

**Recreation
Development Grant
Guidelines
August 2020**



Mildura Rural City Council

Recreational Development Grants

Priority for projects that consider COVID-19 impacts

This guidance is provided to applicants applying for a Recreational Development Grant in August 2020. This document is to be considered in conjunction with the Recreational Development Grant Guidelines 2020.

In these unprecedented times for our community with the outbreak of coronavirus across the world, Mildura Rural City Council is acting to prioritise Recreational Development Grants that consider relief and recovery from the impacts of COVID-19.

The Recreational Development Grants program in August 2020 will focus on assisting community groups to adapt to the current situation through supporting recreational projects that respond to the impacts of COVID-19.

You are encouraged to read this document with the Recreational Development Grant Guidelines and discuss your project idea with us before starting an application.

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

COVID-19 Priority Assessment Criteria

In addition to the eligibility and assessment criteria detailed in the Recreational Development Grant Guidelines, applications will be assessed on how the project considers the impacts of COVID-19.

The following question in the online application must be addressed and will be assessed:

- How has COVID-19 impacted your group and how will this project address the impact?

Project Ideas

Funding to support future need and recovery:

- Adaptation of sporting programs and activities, especially providing:
 - New leisure activities
 - Increased participation
 - An expanded range and quality of recreation opportunities
 - Equipment that will lower the cost of participation
- Preparation for return to group activities, events or programs.
- Other emerging pandemic needs in line with funding priorities

Funding

Up to \$3,000. \$2:\$1 funding contribution.

Co-contribution requirement will be waived for community groups who can demonstrate COVID-19 recovery project objectives.

Introduction

Recreation Development grants are designed to assist recreation groups to undertake projects that encourage new leisure initiatives with the potential to expand the range and quality of recreation opportunities or increase participation in a particular activity.

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

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 Development 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).

What will be funded?

Recreation Development Grants are made available to support the goals of the Community and Council Plan 2017-2021. Through this program we aim to fund projects or programs that are targeted at:

1. Increasing participation in sport and recreation.
2. Ensuring our community has access to a diverse range of quality sporting and recreation facilities, programs and opportunities.

Priority will be given to projects catering for a demonstrated community need.

Potential Projects

Examples of projects that may be eligible for funding include:

- Coaching clinics
- Training and development
- Purchase of minor equipment.

What will not be funded?

You cannot apply for a Recreation Development grant if:

- 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.

How much can I apply for?

Eligible groups can apply for up to **\$3,000**.

Recreation Development grants are paid on a '\$2 for \$1' basis (funding ratio) - meaning that for every \$2 provided by Council, successful applicants must contribute a minimum of \$1 towards the cost of a project.

Applicants can claim part of their required contribution as in-kind or voluntary support.

The following examples have been developed to assist you to understand funding ratios.

Council Grant	Your Contribution		Project Total	Eligible?	Details
	Cash	In-kind			
\$3,000	\$1,500	\$0	\$4,500	Yes	This project is eligible as the 2:1 funding ratio has been met and there is no in-kind support.
\$3,000	\$750	\$750	\$4,500	Yes	This project is eligible as the 2:1 funding ratio has been met and in-kind support does not exceed the permitted value.
\$3,000	\$0	\$1,500	\$4,500	No	This project is not eligible as there is no cash contribution from the applicant.
\$3,000	\$500	\$1,000	\$4,500	No	This project is not eligible as in-kind support exceeds the permitted value.
\$3,000	\$2,000	\$0	\$5,000	Yes	This project is eligible as the 2:1 funding ratio has been exceeded by the applicant contributing more than 1/3 of the total project cost.

How do I apply?

We encourage you to discuss your project idea with us before starting an application.

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

Important Milestones

1. **Grant round open.** 24 August 2020
2. **Submit your application.** 4pm, Monday 5 October 2020
3. **Applications assessed. 30 October 2020**
4. **Council Meeting (decision).** 25 November 2020
5. **Applicants notified.** Early December 2020
6. **Successful projects commence.** 1 January 2021
7. **Project completion.** 22 December 2021

Assessment, evaluation and acquittal

Assessment of applications

Applications for Recreation Development Grants will be assessed by independent assessors according to the following criteria and will be presented to council for consideration following the closure of the funding round.

- Your project's potential to increase or maintain recreation opportunities available to the community.
- How well your project aligns to what is identified in Council's Recreation Strategy and/or relevant Master Plans.
- Evidence of adherence to social justice principles e.g. increased accessibility for people with disabilities, catering for juniors, cultural groups, etc.
- Organisational capacity (labour and/or finance). The applicant must show that it is capable of contributing the required funds or in-kind support to meet the funding ratio.
- Sustainability.

Information for successful applicants

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.

Project evaluation and financial acquittal

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 Development 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.

Application Conditions

Your application

- A copy of your current Public Liability Insurance Certificate (minimum \$10 million) must be submitted as part of your application.
- Two quotes need to be submitted as part of your application for any individual budget items over \$1,000. At least one quote required for items under \$1,000. Additional quotes must be submitted upon request.
- Any in-kind contribution in support of your project must be detailed in your application form.
- For projects with a total cost of \$4,500 or less, in-kind support cannot exceed 50% of your required contribution. For projects with a total cost of \$4,501 or more the contribution cannot exceed 25%.

General Conditions

- Late applications will not be accepted.
- Council approval (including necessary permits) must be gained for any projects being undertaken on Council owned or managed land.
- 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.

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.

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>

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

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.

Land Managers Consent Grant applications seeking funds relating to Capital Works on Council land, or to a Council owned facility, requires a land managers 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

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.

Notes: