

Sport Development Grant

Guidelines and application form

Background

The City of Subiaco supports sport and recreation clubs, projects, programs and initiatives that promote wellbeing and a sense of belonging to Subiaco's community by providing a Sport Development Grants program.

Who can apply?

- Not for profit and incorporated organisations
- City of Subiaco sport and recreation clubs

City of Subiaco staff and elected members are not eligible to apply for City of Subiaco grants.

How much funding is available?

- Incorporated organisations and clubs can apply for a grant of up to \$2,500
- Funding rounds take place twice per year (February and July)
- The City will budget annually for Sport Development Grants and grants will be awarded until the budget is expended

What type of initiatives will be considered for funding?

- Programs and initiatives that promote wellbeing and a sense of belonging to the Subiaco community
- Relevant education for coaches, volunteers, umpires and club personnel
- Programs that are accessible to all members
- Programs that aim to support participation and accessibility to quality activities for community members of the City
- Purchase of essential safety or first aid equipment (not consumables) that is club owned
- Programs that are in line with the City's Strategic Community Plan

What are the grant criteria?

- Programs that demonstrate feasibility and capacity, including clear and realistic objectives, timeframe and budget
- Programs that demonstrate measurable outcomes in one or more of the following areas:
 - Improve the knowledge, skills and/ or experience of club officials and volunteers
 - Attract new, retain existing or reward volunteers
 - Provide a safe environment for members, visitors, volunteers and the public
 - Assist with the establishment or long term sustainability of clubs
- The applicant organisation must demonstrate they have the resources and capacity to ensure the project achieves its outcomes
- Programs or initiatives with a direct and lasting impact to the City of Subiaco community

What will not be considered for funding?

- Activities that are part of the regular day-to-day business or normal operational costs (ie. Council fees)
- Programs that exclude or discriminate against people on the basis of religion, gender, race, sexual preference, physical or intellectual ability
- Projects that require City funding to purchase large scale capital items

- Projects or activities that are primarily based outside of the City's boundaries
- Projects, activities or events that are already funded by the City of Subiaco
- Retrospective costs
- Salaries and wages
- Applicants who have received a Community Development or Sport Development Grant from the City within the previous 12 months

If you are still seeking funding for any of the above items, please contact a member of the City's Community Development team before proceeding with your application.

How does my organisation apply?

Contact the City's Sport and Recreation Officer to discuss your submission and determine suitability. Once deemed eligible, complete an application form and provide all supporting documents before 4pm on the closing date.

How is my application assessed?

A panel comprised of two City staff members will review the applications against the criteria and provide recommendations to the Manager Recreation Services. Authority to approve applications is delegated to the Manager Recreation Services provided that all necessary criteria for approval of applications are satisfied.

Funding assessment criteria (out of 100)	
1. Programs that demonstrate feasibility and capacity, including clear and realistic objectives, timeframe and budget	
There is evidence of project planning for the full funding period including achievable timelines	/10
The objectives of the project are clearly identified	/10
The application contains a detailed, clear and reasonable budget	/10
There is a realistic relationship between the funding requested, anticipated outcomes and the organisation's annual budget	/10
2. Programs that demonstrate measurable outcomes (applicants must address one or more of the following:	
<ul style="list-style-type: none"> • Improve the knowledge, skills and/ or experience of club officials and volunteers • Attract new, retain existing or reward volunteers • Provide a safe environment for members, visitors, volunteers and the public • Assist with the establishment or long term sustainability of clubs 	/20
3. The applicant organisation must demonstrate they have the capacity and resources to ensure the project achieves its outcomes	
The applicant has the organisational structure, resources and capacity to achieve the outcomes listed in their application	/10
4. Direct benefit to the City of Subiaco community	

The project delivers clear and measureable outcomes and benefits to the target group	/15
There is potential for the project to have a lasting community impact	/15

Relevant timeframes

From the closing date of the grant round the City may take up to four (4) weeks to notify the applicant of the outcome. Successful applicants will then be invited to invoice the City in order to receive the funds and it may take a further four (4) weeks for the invoice to be processed.

Projects must be completed within twelve (12) months of receipt of funding. An acquittal must be received from the successful applicant within thirty (30) days from funds being allocated.

Grant evaluation and acquittal

The successful applicant is required to submit an acquittal following the funds being spent. It is essential that a brief overview of the program is provided, including whether expected outcomes were met and details evidence of expenditure.

If the funds were unable to be expended under the original intent and timeframe, the City may request the funds be returned.

In order to be eligible for future funding, applicants must complete the acquittal within the specified timeframe.

To discuss your grant project ideas, please contact the City's Sport and Recreation Officer on 6229 6600 or email recreation@subiaco.wa.gov.au

Sport Development Grant

Application form

Thank you for your interest in the Sport Development Grant. Please read the information in the guidelines to ensure you successfully complete this form; then contact the City's Sport and Recreation Officer to discuss your project, before submitting your application. Your application will be assessed by a panel against the criteria and considerations outlined in the guidelines. We wish you the best of luck.

