

## **SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM**

### **2019/2020 GUIDELINES**

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The aim of the City of Mount Gambier Sport and Recreation Major Capital Works Program is to foster and assist in the development and/or capital renewal of Sport and Recreation infrastructure, within the City.

For the 2019/2020 year, Council will again make available significant funds for allocation to eligible Sport and Recreation groups and organisations.

Applications for funding under the Sport and Recreation Major Capital Works Program, as a general rule, should be for projects with a minimum total project cost of \$10,000. An allocation of \$70,000 has been made in Council's 2019/2020 budget for distribution in this annual program.

As a general rule, preference will be given to applications which can demonstrate a high incidence of self help as evidenced by matching funds or significant in kind contributions by the organisation, towards the project evidenced by bank statements or written commitment from funding partner/s.

The applicant's contributions for this purpose may include cash from the organisation's own resources, grants or funds from sponsors or other sources or in kind support in the form of labour or services. If the applicant's contribution includes a grant from another source, the applicant must provide evidence that the grant has been awarded or confirmed with an application under this program.

The Applicants 'Self Help' contribution, as defined, must equate to a minimum contribution of at least 25% of the total project costs.

The following guidelines are provided to assist in the preparation of applications.

#### **What Types of Projects are eligible for Program Funding?**

The types of projects which would be considered appropriate for Sport and Recreation Major Capital Works Program funding include:

- Capital renewal of existing asset infrastructure e.g. replace lighting, pitches, upgrade courts, capital repair of buildings, grounds etc.
- Capital upgrades to enhance existing asset infrastructure e.g. building extensions, rebuild structures, upgrade lighting, additional new facilities etc.
- New capital assets - to build/develop assets not previously provided e.g. new clubrooms, toilets, lighting, change rooms etc.
- Projects which are aimed at increasing the community usage of specific sport or recreation facilities.

In respect of projects involving buildings or infrastructure, preference will be given to applications which aim to renovate, overhaul or repair existing buildings or facilities, rather than the construction of new or additional facilities.

#### **What is not eligible for Program Funding?**

Grants will not be awarded to fund:

- Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc), the purchase of land or the repayment of financial loans.

- Projects which have already been commenced or completed prior to grants being awarded.
- Projects submitted by individuals.

### **Who can apply for Grant Funding?**

In recognition of Council's support of the Office of Recreation and Sport Starclub Program to be eligible grant applicants must:

- Be an existing Starclub Member - minimum 4\* with commitment to achieving 5\* rating as pre-condition for release of funds, or
- Be a new Starclub Member - registered prior to closing date for applications with commitment to achieving 2\* rating as a pre-condition for release of funds.
- Any Sport or Recreation organisation, which is based in the City of Mount Gambier area and who's activities are predominantly conducted within the City of Mount Gambier.
- Applicants **must** have a current Australian Business Number (**ABN**) issued by the Australian Taxation Office (ATO). Applications will not be considered unless the applicant has an ABN at the time of submitting the grant application.

Any individual or organisation can apply for an ABN very easily on-line via the Australian Business Register at <http://www.abr.gov.au/>

An organisation may only submit one application per annum.

Primary and Secondary schools are generally excluded from applying, unless they can demonstrate that their project is predominantly for the benefit of the wider community.

### **Assessment:**

Council grant funding is subject to landowner/council consent including any engineering/building requests.

Council may seek additional information and support from Local or Regional Association or equivalent when and if required for assessment of application.

### **Payment Conditions of Grants:**

Grant funds will be paid to successful applicants following receipt by Council of evidence clearly demonstrating that the project has been completed that include:

- Written Quotes – x 2 for works >\$5,000, x3 for works >\$20,000
- Invoices for completed works
- Development approvals / landowner consent
- Evidence of completed works (ie. Photos, Certificate/Statement of Completion, Electrical or Plumbing Certificates)
- Warranty Certificates/documentation
- As-Constructed plans including specifications and service locations
- Financial summary of completed project
- Payment will not be made for a completed project which is not the project detailed in the grant application.

- If the grant recipient is registered for GST, a tax invoice must accompany the Claim for payment.

Acquittal documentation must be submitted by 12 June 2020 to enable the release of funds before the end of the financial year.

Funds that are not acquitted by 30 June 2020 will be forfeited unless an extension has been sought and granted in writing by 31 May 2020. The applicant must demonstrate that the project is substantively complete at the time of submitting an extension request.

Claims for payment of a Grant which are received by Council after 30 June 2020 will not be considered under any circumstances.

Applications must be received by the Chief Executive Officer, City of Mount Gambier by 5.00 p.m. on the advertised closing date for the program.

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