

Our Sporting Future Grant Program Funding Guidelines

The Our Sporting Future Grant Program has been established to assist community organisations with the implementation of small to medium sized facility development projects and development programs for new and developing sporting organisations throughout the **Greater Shepparton Municipality**.

There are five categories of funding under the Our Sporting Future Grant Program:

- Our Sporting Future – **Minor** will accommodate projects on a \$1 to \$1 basis requesting assistance from Council of up to, but not exceeding \$15,000. Organisations may include up to 25% of the project cost as in-kind costs. Maximum of one successful funding application every two financial years per organisation.
- Our Sporting Future – **Major** will accommodate projects on a \$1 to \$1 basis requesting assistance from the Council for between \$15,000. but not exceeding \$30,000. There is no in-kind component for Major projects. Maximum of one successful application every four financial years per organisation.
- Our Sporting Future - **Sports Aid** will provide funding between \$500 and \$5,000 (without matching contributions) for the following types of projects:
 - projects that provide support to new and developing sporting organisations,
 - projects for special access and/or participation projects (that have not been tried before) i.e. a junior program to attract more members or a program that targets a specific group that have not been involved before with the organisation
 - planning initiatives that address the future sport and recreation needs of the club/organisation i.e. strategic or business plan, facility plan or detailed design work on a facility improvement.

A maximum of 3 projects over five years, or a maximum contribution of \$10,000 over a three year period per organisation.

- Our Sporting Future – **Women & Girls** will provide funding towards programs that increase opportunities for women and girls in sports clubs for development programs or training between \$500 and \$10,000 (without matching contributions) for the following types of programs;
 - Leadership development programs including governance and leadership programs or training

- Development programs aimed at increasing participation skills or official accreditation/training e.g. Female football umpires course, netball umpires courses for junior girls

A maximum contribution of \$10,000 over a five year period per organisation.

- Our Sporting Future – **Youth Participation** will provide funding towards initiatives to increase participation in sport for teams/sport between sixteen and eighteen years of age where significant decrease in participation has occurred over previous 1-3 years, for between \$500 and \$5,000 (without matching contributions) for the following types of projects;

- Development programs or skills training to assist the engagement of youth participation in community sport where participation has decreased (decreased participation levels to be demonstrated)

Purchase of uniforms to help increase participation in youth aged teams where participation has significantly decreased (decreased participation levels to be demonstrated with evidence provided from State Sporting Association's or Leagues)

A maximum contribution of \$10,000 over a five year period per organisation.

An organisation/group cannot obtain funding in more than one category at the one time.

See Greater Shepparton City Council website for information on how to apply.
www.greatershepparton.com.au

It is highly recommended that you contact Council's Sporting Clubs Officer to discuss your project before completing your application on 5832 9594

Council staff are available to discuss your project ideas.
 Grant Information sessions are conducted throughout the year.

Please read the Guidelines carefully to ensure you are eligible to apply and to assist you to complete all sections of the application process.

What will be funded

Some examples of projects that the Our Sporting Future Grant Program may support:

- Sports surface development (Minor and Major categories)
- OHS and Public Safety Improvements (Minor and Major categories)
- Lighting Upgrades (Minor and Major categories)
- Pavilion upgrades (Minor and Major categories)
- Shade for participants and spectators (Minor and Major categories)
- Disability Access (Minor and Major categories)
- Purchase of modified equipment (Sports Aid)
- Establishment grants for new sporting groups and organisations (Sports Aid)
- Grounds maintenance equipment (Minor)
- Sports development programs or skills training (Women's and girls)
- Sports development programs or skills training (Youth participation)
- Purchase of uniforms (Youth participation)

What will NOT be funded

- Requests for retrospective funding, where projects have commenced or are completed prior to receiving funding approval
- The purchase of land
- Projects that require ongoing funding or support other than the initial grant
- Routine or cyclical maintenance works to existing facilities
- Project areas designated for gaming machine operations within a proposed facility. In addition, applications where the recipient organisations receive revenue from electronic gaming machines will generally not be funded
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water and other utilities
- Requests for the purchase of recreation, entertainment and sporting equipment i.e. bats, balls, uniforms (with exception of projects under Sports Aid program and Youth Participation)

- Community transport or any other type of vehicle
- Organisations that have failed to complete any previous projects funded by the Greater Shepparton City Council

Incorporated organisation status

Generally the Community Group, Organisation or Club making the application will be an Incorporated Body with an incorporation number. Although not having a certificate of incorporation does not make a group ineligible to apply for funding.

