Program Guidelines

Recreation Assistance Grants 2023

Introduction

The Mildura Rural City Council Recreation grants provides $229,000 annually to assist recreation groups to undertake projects that encourage leisure initiatives to increase participation in sport and recreation activities or increase access to a diverse range of quality sporting and recreation facilities and programs.

You are required to read the guidelines and discuss your project idea with us before starting an application.

Applications must be submitted online via our grants portal www.mrcc.smartygrants.com.au.

For more information or to discuss your application please contact us on 03 5018 8100 or email sue.obrien@mildura.vic.gov.au

Who can apply?

To be eligible to apply for a Recreation grant you must:

- Be a not-for-profit organisation/group and Incorporated Body (or be auspiced by one).
- Have Public Liability Insurance to the minimum of $10 million.
- Be based within the Mildura Rural City Council Local Government Area and/or provide services and programs within these boundaries (or propose to).

Funding Programs

<table>
<tr><td></td><td>Participation</td><td>Planning</td><td colspan="2">Infrastructure</td></tr>
<tr><td>Grant Stream</td><td>Club Support Grant</td><td>Recreation Planning Grant</td><td>Minor Facility Upgrade Grant</td><td>Major Facility Upgrade Grant</td></tr>
<tr><td>How much can I apply for?</td><td>Up to $3,000</td><td>Up to $13,000</td><td>Up to $15,000</td><td>$15,001 - $50,000</td></tr>
<tr><td>Funding Ratio</td><td colspan="4">Minimum 2 : 1 ($2.00 Council - $1.00 Applicant)
Club Support Grant applicants who have been flood impacted or are applying for projects that address Gender Equity will be exempt from meeting the 2 : 1 funding ratio.</td></tr>
<tr><td rowspan="5">Critical Dates</td><td colspan="2">Grants Open</td><td colspan="2">February – Major Facility Upgrade is open July to March.</td></tr>
<tr><td colspan="2">Grants Close</td><td colspan="2">March (6 weeks)</td></tr>
<tr><td colspan="2">Grants Assessment</td><td colspan="2">April – May</td></tr>
<tr><td colspan="2">Grant Outcome</td><td colspan="2">June</td></tr>
<tr><td colspan="2">Grant payment (if applicable)</td><td colspan="2">July</td></tr>
<tr><td>Allocated Council funding for this program.</td><td>$15,000.00</td><td>$39,000.00</td><td>$75,000.00</td><td>$100,000.00
Maximum 2 projects funded per annum.</td></tr>
<tr><td colspan="5">Depending on demand for each funding stream Council has the discretion to re-allocate funds between each stream.</td></tr>
</table>

Club Support Grant

Objective

Through this program we aim to fund projects or programs that are targeted at increasing participation in sport and recreation.

Potential projects

- Projects that provide support to new and developing sporting competitions.
- Projects that have not been tried before (i.e. a modified program to attract more members).
- A program that targets a specific population group.
- Purchase of modified equipment.
- The purchase of safety equipment.
- Purchase of new grounds maintenance equipment.
- Changes required to introduce healthy eating choices at clubs (not for the purchase of food/drinks etc.).
- Changes required to support the introduction of a smoke free environment at clubs and facilities.

Documentation to be provided

- A copy of your current Public Liability Insurance Certificate (minimum $10 million).
- Quotes to demonstrate the cost of the project/program:
    - 1 quote for projects/programs less than or equal to $4,999
    - 2 quotes for project/programs more than $5,000

What will not be funded?

- Re-current or ongoing funding from Council is needed.
- Your project is eligible for funding under another government or statutory body.
- The request for funding is for a maintenance project, club administration costs, repair of equipment or payment of utilities (rent, power, telephone etc.).
- Your project has been funded through this grant program previously.
- Your project has commenced or will commence before the grant funding is announced (we do not fund in retrospect).
- You wish to fund the costs associated with preparing a grant application and/or the sourcing of quotes.
- Projects proposing to install or upgrade assets or infrastructure which is located on property owned privately or by a public company will not be eligible.
- Projects funded under the Club Support Grant cannot utilise in-kind contributions.