Section one – Organisation details

1.1 Applicants information

Name of organisation:

Contact person:

Position:

Postal address:

Telephone:

Email:

Website (if applicable):

What is the primary purpose of your organisation:

How did you find out about the Sport Development Grants?:

Has your organisation previously received a City of Subiaco: grant? If yes, when and what for?: Yes / No

Is your organisation currently receiving other funding from the City of Subiaco including a Community Partnership or See Subi Events Sponsorship? Yes / No

If yes, what is the funding and what is it for?

Is your organisation not-for-profit? Yes / No

Is your organisation incorporated? Yes / No

If yes, attach a copy of your Certificate of Incorporation

1.2 Financial details

Please provide the financial details of the organisation managing the grant.

ABN:

Is your organisation registered for GST?: Yes / No

Bank name:

Name of bank account:

BSB:

Account number:

Accounts payable email address:

Section two – Project details

Project eligibility:

Will the funding be used to contribute to activities that are part of the regular day-to-day business or normal operational costs (ie. Council fees)	Y / N
Does your program discriminate against people on the basis of religion, gender, race, sexual preference, physical or intellectual ability	Y / N
Will the funding be used to purchase large scale capital items?	Y / N
Is this project outside geographical boundaries of the city? (Please visit the intramaps page on the city's website to confirm the geographical boundaries)	Y / N
Is this project currently receiving funding from the City of Subiaco through other funding avenues?	Y / N
Has this project already commenced or will commence within the next two months?	Y / N
Will the funding be used to pay operations salaries or wages?	Y / N
Has your organisation received funding through a City of Subiaco Community Development or Sport Development grant program in the last 12 months?	Y / N

Please note: if you answered yes to any of the above eligibility questions, please contact the City's Sport and Recreation Officer before proceeding with your application.

Project name: _____

Describe your project, program or initiative (outline what you are planning to do, how you are planning to do it and who is your target audience):

[BOX]

Estimated project start date:

Estimated project finish date:

Event date (if applicable):

Event location(s):

What is the project, program or initiative aiming to achieve? What are the key objectives, outputs and outcomes of the project and how will they be met?

Objective – What do you wish the project, program or initiative to achieve overall? *Why are you doing this project, program or initiative?*

[BOX]

Outputs – The results or activities of your project (eg. Number of events, number of participants)

[BOX]

Outcomes – The social impacts or benefits of the project (eg. Education, empowerment, social connections. What are the changes you are anticipating within the community?)

[BOX]

Why is this project important to the community? Describe how, and what sections of the community will benefit from this project. Will there be any ongoing benefits for the community? Where possible provide supporting evidence (eg. emails, letters, and references)

Why is this project important to the community?

[BOX]

How will the community benefit?

[BOX]

Who in the community will benefit (youth, seniors, parents, etc)

[BOX]

Please describe the ongoing benefits (if any)

[BOX]

Does your project have demonstrated community support? If yes, please describe this support and attach any supporting documentation (eg letters, emails, conversation)

[BOX]

Please demonstrate that your organisation has the structure, available resources and capacity to achieve the outcomes listed in their application.

[BOX]

Please demonstrate whether your project is inclusive and accessible. Please provide details of how you have considered the outcomes of the city's Disability Access and Inclusion Plan (DAIP) when planning this

project/event, paying special attention to outcomes one, three and five. (A copy of the city's DAIP can be found here)

[BOX]

Will any other individuals, groups or organisations be assisting and/or volunteering with this project? If yes, please list these below and make a note of the number of volunteer hours that each will be contributing to the project.

Individual/ group/ organisation	How they will be assisting	Number of volunteer hours

Total volunteer hours: _____

What are the risks that are associated with your project? These may include physical, social, seasonal and financial risks. How will you reduce the likelihood of these risks occurring?

Risk	Control strategies

Section three – Budget

It is important to show how you plan to spend the grant. Please either use the below budget for if you need additional space please download the budget form from the city's website. Within the budget you submit, you need to show where all the money for your project is coming from (income) and how it will all be spent (expenditure).

Include the Sport Development Grant money you have applied for in these tables. If you anticipate you will receive funds from other sources to support your project, include this in the table below. Be sure to indicate if this support has been confirmed, or is still waiting for confirmation. Include any in kind contribution to the income table.

Please attach copies of any quotes you have sourced as part of putting together this grant application.

What is the total cost (ex. GST) of the project?:

How much are you requesting from the City of Subiaco (ex. GST)?:

Income – itemised description	Confirmed? Y or N	Income (ex GST)
Total		

Expenditure – itemised description	Item cost (ex GST)	Amount funded by City of Subiaco (ex GST)	Amount funded through other sources (ex GST)	In-kind donations (approximate value)
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total	\$	\$	\$	\$

If you need more room, please complete the entire budget within the separate Budget Attachment located on the City's website.