What if we are not incorporated? In this situation, the group applying for the grant will need to nominate another incorporated not-for-profit Community Group, Organisation or Club willing to manage the grant funds (or “auspice the grant”) on their behalf. If you are considering making an application as an unincorporated body, then it is a good idea to contact Council prior to making your application to discuss your situation.

Budget

The budget should include details on all income (all sources of funding which will be used to deliver the project) and expenditure (all costs involved in the project). **Income and expenditure must be equal.** Please provide a copy of quotes with your application, as per the mandatory requirements.

It is also necessary to detail the in-kind contributions, if any, that will be made to the project in the in-kind section in the application. In-kind contributions will be accepted for the Our Sporting Future Funding program in the Minor category **only**, up to 25% of the total project cost. Quite often, applicants find the budget can be one of the most difficult parts of the application. If you have any queries about the budget, please do not hesitate to contact Council.

Assessment

Your application will be assessed by a panel of Council staff, with broad representation from across Council departments.

The Assessment Panel’s recommendations will be:

- Presented to appropriate Director who will consider the recommended funding allocations under the delegated authority
- All successful applications will be presented to an Ordinary Council Meeting following the approval process to notify Councillor
- All applicants will be notified in writing as to the outcome of their application

Please refer to the timetable on the website to confirm the date we aim to notify you of the outcome of your application.

In some cases, the Assessment Panel may consider your application as more suited to one of Council’s other grant programs. If your application is considered by another funding program, Council will contact you to let you know, and may ask for additional information.

Approvals

In some cases, approvals to carry out the proposed project may be required from Council or external organisations.

- **Crown Land:** If the project is to take place on Crown Land, approval may be required from various Victorian Government Departments.

- **Council Land:** Approval may also be required from Council to carry out a project on Council owned land.
- **Building and planning permits** may also be required before your project can commence.

In these cases, applicants can elect to either obtain approvals prior to submitting their application, or may wait until funding is granted to seek approvals. Applicants should note that although funding may be secured, this does not constitute approval to start the project. All necessary approvals and permits must be obtained prior to the initial onsite meeting, following funding, and prior to the commencement of any works. Council officers can assist applicants with the process of gaining approvals either before submission of an application, or following granting of funds.

Access, Inclusion and Equity

Council are committed to providing dignified equitable access for all. It is important that applicants are inclusive of people living with a disability and their carers and provided an environment that reinforces a gender equitable approach to participations within their organisations. This may include considerations to the following:

- Accessible parking at the venue
- Provision of accessible facilities such as toilets, ramp access and accessible seating
- Consideration for assistance animals
- A commitment of providing opportunities for leadership and advancement to all genders
- Acceptance of Carer Cards and/or Companion Cards for carers
- Information available in accessible format, such as large print and signage
- If required, use of interpreters, such as Auslan for people who are Deaf.

For further information, please contact Council's Access and Inclusion Officer on 5832 9592.

Gender Equity

Cultural diversity

Council strongly supports cultural diversity and encourages community inclusivity and culturally safe environments for all within the Greater Shepparton municipality. Cultural Safety is particularly important for CALD and Aboriginal and Torres Strait Islander communities when entering new and familiar environments. It is therefore important that applicants demonstrate their pro diversity practices within their application. This can include any demonstration of inclusion of all; for example:

- Advertising events in plain English
- Ensuring event membership is open to everyone
- Availability of halal foods
- Ensuring all published materials avoids acronyms and jargon
- Take religious and cultural occasions into consideration when planning events
- Considerations of uniform alterations for religious dress wear practices
- Availability of interpreters and translated information
- Partnerships with community service organisations.

For further information please contact Council's Cultural Development Officer on 5832 9472.

