



RECREATION & SPORT GRANTS

2018-19 Program Guidelines

GUIDELINES

The Recreation and Sport Grants Program provides funding to eligible clubs, groups and organisations that support the outcomes of the City of Adelaide Strategic Plan (2016–2020) and demonstrate consistency with outcomes of the Active City Strategy (2013–2023) including

- Great Spaces to be Physically Active
- Financially Sustainable Facilities
- People Choose to be Physically Active in the city
- Community Led Sports Opportunities.

City of Adelaide Policy Documents

Applicants are encouraged to refer to the following documents prior to lodging an application:

- [City of Adelaide Strategic Plan \(2016–2020\)](#)
- [Active City Strategy \(2013–2023\)](#)
- [Access and Inclusion Strategy](#)

What the guidelines cover

- What type of project might be funded?
- What are the Recreation and Sport Grant program priorities?
- Who can apply?
- What will NOT be funded?
- What is the application process?
- How will Recreation and Sport Grants be assessed?
- What are the funding conditions?
- More information

Important dates for 2018/19

Category 2 (Programs) and Category 3 (Events) will open twice per year to allow delivery in two defined seasons of summer and winter.

- Round 1 applications aiming to deliver their program or event between October 2018 and April 2019 will be prioritised
- Round 2 applications should be aiming to deliver their program or event between May and September 2019 will be prioritised

Community Facilities 2018/19	Programs 2018/19		Events 2018/19		Quick Response
Opens 8 January 2019	Round 1 Closes 8 August 2018 (Program to be delivered in summer 2018/19)	Notifications August 2018*	Round 1 Closes 8 August 2018 (Events to be delivered in summer 2018/19)	Notifications August 2018	Open all year round
Closes 5 April 2019	Round 2 Closes 1 March 2019 (Program to be delivered in winter 2019)	Notifications March 2019 (under \$10k)	Round 2 Closes 1 March 2019 (Events to be delivered in winter 2019)	Notifications March 2019 (under \$10k)	

* R1 Program applications over \$10k will be notified and allocated post November 2018

* R2 Program applications over \$10k will be allocated post 1 June 2019

* Community Facility funding will be allocated post July 1 2019

Grant Categories and what might be funded?

The Recreation and Sport Grants Program has four funding categories designed to respond to different needs of the community;

Funding Category	1. Community Facilities	2. Programs	3. Events	4. Quick Response
Amount per application	Up to \$70k	\$2k–\$20k	\$2k–\$10k	Up to \$2k
Length of funding agreement	1 year	1–3 years	1–3 years	1 year
Rounds	One per year (Open January–April) Budget allocation after 1 July	Open year round but assessed twice per year (winter and summer)	Open year round but assessed twice per year (winter and summer)	Open and assessed year round
Applicant Matching	Cash Contribution Only 50% of total project cost	Money or in-kind 50% of total project cost	Money or in-kind 50% of total project cost	None required
What would be funded	Upgrades, improvements, replacement and new recreation and sport infrastructure that is accessible to the city community, e.g. <ul style="list-style-type: none"> • Irrigation systems • Lighting • Safety netting • Sun protection • Surfaces • Development of concept designs or feasibility studies relating to recreation and sport infrastructure in the city (cannot be a building only concept) 	Ongoing sport or physical activity programs that increase participation, wellbeing and strength and resilience of the community Programs enabling greater inclusiveness	Events promoting sport and physical activity participation and community building Sports competitions that raise the profile of the city and increase bed stays Fundraising events, providing they achieve Sport and Recreation program priorities, including greater participation in sport and physical activity through mass participation	Sporting equipment or uniforms Training, education and accreditation for volunteers, coaches officials and administrators Subsidies to support participation by vulnerable community groups Commercial organisations/ business enterprises starting a new activity outside of their usual business Subsidies of hire fees
What wouldn't be funded	New buildings or works related to buildings Projects totalling more than \$250k General or routine maintenance Purchase of equipment that can be easily removed/non fixed Reimbursement of costs including lease or licence fees	Major or minor sports events for elite participants Programs duplicating existing services Expenses associated with individual or team activities	Competitive Sports Events only taking place over one day Events where the majority of participants are professional athletes or prize money is awarded Expenses associated with individual or team activities	Maintenance costs Expenses associated with being an individual elite or high performing athlete Travel costs Reimbursement of utilities

What are the Recreation and Sport Program priorities?

