



SPORT AND RECREATION CAPITAL WORKS PROGRAM



2022/2023 Program Guidelines:

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

An allocation of \$100,000 has been made in Councils 2022/2023 budget for distribution in this annual program. Applications for funding under the Sport and Recreation Capital Works Program, 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 for 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.

What Types of Projects are eligible for Program Funding?

- ▲ 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.
- ▲ Projects that improve existing buildings, fire or public safety including disability access and inclusion to meet current standards relative to their use.
- ▲ Projects that are consistent with and contribute to Council's Strategic Objectives including its Sport, Recreation and Open Spaces Strategy (SROSS) and Disability Access and Inclusion Plan (DAIP).

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?

- ▲ 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 commenced or completed prior to grants being awarded.
- ▲ Projects submitted by individuals.



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Who can apply for Grant Funding?

- ▲ 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.
- ▲ Be an existing Starclub Member at a minimum rating of 2 as a pre-condition for release of funds or be a new Starclub Member registered prior to closing date for applications with demonstrated achievement of a 2 rating as a pre-condition for release of funds.

Starclub ratings must be validated by the Limestone Coast Local Government Association (LCLGA), STARCLUB Field Officer & Sporting Academy Coordinator, Tony Elletson - starclubse@lclga.sa.gov.au.

- ▲ 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 financial year.

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

Preference will be given to applications that demonstrate use of local suppliers, contractors and Australian made products or improve safety and access for the Community.

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

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 7 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:

<https://www.mountgambier.sa.gov.au/services/development/building-and-planning>

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.



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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
- ▲ Most recent audited annual financial statements and current financial statements.
- ▲ All bank statements for the last 3 months up to the current date.
- ▲ Evidence of registration for the Starclub program and validated Starclub member rating.
- ▲ Evidence of current tenure (lease/licence/ownership) for the land where the project is proposed.

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:

- ▲ Invoices for completed works
- ▲ Development approvals / landowner consent
- ▲ Evidence of completed works (i.e. Photos, Certificate/Statement of Completion, Electrical or Plumbing Certificates)
- ▲ Validated Starclub Member at a minimum rating of 2.
- ▲ Starclub ratings must be validated by the Limestone Coast Local Government Association (LCLGA), Sport & Recreation Development Officer, Tony Elletson - starclubse@lclga.sa.gov.au.
- ▲ 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.
- ▲ An invoice must accompany the claim for payment.

Acquittal documentation must be submitted by 30 June 2023 to enable the release of funds before the end of the financial year.

Funds that are not acquitted by 30 June 2023 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 2023**. The applicant must demonstrate that the project is or will be substantively complete at the time of submitting an extension request.

Applications must be received by the Chief Executive Officer, City of Mount Gambier, by no later than 5:00pm on the advertised closing date for the program.

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SECTION 1 - INFORMATION ABOUT YOUR ORGANISATION

Name of Organisation											
ABN											
Registered for GST?	YES						NO				
Address of Organisation											
Postal Address of Organisation (If different to street address)											
Is the organisation registered for the StarClub Development Program? If so, which level?	YES				NO						
	1	2	3	4							
Is your Club/Association registered as a Good Sports Club? If so, which level?	YES				NO						
	1	2	3								
	0 (accreditation Level for clubs without a Liquor Licence)										
About Your Membership (Indicate numbers under each heading)	Junior				Senior				Total		
Male											
Female											
Total											



SECTION 2 - INFORMATION ABOUT YOUR PROJECT

Project Title	
Project Summary	
Why are you completing this project?	
Describe how the wider community will benefit from your 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.*

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SECTION 3 - PROJECT COSTS, FUNDING SOURCES AND GRANT SOUGHT

PROJECT COSTS

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)

\$

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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)

\$

Project Funding	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 Requested from Council	\$
J. Total Project Funding (E + F + G + H + I)	\$

[The Total Costs 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% of (j)].

REDUCED GRANT VALUE

If a lower value grant is awarded will your Organisation be able to proceed with the project?	YES	NO
If your project can still proceed, how will you meet the funding shortfall for the Project?		

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SECTION 4 - CONTACT INFORMATION**

Contact Person	Mr	Mrs	Miss	Ms	Dr
Name and Position					
Phone					
Mobile					
Email					

***The above contact details will not published within a Council agenda.*

In submitting this application, I certify that, to the best of my knowledge:

- ▲ the statements in this application are true
- ▲ I have read and understood the City of Mount Gambier Sport and Recreation Capital Works Program Guidelines
- ▲ I acknowledge that the City of Mount Gambier cannot guarantee funding for any application.
- ▲ that the applicant has the capacity and will manage and supervise the project to completion.

If the grant is successful, I agree to acknowledge the contribution and support of the City of Mount Gambier in our 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, as well as two digital photographs relating to my project, that can be used by the City of Mount Gambier for promotional purposes, by the due date.

Applications may be lodged at the Council Office, Civic Centre, 10 Watson Terrace, posted to PO Box 56, Mount Gambier SA 5290 or emailed to city@mountgambier.sa.gov.au but must be received by Council by **5:00 pm on Friday, 16 September 2022**.



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SECTION 5 - APPLICATION CHECKLIST

I have attached a copy of the following supporting documents:

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

Most recent audited annual financial statements and current financial statements.

All bank statements for the last 3 months up to the current date.

Validated Starclub Member rating or evidence of being registered for the Starclub program.

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