Recreation Planning Grant

Objective

Through this program we aim to fund planning works that are aimed at increasing participation in sport and recreation and/or ensuring our community has access to a diverse range of quality sporting and recreation facilities, programs and opportunities.

Potential projects

- Planning initiatives that address the future sport and recreation needs of the club/ Association.
- Strategic Plan.
- Business plan.
- Facility plan.
- Feasibility study.
- Detailed design work on facility improvement.

Documentation to be provided

- A copy of your current Public Liability Insurance Certificate (minimum $10 million).
- Quotes to demonstrate the cost of the project/program:
    - 1 quote for projects/programs less than or equal to $4,999
    - 2 quotes for project/program more than $5,000
    - Quotes must be from suitable qualified consultants with previous relevant experience. Recreation Officers can provide advice on consultants appropriate to your project.
- Project brief that provides the consultant with all details of the project – a template is available to assist applicants

What will not be funded?

- Re-current or ongoing funding from Council is needed.
- Your project is eligible for funding under another government or statutory body.
- Your project has been funded through this grant program previously.
- Your project has commenced or will commence before the grant funding is announced (we do not fund in retrospect).
- You wish to fund the costs associated with preparing a grant application and/or the sourcing of quotes.
- Projects funded under the Recreation Planning Grant cannot utilise in-kind contributions

Minor and Major Facility Upgrade Grant

Objective

Through the Facility Upgrade Grant schemes, we aim to fund infrastructure projects that will increase participation in sport and recreation and/or ensuring our community has access to a diverse range of quality sporting and recreation facilities, programs and opportunities.

Potential projects

- Sports and surface development, replacement or upgrade.
- Safety improvements.
- Lighting upgrades.
- Accessibility upgrades.
- Upgrades to support gender equity.
- Shade for participants and spectators.
- Building construction.
- Building Upgrade.

Documentation to be provided

- A copy of your current Public Liability Insurance Certificate (minimum $10 million).
- Quotes to demonstrate the cost of the project/program:
    - 1 quote for projects/programs less than or equal to $4,999
    - 2 quotes for project/program more than or equal to $5,000
    - Major facilities applications can provide a detailed cost estimate in lieu of quotes, from an independent source. Applicants should discuss the specific project with Council before submitting to determine suitable evidence.
- Any in-kind contribution in support of your project must be detailed in your application form using the In-Kind Template Form provided. The extent to which in-kind contributions can be utilised is detailed below on page 8.
- Land Manager Consent
- Cultural Heritage Assessment Tool

Major Facility Upgrade Grant only

In addition to those documents listed above you will be required to submit the following documents;

- Site specific schematic plans;
- Engineering designs;
- Lighting Plans including Lux Charts (if applicable);
- Site Investigation Documents e.g. Geotech report;
- Tender brief (if applicable);
- Planning Permit;
- Access Audit (where available);
- Letter from all contributors confirming financial contribution;
- Project Plan.

It is expected that applications under this stream will be able to demonstrate they are ready to commence immediately successful applicants are announced. The Recreation Planning grant is available to support Clubs to undertake this level of planning.

What will not be funded?

- Re-current or ongoing funding from Council is needed.
- Your project is better suited and eligible for funding under another government or statutory body. This is at the discretion of the Recreation Development Coordinator.

- Projects proposing to install or upgrade assets or infrastructure which is located on property owned privately or by a public company will not be eligible.
- The request for funding is for a maintenance project, club administration costs, repair of equipment, purchase of equipment such as tractors, mowers and sporting goods which are not a permanent fixture of the facility and/or the payment of utilities (rent, power, telephone etc.)
- Your project has been funded through this grant program previously.
- Your project has commenced or will commence before the grant funding is announced (we do not fund in retrospect).
- You wish to fund the costs associated with preparing a grant application and/or the sourcing of quotes.
- Projects funded under the Major Facilities Upgrade grants cannot utilise in-kind contributions.

