



Mildura Rural City Council

## Recreation Assistance Grant Scheme Policy

### Policy – CP075

Prepared	Reviewed	Approved	Date	Council Minute No.
Recreation Development Coordinator	Manager Leisure & Cultural Services	Council	April 2022	2023/0049
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#### 1. The purpose of this policy is

To provide principles to be applied to offer grants to recreation and sporting organisations to conduct recreation programs, undertake strategic planning and capital works.

#### 2. Policy Statement

This policy operates in the context of and should be read in conjunction with the Mildura Rural City Council Grants Policy CP021 and the Recreation Grants Program Guidelines.

Council provides assistance to recreation and sporting groups by means of four (4) grants as follows:

##### *Recreation Participation Grant Scheme:*

- Encourages new leisure initiatives at a local level which have the potential to expand the range and quality of recreation opportunities.
- To enable modification or extension to established programs and activities that will lead to greater public participation in quality recreation pursuits.

##### *Recreation Planning Grant Scheme:*

- Planning initiatives that address the future sport and recreation needs of a club/organisation.

##### *Minor Facilities Upgrade Grant Scheme:*

- Recognises the desire and willingness of recreation and sporting groups to improve their facilities or to build new facilities.
- Financially assist organisations in the development of improved facilities in order to offer members extended programs.
- The classification of minor works is defined by the value of works proposed.

*Major Facilities Upgrade Grant Scheme:*

- Recognises the desire and willingness of recreation and sporting groups to improve their facilities or to build new facilities.
- Financially assist organisations in the development of improved facilities in order to offer members extended programs.
- Provide project management resources to deliver major upgrades as part of Council's Capital Works Program.
- The classification of major works is defined by the value of works proposed and is provided to cater for an identified gap in external grant opportunities.

### **3. Principles**

The Mildura Rural City Council is aware of the importance to the community of recreation and service organisations and believes it has a commitment to assist with the provision of a range of facilities and programs which will enable residents of the municipality to enhance and improve their quality of life.

Recreation Assistance Grant Schemes will be assessed utilizing the following evaluation criteria:

- Linkages to Council Strategic Directions and Objectives
- Social inclusion
- Evidenced demand for project/program
- Capacity to deliver project/program
- Club Profile assessment

#### **Eligibility**

Council will consider grant applications from incorporated community groups and eligible service organisations that are non-profit and either based within the municipality, or provide services and activities within these boundaries. New groups, proposing to establish themselves within the boundaries of the municipality, are also eligible to apply.

To be eligible to apply for funding, organisations must be a non-for-profit constituted body, or legal entity, such as an Incorporated Association, or be sponsored or auspiced by one. Details of eligibility and non-eligibility are to be outlined in the respective grants program documentation.

If the organisation is not a legal entity, an eligible organisation can apply on their behalf, provided they have the necessary legal entity status to enter into a funding agreement with Council and administer funding on their behalf (e.g. If a small voluntary committee is auspiced by a larger parent organisation, the parent organisation may be able to apply for funding on behalf of the committee).

Organisations can only apply for funding for one grant through the Major Facility Upgrade stream each round.

Organisations with outstanding acquittals or debt with Council will not be considered eligible for funding until the previous grant is fully acquitted (unless arrangements have been made in accordance with Councils 'Debt Collection – Sundry Debtors Policy OP103')

Organisations that gain a direct financial benefit from the income generated through gambling activities will not be eligible for funding.

Depending on demand for each funding stream Council has the discretion to re-allocate funds from one stream to another.

### **Advertisement of Grants**

Council grants will be advertised at defined intervals throughout the year. Council will use various methods of communication, including print media, Council website, information sessions and social media.

### **Applications**

Applicants should read and follow the grant guidelines, and address all relevant criteria outlined in the application. It is mandatory that applicants discuss their projects with relevant Council Staff prior to submitting a grant application.

Applications are to be submitted on the appropriate online grant application form.

Staff will be made available to assist with application enquiries.

### **Assessment Process**

Council will establish an appropriate Grants Assessment Team who will individually score applications received, based on meeting the agreed selection criteria.

To ensure probity and fairness, each member will complete a Disclosure of Conflict of Interest Declaration prior to the grant assessment process. Advice or information given to one application will be made available to all of the applicants. To ensure impartiality, Council officers who have assisted with an application, should not be involved in the assessment process.

Applications will then be ranked accordingly based on defined scoring protocols and a determination made as to whether each application meets an acceptable standard, before a report is forwarded to Council regarding the recommended distribution of grants funding.

## **4. Unspent Recreation Grant Reserve Fund**

In the event that demand through the Recreation Grant Scheme is greater than the funds available, funds held in the Unspent Recreation Grant Reserve Fund may be utilised to fund eligible applications. Eligibility will be determined via the existing process detailed within this Policy. In the event that funds are required from the reserve, refer to the Financial Reserves Policy OP216 for notification and approval process.

**5. Who is responsible for implementing this policy?**

Recreation Development Coordinator

**6. Legislation and other references**

**6.1 Legislation**

Disclosure of conflict of interest – section 130 of *Local Government Act 2020*

**6.2 Documents**

This Policy is implemented in conjunction with the following documents:

- Grants Policy CP021
- Financial Reserves Policy OP216
- Recreation Grants Program Guidelines

**6.3 Risk Assessment Reference**

<b>Risk Category</b>	✓	<b>Risk Category</b>	✓
Asset Management		Financial Sustainability	✓
Committees		Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	
Corporate Governance		Project Management	
Environmental Sustainability		Public Image and Reputation	✓