Programs or events targeting city residents:

- increasing participation and/or physical activity in the city
- utilising public spaces
- that are run at minimal cost to participants
- for emerging and minority sports
- targeting people from specific or vulnerable population groups
- that represent good return on investment of significant social impact or benefit.

Programs, events or facilities:

- improving community access, inclusion, wellbeing and resilience
- resulting in multi-use and/or increasing carrying capacity
- demonstrating environmentally sustainable practises
- delivered by organisations that are based in the city.

Who can apply?

Applications will be considered from:

- Organisations or groups who are legally constituted as an incorporated association
- Not-for-profit companies limited by guarantee
- Aboriginal and Torres Strait Islander Corporations (under the *Aboriginal and Torres Strait Islander Act 2006*) and
- Educational institutions.

NOTE: Social enterprises and commercial organisations may also be considered for quick response, program and event grants, where they deliver opportunities outside their usual business that focus on community participation (rather than expected profit basis).

Unincorporated community groups/individuals may be considered for quick response grants.

What will NOT be funded?

Applications ineligible for Council funding include:

- Activities, events or programs occurring outside the City of Adelaide area
- Activities that contravene existing City of Adelaide Policy or Operating Guidelines
- Activities that denigrate or exclude any groups in the community
- Activities with safety and/or environmental hazards
- Those yet to acquit Council funding or settle outstanding debts owed to Council
- Requests seeking reimbursement of funds already spent
- Requests for training or education in government or private institutions, or research activities that will be offered for assessment in such institutions
- Requests associated with the training and development of paid staff
- Requests for conferences, tradeshow, award ceremonies
- Travel expenses that are for overseas, interstate and intrastate
- General fundraising activities (unless it can be demonstrated that there is significant benefit for the city and community, and it strongly aligns with the programs priorities)
- Requests from State or Federal Governments and other councils or private enterprises
- Requests from commercial organisations operating on an expected profit basis, including ticketed paid entry events or memberships (unless it can be demonstrated that there is significant benefit for the city and community, and it strongly aligns with the program's priorities).

Community facilities grants only

In addition, Community Facilities grant applications will be ineligible if any of the following apply:

- Applicants have not secured from City of Adelaide Landlord approval in writing prior to applying
- Projects totalling more than \$250k
- New buildings or works related to buildings, including repairs and maintenance and fittings that can be removed from the building
- Concept designs that are only for a building
- Purchases or improvements that are not integral to the applicant's core activity
- The facilities are not owned or under the care and control of City of Adelaide
- Reimbursement for Park Lands sporting lease or licence fees
- Purchase of equipment or land
- Routine maintenance costs (eg. top dressing, lawn mowing, weed or graffiti removal).

What is the application and approval process?

Applicants seeking funding can apply by submitting an application form within the advertised time-frames. Applications can be made via online submission only.

All applicants will be notified in writing of the outcome of their application. City of Adelaide will endeavour to adhere to the following time-lines for assessment and notification:

Category	Application Turnaround (from closing date)
1. Community Facilities	16 weeks
2. Programs	Under \$10k – 6 Weeks Over \$10k – 16 Weeks
3. Events	Under \$10k – 6 Weeks Over \$10k – 16 Weeks
4. Quick Response	Up to 15 working days

All successful applicants will be required to:

- Provide to City of Adelaide a copy of the organisation's Public Liability Insurance 'Certificate of Currency' (minimum \$20 million)
- Provide to City of Adelaide a tax compliant invoice for the agreed amount of funding plus GST (10%) (if registered for GST); and
- Sign a funding agreement outlining the grant terms and conditions within 30 days of offer.

Reporting and acquittals

All successful applicants (including multi-year funding commitments) will be required to provide a detailed written report on all outcomes of the project funded by City of Adelaide in the form of an acquittal report document (a template will be provided). Acquittal reports will be required within six weeks from the conclusion of each project or annually for multi-year funding commitments. Applicants may also be required to present, promote and share their successful grant projects with the community and other grant recipients.

How are the recreation and sports grants assessed?

Once submitted, applications will be assessed via a competitive grants process according to:

- The eligibility criteria
- Assessment criteria and
- Available funding.

