

GRANTS AND SPONSORSHIP PROGRAM

GUIDELINES & APPLICATION

Sport & Recreation Capital Works



City of
Mount Gambier



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The City of Mount Gambier acknowledges the
Boandik peoples as the traditional custodians of the land
Mount Gambier sits upon today.

We respect their spiritual relationship with the land and
recognise the deep feelings of attachment our
First Nations Peoples have with the land.



Guidelines

Introduction

The City of Mount Gambier Grants and Sponsorship Program has been updated in accordance with City of Mount Gambier's Strategic Plan to assist eligible groups and individuals with funds to host community events or projects or upgrade infrastructure, all of which strive to improve quality of life and meet community needs.

The program will ensure funding is administered in a responsible, transparent and equitable manner to all groups and individuals in the community.

Funding, in-kind or other assistance will be disbursed in accordance with Council's vision and values as per the Strategic Plan and must be clearly outlined within any grant application.

The City of Mount Gambier Grants and Sponsorships Program comprises of the following:

- Community Events,
- Corporate Sponsorship,
- Community Strengthening,
- Creative Arts,
- Sport and Recreation Capital Works,
- Quick Response,
- Venue Sponsorship, and
- Event Equipment Sponsorship.

This document provides an overview of the guidelines and information required to complete an application for review by Council, in addition to directions for the acquittal process following projects and events.

Definitions

Acquittal - Information provided by the grant recipient that ensures the funds have been administered responsibly and in line with the funding agreement/ conditions of the funding program.

Agreement - A written contract outlining the expectations of both parties and key deliverables of the funded project.

Auspecting - An arrangement where an eligible organisation agrees to apply for, and manage a grant on behalf of another group. The auspecting organisation is responsible for all financial and acquittal requirements.

Application - The request for funding made using the appropriate Council application form.

Council - City of Mount Gambier.

Funded activities - Any event, program, project or purchase undertaken using funds from a grant program.

Funding - Refers to money and/or in-kind support provided to an organisation through a grant, sponsorship, or incentive to support the delivery of a particular activity.

Funding program - Any grant or sponsorship program allocated based on merit through an application and assessment process.

Grant - Funds provided by Council to an organisation or individual for an agreed purpose and/or activity. For the purpose of this policy 'grant' means any grant or sponsorship program where Council is providing funding to its community to support their initiatives in line with the objectives of Council's funding programs, and allocating funding based on merit through an application and assessment process.

Guidelines - Council's Grants and Sponsorships Programs and any other grant/sponsorship program guidelines that may be prepared.

In-kind - The provision of Council services and/or equipment.

Not-for-profit organisation - An organisation meeting the Australian Tax Office (ATO) definition of a legal entity, that is:

- an incorporated association, or
- an indigenous corporation and/or
- a charity or public benevolent institution registered with the Australian Charities and Not-for-profits Commission (ACNC).

Profit - An advantage or benefit, in particular a financial gain, especially the difference between the amount earned and the amount spent on funded activities.

Sponsorship - An arrangement in which Council provides a contribution of money and/or in-kind to support an activity for a certain specified benefit.



Timing of applications

Round 1		Round 2	
Opening date	First Friday in July.	Opening date	First Friday in February.
Closing date	Last Friday in July.	Closing date	Last Friday in February.
Assessment	First week in August.	Assessment	First week in March.
Council	Third Tuesday in August.	Council	Third Tuesday in March.
Notification	Last week in August.	Notification	Last week in March.

Funding streams with one round each financial year are to apply in round one intakes.

Funding conditions and criteria

The following criteria relates to ALL funding within the City of Mount Gambier Grants and Sponsorships Program. Specific program conditions are outlined within the relevant guidelines.