Assessment Criteria
All funding streams will be assessed against the following criteria.

- Link to Council's Strategic Direction/ Objectives
- Social Inclusion
- Evidenced Demand for the project/program
- Capacity to Deliver the project/program
- Organisation profile (refer Appendix A)

Each funding program will have specific questions that are relevant to the level of funding available.

Eligibility
Recreation groups will only be eligible for funding if they can meet the following criteria. You will be required to confirm eligibility during your application.

- The project takes place within Mildura Rural City Council and is for the benefit of its residents.
- Your group has contacted a Recreation Officer to discuss your grant application. You will need to list the contact officer's name.
- Your group is an incorporated 'not–for-profit' organisation with an Australian Business Number, OR auspice by one.
- Your group must supply Land Owners Consent from the property owner/s *(Including Mildura Rural City Council property).*
- The project does not require an ongoing commitment of funds from Council.
- The project is not considered to be routine/ cyclical maintenance works.
- The project must be completed within 12 months of notification of funding success.
- Your group can provide contribution towards the project on a $1 for $2 ratio (Council $2: Group $1), by way of cash or in-kind support.
- The funding is NOT deemed the responsibility of State and/ or Federal Government.
- You have read the Recreation Grant Guidelines.
- Your organisation has no outstanding debts to Council, or has acquitted all previous grants or sponsorship to the satisfaction of Council.
- Your organisation does not gain a direct financial benefit from the income generated through gambling activities.
- Members of a Recreation Group applying for a grant must disclose, in writing any perceived and/or conflict of interest.
- Organisations cannot obtain funding in more than one of the minor or major infrastructure category in the same grant round.

Assessment Process
Successful applications will be determined using the following process:

- Assessment of applications by an Independent Assessment Panel. Please note applications need to obtain a score of 50% (of total possible score) or above to be considered for a successful grant. Unsuccessful groups will be supported to improve their application to re-submit.
- Major Facility Upgrade program will be assessed by an assessment panel with appropriately qualified representatives from stakeholder departments to ensure technical obligations met.
- Report presented to Council of assessment outcomes and recommendations.
- Council resolution to adopt recommendation.
- Notification to community groups of outcomes.
- The delivery of successful Major Facility Upgrade projects will be managed by Council staff.
- Applications must submit all required documentation prior to assessment. It is the responsibility of the applicant to provide the required documentation. Applications without the required documentation will not be assessed.

Procedure for Payment of Grants
All applicants will be notified in writing of Council's decision following the Council Meeting.

Successful applicants will be presented with a certificate of acknowledgement, by a representative member of Council at a presentation ceremony.

Grant monies will be paid to successful applicants upon receipt by Council of the following:

- Signed Funding Agreement
- Invoice for grant amount

If the recreation group has an auspice, funds will be paid into the auspice's bank account. It will be the responsibility of the auspice organisation to acquit the funding.

Successful Major Facility Upgrade projects will be delivered by Council staff. The applicants will be required to provide financial contribution prior to the commencement of the project, via the payment of a Council raised invoice.

GST Legislative Requirements
To enable payment of the grant, all successful applicants must have an ABN (Australian Business Number), or be auspice by a group that has an ABN.

Successful applicants do not have to be registered for GST. However, where an applicant is registered for GST, the grant will be grossed up 10% to cover the GST that the applicant must pay to the ATO on receipt of the grant. Where an applicant is not registered for GST, the grant will not be grossed up. (Registrations are substantiated through the ATO's ABN Register)

Acquittal Process
All successfully funded projects will be required on the completion of the project to:

- Acknowledge Council's funding. This can be done as part of a speech at the event, in writing, in the media and/or promotional material for the event per funding agreement guidelines

