

# Sports and Recreation Grant Program

## Major Grant Application Form

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

Eligibility Checklist			
<b>Applicants</b>			
<i>If the applicant answers <b>yes</b> 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 organisation received funding from the City of Victor Harbor Sports and Recreation Grant Major grant stream in the previous three years?	Yes	No	
<b>Project / Activity</b>			
<i>If the applicant answers <b>no</b> to any of the below questions, the project is not eligible.</i>			
Is the project for the development of accessible and fit-for-purpose community sport and active recreation strategic infrastructure?	Yes	No	
Does the project meet at least one of the program objectives? Refer to the guidelines.	Yes	No	
Is the applicant contributing at least 50% of the project/activity cost? Can be either cash or in-kind.	Yes	No	
Is the building or equipment proposed permanent in nature?	Yes	No	
For expenses valued over \$8,000, have three quotes been obtained and supplied as part of the application?	Yes	No	
Is the proposed facility publicly accessible?	Yes	No	
Does the applicant have landowner consent for the activity/project to take place?	Yes	No	
The project has not yet commenced.	Yes	No	

Attachment Checklist	
<b><i>The following must be attached to support your application</i></b>	
Evidence of landowner consent	
A project plan that includes a project schedule and relevant maps/drawings/plans.	
Written quotes for all expenses and three quotes for expenses over \$8,000.	
Written support from relevant clubs or associations	

Project Description	
<i>Please note: your project must not have already started or be complete</i>	
<b>Amount Requested</b> (Maximum available per applicant \$20,000 ex GST)	
<b>Project Title:</b>	
Project Summary	
I've attached a project plan that includes a project schedule and relevant maps/drawings/plans.	<div>Yes</div>

Assessment Criteria
<b>How and to what extent will the project increase participation in sports and recreation activities?</b>
<b>Does the project increase safety, inclusion, and opportunity, especially for those in marginalised and disadvantaged groups? If so, how?</b>

<b>What areas of need will your project/activity address, and how has the need been demonstrated?</b>	
The outcome of a strategic planning process	
Filling a gap in current offerings	
Identified as a priority by a relevant authority	
<b>Detail:</b>	
<b>Who is responsible for delivering the project/activity? Do they have experience in delivering similar projects/activities?</b>	
<b>How will the project/activity continue to be sustainable beyond the funding provided under the grant program?</b>	

<b>Budget Information</b>
<ul style="list-style-type: none"> <li>Sections A and B must be equal.</li> <li>Applicants must provide written quotes for all costs as part of their application and at least three written quotes for expenses over \$8,000.</li> </ul>

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

### In-kind Contribution Detail

An in-kind contribution is a contribution of a good or a service other than money. Some examples include: voluntary labour (for example, painting work), donated goods (for example, kitchen equipment), and donated services (for example, professional advice from an architect). The calculation of your in-kind contribution is based on your best estimates.

The following figures may help guide you:

- calculate volunteer general labour at \$20 per hour
- calculate volunteer specialist labour (for example, engineer or architect) at \$45 per hour.
- calculate donated goods at the price you would pay for them if they were not donated.

Good/service to be provided	Organisation/Supplier	Number of Hours	Rate per Hour	Total Value \$
Total				

### 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 / Alignment with the Strategic Goals of Council** – there is a clear and demonstrated need for the project that has been identified as a priority or gap in existing offerings by Council and/or other relevant authorities.
- **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? The applicant has provided a balanced, realistic, and complete project budget, including written quotes and answered all necessary questions appropriately.
- **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 to pay grant if successful	
<b>Organisation Name:</b>	
<b>ABN (Australian Business Number):</b>	
<b>Address:</b>	
<b>Phone Number</b>	
<b>Email Address:</b>	
<b>Financial Institution Name:</b>	
<b>Financial Institution Address:</b>	
<b>BSB Number:</b>	
<b>Account Number:</b>	
<b>Authorisation</b>	
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.	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Agreeing to the Terms and Conditions of the Grant Funding	
<p>These conditions are that the applicant will:</p> <ul style="list-style-type: none"> <li>• Use the funds provided for the approved project.</li> <li>• Commence the project within twelve (12) months of the execution of the grant agreement.</li> <li>• Fully expended the funds within twenty four (24) months of the execution of the grant agreement.</li> <li>• 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.</li> <li>• 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</li> <li>• Comply with recognised Australian Standards and observe all federal, state, or local legislation, regulations and guidelines including any applicable public health and safety standards.</li> <li>• Seek Council's written approval to continue with the project if there is any change in the project.</li> <li>• Acknowledge the City of Victor Harbor support in any material published in connection with a successful grant through this program.</li> <li>• Complete the designated acquittal process within two (2) months of the completion of the project and forward a copy to: <a href="mailto:localgov@victor.sa.gov.au">localgov@victor.sa.gov.au</a></li> <li>• Pay all taxes, duties, and government charges in connection with the grant.</li> <li>• Obtain all necessary insurances and that the City of Victor Harbor will not be held liable for any matter arising out of this grant.</li> <li>• 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.</li> <li>• Provide a photograph of the completed project, including permission for Council to use the photograph for promotional purposes.</li> </ul>	
<b>Declaration</b>	
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.	
<b>Project/Activity Title:</b>	
<b>Organisation Name:</b>	
<b>Representative Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	