



# Recreation and Sport Small Grants Scheme

Round 2 (2019/20)



# Recreation and Sport Small Grants Scheme Guidelines

## 1. Aim

The City of Victor Harbor Recreation and Sport Small Grants Scheme aims to assist recreation and sport groups and individuals wishing to make a positive contribution to recreation and sport development in the district.

Grants to groups will not normally be greater than \$1,000. Grants to Individuals will not normally be greater than \$400 at the discretion of the committee with reference to Item 4 'Assessment of Applications'. **If more than one round of funding is released in any financial year, grants to one group or individual should not exceed this limit.** In order to assist as many groups and individuals as possible, **applicants that have received a grant 3 times** may not be eligible for further funding, and applications for amounts less than the maximum are encouraged, however one project each funding round may be granted for an amount which exceeds the above limits.

## 2. Eligibility

Non profit recreation and sport organisations or individuals based within the City of Victor Harbor. The organisation should be an incorporated body. Individual applicants need to show club contribution to match the funding application.

Organisations situated outside the region are eligible to apply, but must be able to demonstrate that the project will primarily impact upon residents within the City of Victor Harbor district. Individuals living outside the district are not eligible for funding.

Priority will be given to organisations or individuals that can demonstrate that a grant is necessary for the project to proceed. Individual applicants must be able to demonstrate how the funding is going to assist local recreation and sport development. A local reference should be included. The grant awarded may be scaled according to the degree of local involvement.

### Individual Eligibility

Funding will only be made to a sports person who meets the following criteria:

1. Is permanently residing within the City of Victor Harbor district.
2. Funding support is also received from supporting club/organisation where applicable.
3. Cannot be fully funded by the club/organisation.
4. May experience significant financial hardship if they participate without some additional funding support.

### Individual Grants

These grants are made available to encourage development of junior skills, leadership skills and coaching skills to further enhance club development in Victor Harbor.

### **Club/Supporting Organisation Obligation**

Where a person **is a member of a local club / group**, it is expected that the club will support its members to enable them to participate at an elite level.

As a general rule the amount of subsidy from the City of Victor Harbor **will NOT exceed the amount allocated or raised by the local club**.

Where a sportsperson **is NOT a member of a local club or organisation** but is selected on merit to play in a State or National team and resides within the Victor Harbor Council area, the following applies:

- ) If the person resides within the district and belongs to a club outside the district, then any application can be considered as if their club was a 'local club', and any grant will not exceed the amount allocated by that club.
- ) If there is no club or organisation involved, then any application will be treated on merits (advice may be sought from any State or National body)

Where a sportsperson does not reside in Victor Harbor, but is a significant member of a local sporting club the applicant may be considered as applicable for a grant.

### **Financial Hardship**

Any persons applying for financial support on the basis of financial hardship need to make a clear statement indicating

- the costs associated with participating at an elite level in itemised detail (e.g. travel, accommodation, uniform, loss of employment income etc).
- the level their club/organisation will contribute
- the amount that they can personally afford to contribute
- the level of funding sought to participate.

This statement needs to be countersigned either by a committee member of the supporting club or by the State body responsible for the higher competition.

**With the above criteria in mind and the definitions to clarify these, each application will be considered on merit and in the strictest of confidence.**

### 3. Types of Projects

The following types of projects may be eligible:

- Major events, tournaments and championships;
- Programs to increase participation in recreation and sport;
- Programs to increase participation by people with special needs;
- Projects which are innovative or unique to Victor Harbor;
- Education and training of administrators, officials and players;
- Sponsorship of individuals to attend sporting activities at National or International level;
- Minor improvements to Recreation and Sport Facilities.

### 4. Assessment of Applications

Projects which meet one or more of the following criteria may be given priority:

- Applicants that have not received prior funding;
- Applicants that have not received funding in current or previous financial years;
- Projects that provide a high level of public access;
- Will be used by a high proportion of residents;
- Improve safety for users;
- Encourage sharing and/or development of multi-use facilities;
- Have a local contribution to funding;
- In the case of facilities, are offset by appropriate State or Federal funding;
- An individual should demonstrate a need for funding assistance and outline other funding assistance sought;
- Satisfy a demonstrated need within the local community;
- Contribute to operational self-sufficiency;
- Increase access opportunities for specific special needs groups;
- Are of broader/regional significance;
- Have a long term benefit to the community;
- Have a clearly defined plan, budget and evaluation strategy;
- Come from an organisation with an established management structure;
- The club is registered with the Good Sports Program;
- The club is registered with the Starclub development Program.