- Spend the grant funds as outlined in the approved grant application and in accordance with the terms of the funding agreement.
- Complete the funded project within 12 months of approval.
- Return any unspent funds to Council at the end of the grant period.
- Seek consent from Council for any modifications required that alter the original approval to the funds being spent. All requests will be considered and the applicant will be notified of Council's decision. Approval must be received before alterations can proceed.
- Complete and submit an online Mildura Rural City Council Recreation Facilities Upgrade Grant Acquittal form, with required financial evidence (e.g. receipts) as well as other forms of evidence, video, media marketing material, photographs etc. to accompany the project evaluation, which details specifically how the funding was spent to achieve the funded project objective/s. (refer to acquittal guide for further information)

If an applicant organisation fails to submit an approved acquittal, that organisation will be ineligible to apply for subsequent rounds of the Recreation Grants Program.

In-Kind Contribution

In-kind contributions can be utilised for the Minor Facility Upgrade Grants only. Specific details regarding in-kind contributions are noted below:

- The value of volunteer labour and other in-kind support is limited to a percentage of your total budget.
- In-kind contribution cannot exceed 25% of your financial contribution for projects.
- Please note that any in-kind and voluntary support in your funding application needs to be underwritten by the applicant.
- Your project budget should be fully costed and itemised representing the total project cost. You are then able to nominate what items from the budget are to be contributed as in-kind.
- You need to nominate, which organisation/ individual is making the contribution and how you have calculated the value, based on the cost of that service itemised in your budget.
- Rates for basic labouring work are normally calculated at $20.00 per hour while specialist contributions should be valued at $25.00 to $50.00 per hour.
- You are required to complete and submit the In-kind contribution template.

General Conditions

- Approval must be given for any capital works projects on land or facilities owned or managed by Mildura Rural City Council. Groups must apply for and receive approved Land Manager Consent prior to submitting a grant application. The approval process may take up to 6 weeks from receipt of a completed application form. For further details please contact the Recreation Officer.
- Projects on land or facilities owned or managed by Mildura Rural City Council must be undertaken by a Council approved contractor and all quotes supplied within a grant application must be from approved contractors. For details on current approved contractors please contact the Recreation Officer.
- For projects on land or facilities not owned or managed by Mildura Rural City Council, evidence of approved land manager's consent from the relevant land owner must be submitted with a grant application.
- All construction projects are required to assess if they require a Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018). This tool is used and completed

to determine if a Cultural Heritage Management Plan is required for the project: https://www.aboriginalvictoria.vic.gov.au/protecting-aboriginal-heritage-during-landdevelopment

- Late applications will not be accepted.
- A copy of your organisation's most recent Bank Statement (less than 3 months old) and/or Financial Statement must be provided upon request.
- To receive grant funds, successful applicants must enter into a Funding Agreement with Council and adhere to all conditions outlined in the agreement.
- Written confirmation from the supplier for any in-kind contribution detailed in your application must be provided to Council upon request.
- Evidence of Policies referenced in the Club Questionnaire must be provided to Council on request. Your State Sporting Associations policies are not acceptable. Policies must be adopted by your organisation.

Appendix A

Club Profile Questionnaire:
Do any of the following statements apply to your club? (*Tick those that apply*).

- ☐ We share a facility with other sports;
- ☐ Our Club/Association has undertaken a strategic planning process;
- ☐ Our Club/ Association has completed the gender equity audit;
- ☐ Our Club/Association has adopted policies and implemented strategies to support gender equity;
- ☐ Our Club/ Association has introduced a Child Safe Policy;
- ☐ Our Club/Association has formally introduced healthy eating choices in our canteen as evidenced by a policy;
- ☐ Our Club/Association has implemented a smoke free environment at our facility as evidenced by a policy ;
- ☐ Our Club/ Association is an active member of the Good Sports Program;
- ☐ Our Club/Association does not charge a spectator entrance fee;
- ☐ Our Club/Association does not make any coach or player payments;

Club Profile Guidance

The following documents will provide guidance on implementing changes to improve your club profile score.

