

Sport Development Grant Guidelines

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 (March 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. 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