

## ADELAIDE CITY COUNCIL - RECREATION & SPORT GRANTS PROGRAM

### Guidelines

The Recreation and Sport Grants Program provides funding to eligible clubs, groups and organisations that support the outcomes of Council's 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

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

Adelaide City Council Strategic Plan (2016-2020):

<http://www.adelaidecitycouncil.com/assets/Policies-Papers/docs/STRATEGY-strategic-plan.pdf>

Active City Strategy (2013-2023): <http://www.adelaidecitycouncil.com/assets/Policies-Papers/docs/STRATEGY-active-city-2012-2023.pdf>

Sports Infrastructure Master Plan for the West and South Park Lands:

<http://www.adelaidecitycouncil.com/assets/Policies-Papers/docs/MASTERPLAN-sports-infrastructure-West-South-ParkLands-Regional-Sports-June-2014.pdf>

Access and Inclusion Strategy: <http://www.adelaidecitycouncil.com/assets/Policies-Papers/docs/STRATEGY-access-inclusion-nov-2012.pdf>

### 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 and approval process?
- How are the Grants assessed?
- What are the funding conditions?
- More information
- Important dates
- How to apply?
- Glossary of Terms

## What type of project might be funded?

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

Funding Category	Amount per application	Length of Funding Agreement	Rounds*	Applicant Matching
1. Community Facilities	Up to \$70k per application	1 year	One per year (Open March-April) <i>Budget allocation after 1 July</i>	Money 50% of total project cost
2. Programs	\$2k to \$20k per application	1 – 3 years	Open year round <i>Assessed twice pa. (winter &amp; summer)</i>	Money or in-kind 50% of total project cost
3. Events	\$2k to \$10k per application	1 – 3 years	Open year round <i>Assessed twice pa. (winter &amp; summer)</i>	Money or in-kind 50% of total project cost
4. Quick Response	Up to \$2k per application	1 year	Open and assessed year round	None required

## What are the Recreation and Sport program priorities?

- Programs or events increasing participation and/or physical activity in the City;
- Programs or events utilising public spaces;
- Programs or events that are run at minimal cost;
- Programs or events for emerging and minority sports;
- Programs or events targeting people from specific or vulnerable population groups;
- Programs, events or facilities improving community access, inclusion, wellbeing and resilience;
- Programs, events or facilities resulting in multi-use and/or increasing carrying capacity;
- Programs, events or facilities demonstrating environmentally sustainable practises;
- Programs, events or facilities delivered by organisations that are based in the City; and
- Programs or events that represent good return on investment of significant social impact or benefit.

## Who can apply?

Applications will be considered from:

- Organisations or groups who are legally constituted as an incorporated association;
- Not for profit company's 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 eligible for quick response grants.

## What will NOT be funded?

Applications ineligible for Council funding include;

- Activities, events or programs occurring outside the Adelaide City Council area;
- Activities that contravene existing Adelaide City Council Policy or Operating Guideline;
- 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;
- 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, tradeshows, award ceremonies or travel expenses that are for overseas, interstate and intrastate;
- Requests for sports competitions and/or events with a duration of less than two days, and/or exclude specific groups of the community, and/or where the majority of participants are professional athletes or prize money is awarded;
- 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, 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 programs priorities); and
- Those where the applicant undertakes canvassing or lobbying of councillors or employees of the Adelaide City Council in relation to their grant application during the application and assessment process.

## COMMUNITY FACILITIES GRANTS ONLY:

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

- Applicants have not secured Council as Landlord approval in writing prior to applying;
- Projects total more than \$250k;
- New buildings or works related to buildings, including repairs and maintenance and fittings that can be removed from the building;
- Purchases or improvements that are not integral to applicants core activity;
- The facilities are not owned or under the care and control of Council;
- 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 timeframes. Applications can be made via **online submission** only.