- Applicants should be aware that the grant process is competitive and funding may not be guaranteed.
- All applications must be received on the approved forms available on Council's website mountgambier.sa.gov.au
- Prior to submitting, applicants must have met/discussed the project with the respective Council department.
- All applications must be received by the funding program deadline as outlined in the guidelines. Late applications will be deemed ineligible and will not be accepted.
- All funding agreements will be documented, and expectations of the partnership agreed upon prior to funds being provided.
- Funds (cash or in-kind) will only be provided for the activities described in the application and must be in line with the funding guidelines of the respective program.
- Recipients must use the funds provided on the activity stated in their application unless otherwise negotiated with Council. If funds are spent on activities that are not stated on the funding application (or alternate activities as negotiated with Council), Council reserves the right to request that part or all of the funds be returned.
- Council must be acknowledged, as specified in the respective funding agreement, on all advertising and promotional mediums in relation to the funded activity. Council's style guide will be provided as part of the funding agreement and must be adhered to.
- The project must be uploaded to the Australian Tourism Data Warehouse (ATDW). atdw.com.au
- If the funded activity does not proceed within the agreed timelines, Council has the right to cancel the funding agreement.
- Council reserves the right not to fund any application or organisation that could possibly damage Council's brand or reputation.
- Applicants that breach or do not comply with the conditions of funding may be asked to return funds and/or may be deemed ineligible for future funds. All contractual breaches/non-compliance will be recorded in a central register and made available to the grant/funding assessment panels for consideration.
- Minor breaches may exclude an individual/organisation from receiving further Council funds until the issue is rectified to Council's satisfaction. Major breaches may exclude an applicant/organisation from being funded for a specified period of time or indefinitely.
- The final balance of Council funds will be paid following satisfactory acquittal of the funded activity.
- Unspent funds must be returned to Council.
- Where a project runs over budget, Council is not responsible for meeting any shortfall.
- Recipients are required to submit an acquittal as outlined in the specific program guidelines, showing receipt of the full expenditure of funds and other requirements as specified in the respective program guidelines. In the case that acquittals are not provided by recipients, they will be deemed ineligible to apply for and receive future funding until the acquittal is submitted.
- The applicants name, photos and/or quotes from the acquittal report may be printed in Council publications including online platforms such as websites and social media.

Funds will not be provided for

- Reimbursement of monies already spent outside of current financial year, or projects started or completed prior to the funding application being submitted and/or awarded,
- The same project more than once in a financial year,
- Regular maintenance or operational costs,
- Normal ongoing administrative costs or salaries, and
- Politically motivated campaigns or events.

Council's support via a funding program does not transfer responsibility to Council for actions taken, or outcomes achieved by the applicant during the course of the funded activity.

Incomplete applications and missing information

If an application submitted to Council is incomplete or missing information, the applicant may be contacted by the relevant staff member to address the error. The applicant will be informed of the information required by the program deadline outlined in the relevant guidelines. If the information is not provided within this period, the application will be deemed as ineligible.

Unsatisfactory dealings

Applicants who have had unsatisfactory dealings with Council may be precluded from receiving funding.

For example, an organisation may be deemed ineligible for funding if they have:

- Breached the conditions of funding for previous Council funding,
- Failed to deliver on projected outcomes for previous activities funded by Council, and
- Failed to acquit a previous Council grant.

Whether or not an application is funded is always at Council's discretion.

Assessment

Applications will be assessed against the predetermined criteria and the capacity of the applicants to deliver the activity as stated within the program guidelines.

The assessment criteria will guide the ranking of applications, whether they will be funded and to what extent.

Funding programs will be assessed by a panel who scores and compares the applications received, based on the selection criteria of the specific program. The assessment panel will consist of at least one Elected Member, one General Manager, Manager Economy, Strategy and Engagement, Manager Library and Community Development, Manager Riddoch Arts and Cultural Centre and Manager Operations Infrastructure.

To ensure transparency and equality, each member of the panel will complete a Disclosure of Conflict of Interest form prior to the assessment of applications.

Council officers who have assisted with an application will not be part of decision making process within the assessment panel for the program they manage.

Applications will be ranked based on scoring from the assessment panel and a report will be forwarded to Council outlining the recommended funds for distribution.

In addition to the criteria of each grant, Council may also determine which applications to support following the below factors:

- Amount of grant applications received, and the funding sought,
- Council's knowledge of the host organisation and the confidence that Council funds will be used wisely and for the purposes stated,
- Potential to encourage the development of the community and providing evidence of general community benefit,
- Applications that demonstrate use of local suppliers/businesses, contractors and Australian made products or improve safety and access for the community,
- Amount of funds available within the funding program budget,
- Potential impact and risk, both positive and negative on Council's brand and reputation, and
- Projects that are consistent with and contribute to Council's Strategic Plan.

An application may become undetermined at assessment and may require further information.

Final endorsement is provided by Council, except where endorsement is undertaken under delegation.

Programs endorsed under delegation are those that do not have set funding rounds and operate on an ongoing application process throughout the year.

An economic impact assessment on each funded project will be completed annually to evaluate the impact and value Council's funding programs provide the Mount Gambier community.

