

Sports and Recreation Grant Program

Minor Grant Application Form

Applicant Details	
Organisation Name	
Address	
Postal Address	
Contact Name	
Telephone Number(s)	
Email	
ABN	

Eligibility Checklist				
Applicants				
<i>If the applicant answers yes to any of the below questions, the applicant/organisation is not eligible.</i>				
Is the organisation for-profit or unincorporated?	Yes	No		
Does the organisation hold a gaming/gambling licence?	Yes	No		
Has the organisation been operating for less than 12 months?	Yes	No		
Does the organisation have outstanding acquittals for grants/funding received from the City of Victor Harbor?	Yes	No		
Does the organisation have any outstanding debts with the City of Victor Harbor?	Yes	No		
Does the organisation have current Public Liability Insurance (minimum of \$20 million) that covers the program/activity being undertaken?	Yes	No		
Has the applicants received a grant from the Sport and Recreation Grant Program three or more times previously?	Yes	No		
Project / Activity				
<i>If the applicant answers no to any of the below questions, the project is not eligible.</i>				
Does the project meet at least one of the program objectives? Refer to the guidelines.	Yes	No		
Is the applicant contributing to the project/activity cost with either cash or in-kind?	Yes	No		
The activity/project/event is of a non-exclusive nature and is open to the general public and not just group/organisation members.	Yes	No		
The project has not yet commenced.	Yes	No		

Project Description	
<i>Please note: your project must not have already started or be complete</i>	
Amount Requested (Maximum available per applicant \$1,000 ex GST)	
Project Title:	
Project Summary	

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Assessment Criteria
How and to what extent will the project increase participation in sports and recreation activities?
Does support and provide opportunity for those in marginalised and disadvantaged groups? If so, how?
What areas of need will your project/activity address, and how has the need been demonstrated?
Who is responsible for delivering the project/activity? Do they have experience in delivering similar projects/activities?
How will the project/activity continue to be sustainable beyond the funding provided under the grant program?

Budget Information

- Sections A and B must be equal.
- Applicants must provide written quotes for all costs as part of their application and at least three written quotes for expenses over \$8,000.

Project Cost - Section A		Project Revenue - Section B	
Item	Amount	Item	Amount
		Amount of Grant Requested	
		Application Contribution	
		Club/Organisation financial contribution	
		In-kind contribution*	
		Detail other contributions below:	
Total Project Cost (A)		Total Project Revenue (B)	

Applications will be assessed according to the:

- **Increase in participation and inclusion** – what impact will the project have on the number of participants in sports and recreational activities? Does it result in sports and recreation activities that are safer or more inclusive?
- **Demonstrated Need**– there is a clear and demonstrated need for the project/activity.
- **Quality of project proposal and application / Capability of applicant** – has the applicant demonstrated the existence of a clear and well-thought-out project and a plan for completing the project/activity?
- **Sustainability** – the applicant demonstrated that the project is sustainable beyond the funding provided under the grant program.
- **Responsible Sourcing** – the applicant has considered and included locally and environmentally sustainable products and services.

Where applications have equal merit, consideration will be given to:

- level of funding contributed by the applicant and/or others towards the project.

Electronic Funds Transfer Information – to be used if successful.

Organisation Name:	
ABN (Australian Business Number):	
Address:	
Phone Number	
Email Address:	
Financial Institution Name:	
Financial Institution Address:	
BSB Number:	
Account Number:	
Authorisation	
I hereby verify that the information provided is correct and request that all payments be made by direct deposit to the above account. I have authorisation to provide this information on behalf of the organisation named above.	
Name	
Signature	
Date	

Agreeing to the Terms and Conditions of the Grant Funding

These conditions are that the applicant will:

- Use the funds provided for the approved project.
- Seek Council's written approval to continue with the project if there is any change in the project.
- Complete the project within twelve (12) months of the execution of the grant agreement.
- Obtain any required development consent and/or building approvals and/or permission from the land/property owner or regulatory bodies or organisations (if applicable) before commencing the project.
- Where required, ensure that the project complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, the Child Safety (Prohibited Persons) Act 2016, Disability Discrimination Act and Work Health and Safety Act 2012
- Comply with recognised Australian Standards and observe all federal, state, or local legislation, regulations and guidelines including any applicable public health and safety standards.
- Acknowledge the City of Victor Harbor support in any material published in connection with a successful grant through this program.
- Complete the designated acquittal process within two (2) months of the completion of the project and forward a copy to: localgov@victor.sa.gov.au
- Pay all taxes, duties, and government charges in connection with the grant.
- Obtain all necessary insurances and that the City of Victor Harbor will not be held liable for any matter arising out of this grant.
- Indemnify and keep indemnified the City of Victor Harbor, its employees, and agents from and against all actions, costs, claims, charges, and expenses whatsoever which may be brought or made to claim against them out of or in relation to the project.
- Provide a photograph of the completed project, including permission for Council to use the photograph for promotional purposes.

Declaration

I certify to the best of my knowledge that the details provided are true and correct. I have read the City of Victor Harbor Sports and Recreation Grant Program Guidelines. I am authorised to sign on behalf of the organisation applying for funding under the City of Victor Harbor Sports and Recreation Grants Program and agree to abide by all associated terms and conditions if the application is successful.

Project/Activity Title:

Organisation Name:

Representative Name:

Signature:

Date: