



# Sport and Recreation Infrastructure Grants Program

Guidelines 2020/21



northern  
beaches  
council

### Overview and objectives

Council's 2020/21 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;

- 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 2020/21 Sport and Recreation Infrastructure Grants Program has \$100,000 available for 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 enter into a funding agreement and 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.

Examples of previous successful projects can be found on the Sport and Recreation Infrastructure Grant program webpage [here](#).

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 principles, 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

3. Organisation's 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.

In an attempt to spread funding across the northern beaches, consideration will also be given to the geographical spread of projects and previous success in prior years funding.



### Sportsground Strategy (2017)

If the project is on a sportsground applicants should review the documents and identify how the project will contribute to the implementation of the Strategy. The Sportsground Strategy\* can be found [here](#) and the Strategic Directions Analysis Report\* can be found [here](#).

### Disability Inclusion Action Plan (2017)

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. Your application could 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.

### Supporting documentation

#### Budget and quotes

You will need to provide quotes to substantiate the funding amount requested and overall cost of the project. Relevant quotes are required for goods or services with an individual value of \$2,500 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.

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 and 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.

### Photos and letters of support

Photos are a great way to show the extent of the problem that you are trying to address in your grant application. You should upload images that provide visual context and close ups where appropriate.

Letters of support demonstrate broader support from the community and other user groups and are evidence of community need, support and/or partnerships in this project.

### GST

All applicants must enter the income and expenditure figures exclusive of GST. All grants awarded will be exclusive of GST however, successful applicants who are registered for GST will submit a tax invoice that has the GST component (10%) added.

Successful applicants who are not registered for GST will be paid a grant that is exclusive of the GST and any GST costs incurred for this project will be a cost to the applicant. You can include this as part of your organizations financial contribution to the project.

### 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 Council team, prior to submitting your application.

For work on a park or sportsground you will require owners consent from the Parks & Recreation team. Please contact *Mark Wilson* (Recreation Project Officer) on 0468 554 796. For work on buildings you will require consent from the Property Team. Please contact *Donald Gibson* (Manager, Building Assets - Planning, Design and Delivery) on 8495 6403 or [donald.gibson@northernbeaches.nsw.gov.au](mailto:donald.gibson@northernbeaches.nsw.gov.au).

You should allow at least one week from submitting your request for owners consent to receive a response. Note the provision of owners consent does not guarantee you will be successful in your grant request.

If your proposed works require a Development Application, this should already be approved or have been submitted prior to submitting your grant application. Evidence of approval or DA submission should be uploaded to your grant application.

### 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 [here](#).

Your organisation can submit more than one application however it is unlikely that you would be successful with both. Open on Wednesday 3 September and close at 5pm Monday 12 October. 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.



### Grant writing seminar

Councils Grants Coordinator has delivered a live Grant Writing webinar for our community to improve their skills and understanding of grants to increase their chances of securing a grant for their projects and programs. The session is general in nature and is not specific to any particular grant program. A recording has been linked to Councils grants webpage and can be accessed [here](#).



### 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, Wednesday 3 September and close 5pm, Monday 12 October. 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 by December 2020. 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 must receive consent to undertake work from the relevant council team before initiating the project.

The recipient can apply to receive 50% of the funding amount at the beginning of the project to assist in initiating works. Request will be subject to meeting Council requirements.

A final payment will be made once work is completed and the relevant Council team gives final sign off.

### Project implementation

Your project should be implemented between December 2020 and May 2021.

Your project must be completed by Monday 31 May 2021 in order to allow time for an inspection of the works by Northern Beaches Council and grant funding to be acquitted. The final grant payment (50%) must occur prior to 31 May 2021.

### Reporting

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).

All reports will require evidence of project activities i.e. photos, statements by contractors, invoices and receipts.



### Contacts

To discuss your project, seek assistance or clarification with the application form or program guidelines, please contact Mark Willson, Recreation Project Officer on 0468 554 796 or [mark.wilson@northernbeaches.nsw.gov.au](mailto:mark.wilson@northernbeaches.nsw.gov.au).

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.

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 their 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.