Section four – Terms and conditions

1. Application forms must be received by the city on or before 4pm on the closing date of the application round.
2. The grant is to be used solely for the specified purpose approved by the City of Subiaco during the funding period.
3. Any part of the grant funds that are not used in accordance with Condition 2 must be repaid to the City of Subiaco unless prior written approval is obtained.
4. If you cease carrying out the activities for which the grant was made or if the City of Subiaco has terminated the arrangement on account of your breach or breaches of these Conditions then the balance of the grant monies unspent must be repaid to the City of Subiaco; providing you with a grant does not mean that you are entitled to any further funding.
5. City of Subiaco will not be held responsible for the success of the project for which the grant is applied or for any losses or additional costs incurred that are associated with the project.
6. Initiatives must be completed within twelve months of receipt of funding.
7. Applicants can not apply for a grant retrospectively.
8. If you wish to change the approved purpose or seek an extension of the funding period you must obtain prior written approval from the City of Subiaco.
9. If you breach any of these terms and conditions, the City of Subiaco can terminate the arrangement at any time and without giving you any prior notice.
10. You must provide the City of Subiaco with any documents or information relating to the grant or the approved purpose that the City asks for within ten business days of receiving the request.
11. You must meet any payment conditions and/or reporting requirements as specified by the City of Subiaco.

12. The event or program must comply with all City of Subiaco local laws and event requirements as required. These include, but not limited to parks usage, health, building and events permits and obstruction and traffic permits.
13. If your project involves working with children you must ensure that your organisation and all employees and volunteers working directly with the children comply with the Working with Children (Criminal Record Checking) Act 2006. Refer to this website for further information: www.checkwwc.wa.gov.au.
14. City of Subiaco is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the Grant.
15. Recipient organisations are required to be appropriately incorporated and be responsible for their own insurances. This includes but is not limited to Public Liability, Volunteer Insurance and Professional Indemnity.
16. An acknowledgment of funding assistance provided by the City of Subiaco must be included in any advertising and on any material relating to the project for which the funds were allocated in line with the City's Style Guide. Please note: Approval is required from the city prior to distribution of promotional material or advertising.
17. During the project or event, applicants may be required to display banners provided by the city which acknowledge the City's support.
18. Grant recipients are required to complete an Acquittal and Evaluation Form and return it to the City within thirty days of project completion. Please note: Your organisation may not be eligible for future grant funding if the acquittal is returned within the required time frame.

[NB 1#: The addition of this clause is a requirement of the Australian Taxation Office]

19. (a) For the purposes of clause 11:
 - i. 'GST' means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and
 - ii. 'GST Act' means A New Tax System (Goods and Services Tax) Act 1999 (Cth) and includes all associated legislation and regulations;
 - iii. the terms 'supply', 'tax invoice', 'taxable supply' and 'value' have the same meanings as in the GST Act.
- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.
- (c) The obligation of the Grantor to pay the GST on any supply by the Organisation under this Agreement is conditional upon the prior issue by the Organisation to the Grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- (d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
 - i. the Grantor will issue a RCTI in respect of GST payable on the supply of the Project and the Organisation will not issue tax invoice in respect of that supply;
 - ii. the Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ('the Term');
 - iii. the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the Term; and

- iv. the Grantor will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the Project for which the Grantor issues a RCTI under this Agreement.

Section five – Declaration

This Declaration is made by the applicant (an eligible incorporated organisation):

I declare that I am currently authorised* to sign legal documents on behalf of the organisation.

I declare that all the information provided is true and correct.

I give permission to the City of Subiaco, if applicable, to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate.

If a grant is provided I am aware the Grant Terms and Conditions as outlined in section four will apply to ensure projects are appropriately completed and accountability requirements are met.

If a grant is provided, I agree to ensure that appropriate insurances are in place, e.g. workers compensation, volunteers, professional indemnity, public liability, motor vehicle etc.

I agree to run the project as stated, and provide a final acquittal and evaluation report and statement of income and expenditure (signed by the authorised signatory) to demonstrate how the grant funds were utilised to the City of Subiaco within thirty days of the project completion.

I declare that the organisation is financially viable and is able to meet all accountability requirements.

***IMPORTANT:** The application must be signed by the person legally able to enter into contracts on behalf of the organisation. For incorporated organisations this is generally the Chairperson, President or equivalent officer. The application may be signed by a formally authorised delegate, according to the organisation's constitution or as bound by law.

Name of organisation:

Name of legally authorised officer:

Position of legally authorised officer:

Telephone number:

Signature of legally authorised officer:

Witness name:

Witness signature:

Date:

Applicant checklist

Before you send your application, ensure you have completed the following. Tick off each item when you have completed or attached it.

Contacted the City's Sport and Recreation Officer to discuss your project, program or initiative

Name of Sport and Recreation Officer - _____

Completed all questions in this application form

The legally authorised officer has read and completed the Declaration in section five of the application form.

Attached a copy of the Certificate of Incorporation for my organisation (if applicable)

Attached the completed budget documents (if attaching a separate budget)

Attached any relevant receipts/ quotes/ invoices for this project

Attached appendices to support your project (ie references, quotes, letter of support), if applicable, please list below:

[BOX]

Applications may be sent by email to:

recreation@subiaco.wa.gov.au

The Declaration must be signed by the authorised signatory for your organisation and attached as a scanned PDF to the emailed application. If you are unable to scan and send the Declaration as a PDF, mail the signed hard copy to the City of Subiaco within 5 working days of sending the emailed application.