Acquittal

You will be required to report back to Council when your project is completed. The acquittal process is important because it enables Council to continuously evaluate the success of the Our Sporting Future Grant Program. Your acquittal should include:

- A summary of the project including your feedback on the things that went well and also things that you have learnt from the project.
- A Financial Statement must be completed together with receipts attached.
- Copies of promotional materials, photographs or video for the purpose of promoting the Our Sporting Future Grant Program through Council publications and website.

All projects should be completed and acquitted within twelve months of receiving funds.

A group which fails to complete their acquittal documents is ineligible to apply for funding under any future rounds of the Our Sporting Future Grant Program until their acquittal is completed and reviewed by Council.

Playgrounds or sports facilities on school grounds

The following specific guidelines apply for playground or sports facilities at schools (Government or Private) on non-Council land.

The Council will consider the provision of financial assistance for playgrounds or sports facilities at local schools on non-Council land, where it can be demonstrated that there will be a significant benefit to the community, residents will have reasonable access to the facility and the proposal is consistent with the Council's Playground Provision Strategy. The Council's contribution will be up to 25% of the total project cost.

To assess requests from schools, the Council will use the following criteria:

- How it aligns with the Council's Playground Provision Strategy
- Estimated usage of the facility out of school hours
- School policy on community access
- Presence of features or barriers that restrict community access (i.e. locked gates, close proximity to area excluded from community use) and
- Pedestrian and cycling access to the facility

Where the Council makes a financial contribution to playground or sports facilities within school grounds on non-Council land, a written agreement between the Council and the relevant landlord will be entered into, inclusive of the following:

- That the Council be excluded from future ongoing maintenance and replacement costs associated with the playground or sports facility
- That the relevant authority maintain the playground or sports facility at all times according to relevant Australian Safety Standards for Playground and Play Equipment, and be responsible for all costs incurred in doing so.
- That the playground or sports facility will be open to use by the general community after school hours.

Mandatory requirements

There are several **mandatory requirements** specific to the Our Sporting Future Grant Program. Organisations **must** provide copies/evidence of the following mandatory requirements with their

application for support from the Our Sporting Future Grant program. Please note that applications will not be assessed until all mandatory requirements are attached.

Participation in the Australian Drug Foundations ‘Good Sports Program’ (if applicable – clubs that supply alcohol).

The Good Sports Program aims to reduce alcohol and other drug problems, increase the viability of sporting clubs and improve the range and quality of sport options available within the community. For further information please contact Valley Sport on 5831 8456.

Evidence of the development and use of a Code of Conduct policy for players, spectators and officials

A fun and safe sports club promotes and enforces appropriate codes of behaviour. Codes can be developed through your state sporting associations or visit Sport and Recreation Victoria at www.sport.vic.gov.au and visit the ‘Keeping Sport Fun and Safe’ that provides codes of behaviour for user friendly junior sports clubs.

Evidence of a Risk Management Plan

Risk Management plays a major role in sporting clubs. The development of a Risk Management Plan assists your club in identifying any potential risks that may affect your club. Risk Management Plans for individual sports are available through your State Sporting Association.

Evidence of the development and use of an Access for All policy

Is your club inclusive for all members of our community?

Include evidence that your club has a considered approach to inclusion for people of all abilities, CALD communities, and Aboriginal and Torres Strait Islander peoples to ensure your club is an inclusive and culturally safe environment for all to volunteer or participate in sport.

For further information please contact Valley Sport on 5831 8456.

Volunteers undertaking working with children checks

The Working with Children (WWC) Check is one mechanism to help keep children safe. It is designed to complement good recruitment, selection (including reference checking), supervision and training practices for staff and volunteers who work with children. For further details contact Department of Justice on 1300 652 879 or visit www.justice.vic.gov.au/workingwithchildren

Financial Information

Organisations must provide a recent Audited Financial Statement and a copy of a current bank statement to ensure that the organisation has matching funds.

Public Liability Insurance Certificate from your organisation

Organisation must provide a copy of their current Public Liability Insurance to the value of \$20 million (most sporting clubs can obtain this through their state sporting body).

Quotation for works

Organisations applying for funding through the sports aid category must provide one (1) written quote for the project, the minor category must provide two (2) written quotes for the project and organisations applying for funding through the Major category must provide three (3) written quotes.

**We welcome your application to the next Round of the
Our Sporting Future Grant Program**