations will then be made by the Sports Committee to Clarence Valley Council for a resolution at the next available Ordinary meeting of Council.

1. ELIGIBLE ORGANISATIONS

Applicants must be a sports group or organisation, grass field or non-grass field, and must be represented by a delegate on the Sports Committee.

Each sport or organisation's delegate or alternate must attend 50% of the Sports Committee meetings in the previous financial year (ie not the current financial year) to be eligible for funding.

2. INELIGIBLE PROJECTS

Assistance will not be approved

- For projects which fund ongoing operational or administration expenses such as insurance, utility expenses (electricity, lights, etc), ground hire fees and rent/lease fees.
- For a project that generates financial profit for commercial companies and/or individuals.
- For a project where the aim is to raise funds for other organisations.
- For funding submissions received after the closing date. These submissions **will not be considered for the current round**, but can be considered for future rounds (or financial years), if funds remain unused.

3. FUNDING GUIDELINES

Applicants should note that:

- a) Funded projects will at all times remain the property of Clarence Valley Council, and if needed can be used by other sports or organisations within the Clarence Valley, if deemed appropriate or of benefit to that sport or organisation or the general community.
- b) The funding amount made available to the Sports Committee will be considered for sporting projects for allocation in the following financial year and will be divided as follows:
 - i. 10% of the total funds will be held for miscellaneous or emergency funding, to be considered for allocation in the following financial year
 - ii. 90% of the balance of funds will be accessible to grass field and non-grass field sports
- c) Funding for projects will not be funded retrospectively, i.e. funding must be approved before commencing the project.
- d) In the majority of cases, the project must be completed within the financial year in which the funding is granted. Approval must be given to carry over any project funding into the next financial year. No guarantees are given that funding will be carried forward if projects have not commenced.
- e) No application will be guaranteed funding support, nor can any applicant be guaranteed funding to the full amount requested.
- f) Applicants are required to discuss projects with a Council officer before submitting their application.

4. ACCOUNTABILITY

Successful applicants are required to comply with the following requirements

- Funds must be used for the purpose for which they were granted. Any variations in the use of funds must be approved in advance by Council and confirmed in writing.
- Proof of appropriate and full expenditure of the project should be available to Council if required during, but definitely at the completion, of the project.

5. UNAUTHORISED COMMUNICATION

Groups and organisations submitting an application are required to direct all communications through the Council contact person named in the application documentation, unless advised otherwise. Council staff are pleased to assist sports groups with any questions you may have in relation to the application process.

Please contact the Open Spaces and Facilities section on 6643 0200 if you require assistance with completing your application or if you need to clarify any aspect of the application or assessment process.

6. ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

a) Attendance

The organisation's representative/s must have attended 50% of the sports committee meetings in the previous financial year to be eligible for funding.

b) Safety and Risk

Notation of any risks or barriers that this project eliminates or minimises must be included in the application to support your project, i.e. how will this improve or mitigate a current risk at the facility/ground, e.g. security shutters to prevent vandalism, replacement goal posts to current Australian Standards and follow WHS guidelines.

c) 1:1 Funding

- Funding is on a dollar for dollar (1:1) basis only. The sport or organisation can have their contribution made up of either cash, in-kind or a volunteer labour contribution, an estimate of which must be included in the application. The contribution amount shall consist of a minimum of 30% cash. Council will not directly reimburse groups on invoices for in-kind or lists for volunteer labour only.
- Where funds are insufficient to cover all applications, and an organisation has submitted more than a single application, the projects will be prioritised and the highest priority project will be considered.

d) Capital Works

The project must be for capital works only. Examples include: player benches, a club house extension, toilet renovation, improve access to sporting grounds or facilities, fencing, lighting projects, field and drainage improvements, storage shed.

e) Increasing Participation

Projects that increase participation will have a strong focus.

f) Allocations in Previous Year

Groups that did not receive funding in the previous 12 months will have a higher priority when considering projects for recommendation.

g) Multiple Outcomes

Projects which provide facilities/improvements that will positively impact more than one group or sport will have a higher priority when considering projects for recommendation.

h) Alignment with Councils Strategic Planning

Applications that align with Councils Strategic Planning documents (Clarence Valley Open Space Strategic Plan; Clarence Valley Sports Facilities Plan; Clarence Valley Council's Disability Action Plan etc) will have a higher priority when considering projects for recommendation.

i) Joint Funding

Applications that demonstrate the provision of, or application for, joint funding from other Organisations, and/or Offices of Government (Federal, State, Other) will have a higher priority when considering projects for recommendation.

7. LODGEMENT OF THE APPLICATION

Applications are to be submitted via Smarty Grants, with the link available via Clarence Valley Council's webpage. No paper applications will be accepted.

All applicable sections of the electronic application form must be completed, and supporting documentation included as required. The application form will not be accepted if mandatory sections are incomplete.