### 5. Grants Will Not Be Given For:

- Projects where there is a more appropriate funding source.
- Fundraising purposes.
- Building programs, large capital items.
- Ongoing operational costs (e.g. rent, salaries, maintenance, and administration).
- Reimbursement of money already spent.
- Projects which do not have a realistic chance of success.

## 6. Points to Note

If the requested grant represents only part of the total funding required for the project, details of how the balance is to be raised must be provided. Other resources could include fundraising, other grants, donations, existing funds, volunteer or in-kind support, etc.

Projects would normally be expected to be completed within twelve months of funding being received. **The City of Victor Harbor expects grant recipients to purchase Goods and Services from local businesses where this is practical.**

Appropriate acknowledgement of City of Victor Harbor support should be given in promotional materials and reports.

**At the end of the project a brief written assessment of the project including an expenditure statement on the Acquittal Form and related receipts, must be provided.**

## 7. Application Procedure

All applications should be on the standard Application Form. The “Declaration and Undertaking by Applicant” (page 10 of the Application Form) must be signed by two members of the organisation applying for funding.

Applicants are encouraged to discuss their project ideas with a relevant City of Victor Harbor Officer prior to preparing an application for funding.

Any essential additional information and supporting documents should be attached to the application, however please keep the number of attachments to a minimum.

Applications will be assessed by The City of Victor Harbor Recreation and Sport Advisory Committee who will make recommendations to Council regarding projects to be funded.

**All applications are to be forwarded to:**

**Chief Executive Officer  
City of Victor Harbor  
PO Box 11  
VICTOR HARBOR SA 5211**

Individual Applications can be submitted at any time throughout the year.

Each question/item must be complete within your application for it to be considered.

Applications can also be hand delivered to the City of Victor Harbor, 1 Bay Road, Victor Harbor.

## 8. Further Information and Assistance

Further information and assistance with completion of the Application Form is available from the City of Victor Harbor office or by phoning Jeremy Bell at Council on 8551 0500.

# Recreation and Sport Small Grants Scheme Application Form

|                           |       |
|---------------------------|-------|
| <b>OFFICE USE ONLY</b>    |       |
| Date Received             | _____ |
| Funding Requested         | _____ |
| Application Acknowledged: | _____ |
| Meeting Date:             | _____ |
| Outcome:                  | _____ |
| Outcome Acknowledged      | _____ |
| Acquittal received        | _____ |

- Please **read the funding guidelines** before completing this application form.
- Individuals can apply throughout the year, groups only within round advertised dates.
- Please attach any essential additional information and supporting documents to the application form (*please keep the number of attachments to a minimum and A4 size to enable ease of copying*).
- Please complete all questions.
- Keep a copy of your application for your records.

1. **Project title:** \_\_\_\_\_

2. **Details of applicant:**      **Application Type:**     Organisation    **or**     Individual

|   |   |
|---|---|
| Name:   | _____   |
| Contact Person:                                     | _____   |
| Email:  | _____   |
| Telephone:  | _____   |
| Postal Address:                                     | _____   |
| Residential Address<br>(Individual Applicants only) | _____   |
| If Successful, funds to:                            | Banking Institution _____ Branch _____<br>BSB _____ Acct Name _____ Acct Number _____ |







**9. Details of Project income and expenditure**

Please indicate sources of funding for your project. If you do not have exact figures please provide best estimates.

| INCOME  | AMOUNT    |
|---|-----------|
| Recreation & Sport Small Grants Scheme (Amount applied for)                 | \$        |
| Applicant   | \$        |
| Supporting Club/Organisation contribution                                   | \$        |
| Other Sources <i>(please identify)</i>                                      | \$        |
| ▪   | \$        |
| ▪   | \$        |
| ▪   | \$        |
| ▪   | \$        |
| ▪   | \$        |
| <b>Total Income</b>   | <b>\$</b> |
|   |           |
| EXPENDITURE <i>(please provide details of Project costs)</i>                | AMOUNT    |
| ▪   | \$        |
| ▪   | \$        |
| ▪   | \$        |
| ▪   | \$        |
| ▪   | \$        |
| ▪   | \$        |
| ▪   | \$        |
| <b>Total Project Expenditure</b><br><i>(this should equal Total Income)</i> | <b>\$</b> |