Healthy Eating Implementation Guidelines

https://sport.vic.gov.au/__data/assets/pdf_file/0038/56999/healthy20choices20in20sport20and20recreation20facilities20-20implementation20guidelines20and20template.pdf

Responsible Service of Alcohol

https://goodsports.com.au/resources-downloads/

Smoke Free Environment

https://www.quit.org.au/resources/sporting-groups/smoking-sports-clubs-and-benefits-becoming-smokefree-club/

Gender Equity

http://www.sportsfocus.com.au/gender-equity-in-sport/

https://www.mav.asn.au/__data/assets/pdf_file/0010/7300/Maroondah-City-Council-Gender-equity-self-assessment-tool-for-sport-and-recreation-clubs.pdf

https://sport.vic.gov.au/news/articles/changeourgame-gender-equality-sport

Child Safe Standards;

https://www.dhhs.vic.gov.au/publications/child-safe-standards

Document links:

- Land Managers Consent -
- Cultural Heritage Assessment Tool - https://www.aboriginalvictoria.vic.gov.au/protecting-aboriginal-heritage-during-landdevelopment
- Project Brief Template –
- Project Plan Template –
- In-kind contribution template –
- Council Plan 2021-2025 - https://www.mildura.vic.gov.au/Council/About-Council/Council-Plans-Strategies/Council-Plan-2021-2025.pdf
- Recreation Strategy - https://www.mildura.vic.gov.au/Council/About-Council/Council-Plans-Strategies/Recreation-Strategy-2021-2031
- Township Master Plans - https://www.mildura.vic.gov.au/Council/About-Council/Council-Plans-Strategies

Definitions

ABN The Australian Business number (ABN) is a unique 11-digit identifier that makes it easier for businesses and all levels of government to interact

https://abr.business.gov.au/

Acquittal The process by which a funding recipient demonstrates in writing to the funding body that it has expended all funds in accordance with the terms and conditions of the funding agreement on completion of the project

Assessment criteria Is the key points that grant applications will be considered against. A grant application must meet all assessment criteria to be successful.

Auspice Means to lend support, in the context of a grant application, an unincorporated organization will require an Auspice organisation that is an incorporated entity. Grant
GST Goods and services tax, often referred to as GST is a broad based tax of 10% on most goods, services and other items sold or consumed in Australia. GST is paid in addition to the grant amount to applicants who are registered with the ATO for GST.

https://www.business.gov.au/Registrations/Register-for-taxes/Register-for-Goods-and-Services-Tax-GST

Capital Works This refers to; upgrades or modifications to facilities or buildings, structural alterations/ improvements or the installation of fixed built items, any addition that will add to the capital value.

Capital Works Program is a program of works approved by Council to be funded in a particular financial year. The major purpose of a Capital Works Program is the creation and maintenance of assets for community use based on strategic principles to ensure appropriate and targeted resource allocation.

Funding agreement is a legal document that outlines the terms, conditions and obligations of funding, project delivery, accountability for both the department and the funded organisation or Community group.

Grant A Grant is a payment made by Council to an eligible applicant for a specific purpose or project that demonstrates community benefit and assists people living in the Mildura Rural City Council Municipality to achieve its strategic goals and objectives. Grants are subject to an application process and are awarded following Council endorsement.

Incorporated Association An incorporated organization separates individual members from the entity. Incorporation makes a group of people, a single legal entity with certain rights and legal protections.
https://www.consumer.vic.gov.au/clubs-and-fundraising

In-Kind Contribution A contribution is an investment which be either non-financial (volunteer time, free venue donated goods) or financial from the organization or the community group, that goes towards the project or program to make it happen

Land Managers Consent Grant applications seeking funds relating to Capital Works on Council land, or to a Council owned facility, requires a land mangers consent form to be submitted to council for processing and approval at the time of the grant application.

Consent is also required from Land Owners other than Council i.e. DELWP and approval (or proof of application) from the relevant Land Owner must be submitted to council at the time of the grant application

Public liability insurance protects your organisation or community group financially if someone attending your grant activity or event is injured.

Target group the people or community that your grant project aims to reach and engage with.