Acquittal

All recipients will be required to complete and provide an acquittal report within two months of the event/project completion and before a new application can be made.

This report requires proof of expenditure for all funded items (copy of receipts). Any unspent funds must be returned to Council.

Please include all fees in your reconciled budget.

Payment terms

The cash component of approved cash and in-kind grant/sponsorships will be paid in the following manner:

- 50 per cent prior to the event/project on receipt of tax invoice (first instalment),
- Post project, Council will reconcile all costs incurred from in-kind support provided and any expenses over the approved amount will be deducted from the final cash instalment, or
- The final cash amount payable will be paid upon receipt of completed acquittal and final tax invoice.

Submission of applications

Please return completed form via email to city@mountgambier.sa.gov.au or contact (08) 8721 2555.

Please ensure all supporting documentation is attached before submitting your application, otherwise your application will be deemed ineligible.



Sport and Recreation Capital Works

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

Applications for funding under the Sport and Recreation Capital Works, as a general rule, should be for projects with a minimum total project cost of \$10,000 and a maximum project cost of \$50,000. For any application over \$50,000, a separate business case should be provided prior to 30 November to be considered in Council's annual budget process for funding in the next financial year.

Preference will be given to applications which can demonstrate a high incidence of self-help by either 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 the application.

The applicants 'self help' contribution, as defined, must equate to a minimum contribution of at least 25% of the total project costs.

Eligibility

Any sport or recreation organisation, which is based in the City of Mount Gambier area and whose activities are predominantly conducted within the City of Mount Gambier.	Y
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.	Y
Any individual or organisation can apply for an ABN very easily on-line via the Australian Business Register at abr.gov.au	Y
An organisation may only submit one application per financial year.	Y
Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc), the purchase of land or the repayment of financial loans.	N
Projects which have already commenced or completed prior to grants being awarded.	N
Projects submitted by individuals.	N

What types of projects are eligible:

- 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, and
- Projects that improve existing buildings, fire or public safety including disability access and inclusion to meet current standards relative to their use.

In respect to 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.

Assessment:

Council may seek additional information and support from a local, regional or state association or equivalent, when and if required for assessment of application.

Development Approval:

Applicants are encouraged to proactively review the need for Development Approval for their project ahead of lodging their application where possible, and to provide their application for Development Approval at the same time as their grant application.

Applicants are expected to lodge the Development Application with required information within seven days of being advised that it is required. Works on the project should not commence until Development Approval has been obtained, if required. Further information regarding Development Application requirements can be found at the below link, or by contacting Council direct by phone on 08 8721 2555, or visit mountgambier.sa.gov.au

Applicants are encouraged to engage with Council early in the process to ensure their applications receive the appropriate support including to complete the Development Application

process, and that the progress of the project and grant funding is not delayed.

Applications which are not accompanied by the following documents will not be considered:

- Written Quotes - x2 for works >\$5,000, x3 for works >\$20,000,
- Current financial statements,
- All bank statements for the last three months up to the current date, and
- Evidence of current tenure (lease/licence/ownership) for the land where the project is proposed.

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

Payment conditions of grants:

The final grant instalment will be paid to successful applicants following completed acquittal and receipt by Council of evidence clearly demonstrating that the project has been completed that include:

- Invoices for completed works,
- Development approvals/landowner consent.
- Evidence of completed works (i.e. 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 there is a significant reduction in the scope of works or total spend, Council remains the right to review its contribution on a proportional basis.
- An invoice must accompany the claim for payment.

Funds that are not acquitted by 30 June will be forfeited and no extensions will be accepted unless there are exceptional circumstances and a request, in writing, has been received by 15 March. The applicant must demonstrate that the project is or will be substantively complete at the time of submitting an extension request.

Application

Organisation/applicant name	
Postal address	
Application prepared by	
Position	
Phone	
Email	

Is your organisation registered for GST? (If yes, please add the GST amount on your invoice)	YES	NO
Please provide your organisation's Australian Business Number (ABN)		
Are you being auspiced by another organisation?	YES	NO
If YES please provide details and attach evidence		
Organisation name		
Incorporation number		

Project details

Project name	
Project date(s)	
Project venue	

Project summary *250 word description*

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City of Mount Gambier Strategic Plan 2024-2028

Tick the relevant priorities that your project will support

Please identify the area/s in which your event supports the City of Mount Gambier Strategic Plan

Environmental and Liveability

We are custodians of the landscape, committed to protecting and preserving our natural environments, creating a liveable city.