**At the end of the project a brief written assessment of the project including an expenditure statement on the Acquittal form and receipts must be provided. The Acquittal form can be located on the last page of this application.**

**QUESTIONS 10 – 17 ARE FOR GROUP / CLUB APPLICATIONS ONLY**

10. Evidence of incorporation (PLEASE ATTACH)

\_\_\_\_\_

11. Does your club have a current lease of the grounds/facilities?

\_\_\_\_\_

12. When was your group established?

\_\_\_\_\_

13. How many members or active participants are there in your group in each of the following categories?

Junior: \_\_\_\_\_ Senior: \_\_\_\_\_ Social/Committee: \_\_\_\_\_

14. Is your club registered for the Starclub Club Development Program?

Yes  No

*For further information on the Starclub Program please contact; Jeremy Bell – Fleurieu/Be Active Field Officer  
Email: [jbell@victor.sa.gov.au](mailto:jbell@victor.sa.gov.au) Web: [www.recsport.sa.gov.au/starclub](http://www.recsport.sa.gov.au/starclub)*

15. Is your club registered as a good sports club?

Yes  No

If yes which Level: Level 0  (Accreditation Level for clubs without a liquor license)

Level 1  Level 2  Level 3

*For further information on the Good Sports Program please contact; Ruth Miller – Good Sports Project Officer  
Email: [roo.miller@bigpond.com](mailto:roo.miller@bigpond.com) Web: [www.goodsports.com.au](http://www.goodsports.com.au)*

16. Does your group have an ABN?

Yes  No

If yes, please advise number: \_\_\_\_\_

17. Is your group registered for GST?

Yes  No

**18. Declaration and undertaking by applicant**

We the persons making this application declare that:

- (a) We have read and understand the guidelines for the City of Victor Harbor Recreation and Sport Small Grants Scheme;
- (b) The information supplied in this application is to the best of our knowledge accurate and complete.

In the event that funding assistance is offered for the project, which is the subject of this application, we undertake to observe the following conditions:

- (a) To use the grant only for the purpose outlined in the application.
- (b) To seek approval from the City of Victor Harbor for any significant changes to the budget.
- (c) To seek prior approval for any significant changes to the project.
- (d) To acknowledge City of Victor Harbor assistance in any material relating to the project.
- (e) To spend grant monies within the stated period, except with prior approval from the City of Victor Harbor.
- (f) To return unexpended grant monies to the City of Victor Harbor.
- (g) To provide a full report within three (3) months of the conclusion of the project.
- (h) To submit a detailed statement of expenditure, **Acquittal Form and receipts, within three (3) months of the conclusion of the project.** The statement of expenditure to be signed by the Treasurer.

\_\_\_\_\_  
Signature (Chairperson) /Individual Applicant

\_\_\_\_\_  
Name *(please print clearly)*

\_\_\_\_\_  
Signature (Committee Member)/ Witness

\_\_\_\_\_  
Name *(please print clearly)*

On behalf of: \_\_\_\_\_  
(Administering Organisation)

Date: \_\_\_\_\_

# Recreation and Sport Small Grants Scheme Project Acquittal Form

**PLEASE ATTACH COPY OF RECEIPTS TO THIS ACQUITTAL.**

## Details of income and expenditure

GROUP/INDIVIDUAL \_\_\_\_\_

PROJECT \_\_\_\_\_

| INCOME   | AMOUNT    |
|--|-----------|
| Recreation & Sport Small Grants Scheme   | \$        |
| Applicant (Cash)   | \$        |
| Supporting Club/Group Contribution   | \$        |
| Other Sources <i>(please identify)</i>   | \$        |
| ▪  | \$        |
| ▪  | \$        |
| In-Kind Contributions (Labour @ \$20 / hour)                                       | \$        |
| ▪  | \$        |
| ▪  | \$        |
| <b>Total Income</b>  | <b>\$</b> |
| EXPENDITURE <i>(please provide details)</i>  | AMOUNT    |
| ▪  | \$        |
| ▪  | \$        |
| ▪  | \$        |
| ▪  | \$        |
| ▪  | \$        |
| ▪  | \$        |
| <b>Total Project Expenditure<br/><i>(this should equal Total Income above)</i></b> | <b>\$</b> |

**\* This form and related receipts are to be returned to the City of Victor Harbor following completion of project.**