ASSESSMENT CRITERIA



Applications will be scored and assessed according to the following criteria:

Community Facilities

Criteria	Consideration	Weighting
Community Benefit	<p>The application identifies a clear benefit for the community, particularly city residents, and will lead to an increase in participation in community level sport and recreation</p> <p>The application demonstrates evidence and/or clear reason for why the project has been developed</p> <p>The application identifies a clear target group that will benefit from the project</p>	30%
Strategic	<p>The application identifies clear outcomes, which are aligned to the strategic priorities of City of Adelaide and contributes to making the City of Adelaide a creative liveable and green city</p> <p>The application demonstrates consideration of one or more of the following documents:</p> <ul style="list-style-type: none"> • Active City Strategy • environmental sustainability (see the 'Green' theme in City of Adelaide Strategic Plan 2016–2020) • enhancing the role of the Park Lands in increasing levels of physical activity (see the 'Liveable' theme in the City of Adelaide Strategic Plan 2016–2020 and Adelaide Park Lands Management Strategy 2015–2025) 	30%
Quality Infrastructure	<p>The application demonstrates consideration of:</p> <ul style="list-style-type: none"> • creating a multi-use facility • increasing community access • increasing carrying capacity 	20%
Financial Risk	<p>The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation</p> <p>The project proposed represents good value for money and will receive a good return on investment</p> <p>The application outlines a clear level of investment from the applicant (financial)</p>	20%
Total		100%

Programs and Events

Criteria	Consideration	Weighting
Community and Resident Benefit	<p>The application identifies a clear benefit for the community, particularly residents of the city, and will lead to an increase in participation in community level sport and recreation</p> <p>The application demonstrates evidence and/or clear reason for why the project has been developed</p> <p>A plan for engaging the target group is outlined</p> <ul style="list-style-type: none"> • inclusiveness of all members of our community and accessibility for all • low or no cost for disadvantaged groups 	40%
Strategic	<p>The application identifies clear outcome/s, which are aligned to the strategic priorities of City of Adelaide and contributes to making the City of Adelaide a creative and liveable city</p> <p>The application demonstrates consideration of one or more of the following documents:</p> <ul style="list-style-type: none"> • environmental sustainability (see the 'Green' theme in City of Adelaide Strategic Plan 2016–2020) • livability (see the 'Liveable' theme in City of Adelaide Strategic Plan 2016–2020) 	30%
Activation	<p>The application responds to one or more of the Recreation and Sport Grant program priority areas</p> <p>The application outlines a strategy for supporting participants to continue their participation beyond the project/program</p>	20%
Financial Risk	<p>The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation</p> <p>The project proposed represents good value for money for City of Adelaide and outlines a clear level of investment from the applicant (financial and in-kind). It is clear what measures will be used to evaluate if it has been successful in achieving the stated outcome/s – including qualitative and quantitative measures</p>	10%
Total		100%

Quick Response

Criteria	Consideration	Weighting
Community Benefit	<p>The application identifies a clear benefit for the community, particularly residents of the city, and will lead to an increase in participation in community level sport and recreation</p> <p>The application demonstrates evidence and/or clear reason for why the project has been developed</p> <p>A plan for engaging the target group is outlined</p>	50%
Strategic	<p>The application identifies clear outcomes, which are aligned to the strategic priorities of City of Adelaide and contributes to making the City of Adelaide a creative and liveable city</p> <p>The application demonstrates consideration of one or more of the following documents:</p> <ul style="list-style-type: none"> • environmental sustainability (see the 'Green' theme in City of Adelaide Strategic Plan 2016–2020) • enhancing the role of the Park Lands in increasing levels of physical activity (see the 'Liveable' theme in the City of Adelaide Strategic Plan 2016–2020) 	25%
Activation	<p>The application responds to one or more of the Recreation and Sport Grant program priority areas</p> <p>The application outlines a strategy for supporting participants to continue their participation beyond the project/program</p> <p>The application identifies clear benefits to the organisation, group or individual</p>	25%
Total		100%

All questions in the online application form must be answered and any requested attachments provided in order to be assessed.

Applications will then be scored against the specific funding criteria and an overall total score will be allocated to each funding application. The amounts of funding requested per round will determine the number of applications that can be funded within a particular category.

What are the funding conditions?