Learning and Innovation

A regional learning hub that fosters innovation and local industries.

Infrastructure and Services

A high quality, affordable lifestyle where people are happy, healthy, and housed and able to access all available resources.

Economic and Business Growth

A creative, entrepreneurial mindset that creates a thriving resilient community.

A Vibrant Community

Events, activities, sport and recreation all contributing to a vibrant city during the day, at night and across all the season.

To download a copy of the Strategic Plan, please visit: mountgambier.sa.gov.au

Please explain how you will support these priorities *Maximum 150 words*

Assessment questions *Applications will also be assessed on the following weighted assessment questions*

Explain how the project delivers capital renewal or upgrade to existing infrastructure, or delivers new capital infrastructure.

20% weight

Describe the project's potential to encourage the development of the community and general community benefit.

15% weight

Does the project aim to improve existing buildings, fire or public safety including disability access and inclusion to meet current standards relative to their use? Explain how.

10% weight

Describe the project's use of local suppliers/businesses, contractors, and Australian made products.

10% weight

Is your club/association registered as a Good Sports Club?

Yes

No

If so, which level?

1

2

3

0 (Accreditation level for clubs without a Liquor Licence)

Membership of
organisation

Junior

Senior

Total

Male

Female

Total

Why are you completing this project?

Where will the project be conducted?

If the construction is to occur on land owned by City of Mount Gambier, you MUST obtain approval from Council PRIOR to submitting this application, or your application will not be considered.

A. Project cash expenses		
Item (List all items and expenses you will have to pay for with cash)		Amount \$ (inc GST)
	Sub total (A)	\$

B. Project in-kind contributions		
Item (List all items which are to be provided IN-KIND toward your project)		Estimated value \$
	Sub total (B)	\$

C. Project voluntary labour contributions		
Item (Provide an estimate of any voluntary labour directly involved in your project)		Estimated value \$
Skilled (Trade) voluntary labour	(hours) X \$45/hour =	
Unskilled voluntary labour	(hours) X \$20/hour =	
	Sub total (C)	\$

D. Total project cost (A + B + C)		Sub total (D)	\$
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Project funding	
Item (Provide an estimate of any voluntary labour directly involved in your project)	Amount \$
E. Your organisation's cash contribution	
F. Grant/s from other sources (Attach evidence that other grants have been awarded)	
G. Value of in-kind contributions (Sub total B from previous page)	
H. Value of voluntary labour (Sub total C from previous page)	
I. Value of grant request from Council	
J. Total project funding (E + F + G + H + I)	

[The total cost at (D) must equal the total funding at (J)]

[Please ensure that the total of (E), (F), (G) and (H) equate to at least 25 per cent of (J)]

Reduced grant value	
If a lower value grant is awarded will your organisation be able to proceed with the project?	<div>Yes</div> <div>No</div>
If your project can still proceed, how will you meet the funding shortfall for the project?	

Declaration

In submitting this application, I certify that, to the best of my knowledge, the statements in this application are true and I have read and I understand the City of Mount Gambier Grants and Sponsorships Guidelines and Sport and Recreation Capital Works Guidelines.

I acknowledge that the City of Mount Gambier cannot guarantee funding approval for any application. If the grant is successful, I agree to acknowledge the contribution and support of the City of Mount Gambier within publicity, including all media, literature and promotional activities relating to the project, as well as in speeches during the course of any event.

I also agree to submit the required acquittal form with relevant supporting documentation, as well as at least two high resolution digital photographs and video footage (if available), relating to my project, within two months of the completed project. I understand the information, photos, video footage and other forms of media submitted as part of the acquittal requirements may be used by, or on behalf of, the City of Mount Gambier for promotional purposes and publications.

I have met with the City of Mount Gambier Strategic Development and Recreation Coordinator to discuss the project.

Name

Signature

Date

Before submitting your application, please ensure you have attached the following:

Written Quotes – x2 for works >\$5,000, x3 for works >\$20,000.

Current financial statements.

All bank statements for the last three months up to the current date.

Evidence of current tenure (lease/licence/ownership) for the land where the project is proposed.

Proof of Public Liability Insurance to the value of at least \$20 million with a location of Australia and/or worldwide.

City of
Mount Gambier



mountgambier.sa.gov.au
city@mountgambier.sa.gov.au
(08) 8721 2555