- An Australian Business Number (ABN) is essential and can be obtained from the Australian Tax Office (enquire by telephone: 13 28 66 or at abr.gov.au)
- Where applicable applications should be supported by the relevant land and/or building owners.
- The organisation submitting the application for funding in the Program and Events categories will be expected to show matching contributions (either in cash or in-kind).
- The organisation submitting the application for funding in the Community Facilities category will be expected to show matching cash contribution of at least 50%.
- Funds must be spent on the project as described in the funding application within 12 months of the funding becoming available.
- Successful organisations will be required to enter into a Funding Agreement outlining the requirements of the grant prior to the commencement of the project.
- Successful applicants will be required to complete all reports on the project, including a funding acquittal, within 6 weeks of agreed completion date.
- Where appropriate, City of Adelaide will be acknowledged for their role in supporting the project.
- City of Adelaide may impose other special conditions on any successful applications.
- All relevant permits, approvals and insurance requirements must be obtained as part of the project and is the responsibility of the applicant. City of Adelaide may require evidence of these before the grant is issued.

How to apply

All recreation and sport grant applications must be completed online via City of Adelaide's website:

cityofadelaide.com.au/your-council/funding/recreation-sports-funding-1

IMPORTANT: The following information will be required during the online application process, so please ensure you have this information prior to commencing the application process:

1. The applicant organisation's Australian Business Number and GST status
2. Written evidence of all confirmed partners and other contributions
3. A Certified copy of the applicant organisation's previous year's audited financial statement
4. A Certificate of Incorporation for the applicant organisation.
5. A detailed budget for your project identifying what City of Adelaide Funds will be spent on

Auspice organisations – An organisation may auspice multiple applications in the same year.

Permits – Applicants must apply for a permit to undertake activities on City of Adelaide land, and can factor this cost into their application. All applicants must provide details of public liability insurance cover if undertaking activities on City of Adelaide land. City of Adelaide will not waive fees associated with the delivery of events e.g. road closures, cleaning, waste, site fees etc.

Multiple Applications – applications from the same club, group or organisation in both City of Adelaide's Sponsorship and Grants programs will be considered and assessed on their individual merits.

More Information

For more information or assistance with your grant application, please contact the Customer Service Centre on 8203 7203 during office hours and ask to speak to an officer from the Recreation and Sport Team.

GLOSSARY OF TERMS

Commercial Businesses:

Those operating on an expected profit basis. Commercial businesses will be considered for grant funding when delivering program or events outside of their usual business that focus on community participation rather than expected profit basis.

Community Benefit:

Programs or activities that promote health as a response to community needs e.g. Sport and Recreation builds stronger, healthier, happier and safer communities.

Environmentally Sustainable:

Use of sport and recreation resources creating resilience to a changing climate, generating efficiencies of use and greater financial security. For example, how will your project make use of zero carbon renewable energy or implement initiatives to save water and minimise water pollution? Will it encourage sustainable public transport travel options for participants (e.g. public transport or cycle paths on your website)? Does the activity or event minimise waste to landfill by recycling more and wasting less (e.g. does it make creative use of reusable or recyclable materials, printing of promotional materials)?

Formal participation (programs and activities):

Formal activities are organised or structured activities involving rules or goals, often with a formally designated leader, coach, or instructor, while informal activities are more spontaneous in nature. Formal activities include organised sports, other skill-based activities, and clubs, groups, and organisations.

Inclusiveness:

Where individuals, groups, programs, events or building designs create a welcoming environment and increase the participation opportunities for people who may be disadvantaged, disengaged or marginalised. e.g. providing family change rooms, education programs that create awareness, change perceptions and/or help people feel welcome, low cost or modified programs/events that remove barriers to participation, and facilities that provide greater participation or accessibility for all people.

Incorporated Association:

An organisation that has its own legal identity separate from its members, providing protection to members in legal transactions. Incorporated associations can enter into and enforce contracts in its own name.

Informal participation/Informal activities:

These include hobbies, crafts and games; social activities; quiet recreation such as reading; active physical activities such as gardening; entertainment and chores.

Physical Activity:

Movement of the body that uses energy. Walking, gardening, briskly pushing a baby stroller, climbing the stairs, playing soccer, or dancing the night away are all good examples of being active, with much of it occurring as an incidental part of our daily routines.

Return on Investment (ROI):

The ROI is a profitability ratio that calculates the profits of an investment as a percentage of the original cost $ROI = \text{Net Profit} / \text{Cost of the Investment} \times 100$. The Social Return on Investment (SROI) is a systematic way of incorporating social, environmental, economic and other values into decision-making processes.

Social Enterprise:

A revenue-generating business with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

Wellbeing and Resilience:

Wellbeing is about feeling good and functioning well. Resilience is the ability to effectively cope with, adjust, or recover from stress or adversity (the ability to bounce back and grow from these experiences).



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ADELAIDE

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