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

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

All applicants will be notified in writing of the outcome of their application. Council will endeavour to adhere to the following timelines for assessment and notification:

Category	Application Turnaround ( <i>from closing date</i> )
1. Community Facilities	<ul style="list-style-type: none"><li>• Upto 16 weeks</li></ul>
2. Programs	<ul style="list-style-type: none"><li>• Upto 16 weeks</li></ul>
3. Events	<ul style="list-style-type: none"><li>• Upto 16 weeks</li></ul>
4. Quick Response	<ul style="list-style-type: none"><li>• Up to 15 working days</li></ul>

All successful applicants will be required to:

- Provide to Council a copy of the organisation's Public Liability Insurance "Certificate of Currency" (minimum \$20 million);
- Provide to Council a tax compliant invoice for the agreed amount of funding plus GST (10%) (if registered for GST); and
- Sign a funding agreement outlining the grants terms and conditions

## 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 Council in the form of an acquittal report document (a template will be provided). Acquittal reports will be required within 6 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 local sporting community and other grant recipients.

## HOW ARE THE RECREATION AND SPORTS GRANTS ASSESSED?

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

### 1. Community Facilities:

Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community and will lead to an increase in participation in community level sport and recreation	30%
	The application demonstrates evidence and/or clear reason for why the project has been developed	
	The application identifies a clear target group that will benefit from the project	
Strategic	The application identifies a clear outcome/s, which is aligned to the strategic priorities of Council and contributes to making the City of Adelaide a creative liveable and green City	30%
	The application demonstrates consideration of: <ul style="list-style-type: none"> <li>environmental sustainability (see the “Green” theme in City of Adelaide Strategic Plan 2016-2020)</li> <li>inclusivity of all members of our community and accessibility for all</li> </ul>	
Quality Infrastructure	The application demonstrates consideration of: <ul style="list-style-type: none"> <li>creating a multi-use hub facility</li> <li>increasing community access</li> <li>increasing a facilities carrying capacity</li> </ul>	20%
	The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation	
	The project proposed represents good value for money and Council will	

# Grant Funding OPPORTUNITIES

## APPLY ONLINE

Financial Risk	receive a good return on investment for Council	20%
	The application outlines a clear level of investment from the applicant (financial)	
<b>Total</b>		<b>100%</b>

### 2. Programs & 3. Events:

Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community and will lead to an increase in participation in community level sport and recreation	40%
	The application demonstrates evidence and/or clear reason for why the project has been developed	
	A plan for engaging the target group is outlined	
Strategic	The application identifies a clear outcome/s, which is aligned to the strategic priorities of Council and contributes to making the City of Adelaide a creative and liveable City	30%
	The application demonstrates consideration of: <ul style="list-style-type: none"> <li>environmental sustainability (see the “Green” theme in City of Adelaide Strategic Plan 2016-2020)</li> <li>inclusivity of all members of our community and accessibility for all</li> <li>low or no cost for disadvantaged groups</li> </ul>	
Activation	The application responds to one or more of the Recreation and Sport Grant program priority areas	20%
	The application outlines a strategy for supporting participants to continue their participation beyond the project/program	
Financial Risk	The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation	10%
	The project proposed represents good value for money for Council 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 – incl. qualitative and quantitative measures	
<b>Total</b>		<b>100%</b>

## 4. Quick Response:

Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community and will lead to an increase in participation in community level sport and recreation	50%
	The application demonstrates evidence and/or clear reason for why the project has been developed	
	A plan for engaging the target group is outlined	
Strategic	The application identifies a clear outcome/s, which is aligned to the strategic priorities of Council and contributes to making the City of Adelaide a creative and liveable City	25%
	The application demonstrates consideration of: <ul style="list-style-type: none"> <li>• environmental sustainability (see the “Green” theme in City of Adelaide Strategic Plan 2016-2020)</li> <li>• Inclusivity of all members of our community and accessibility for all</li> <li>• low or no cost for disadvantaged groups</li> </ul>	
Activation	The application responds to one or more of the Recreation and Sport Grant program priority areas	25%
	The application outlines a strategy for supporting participants to continue their participation beyond the project/program	
	The application identifies clear benefits to the organisation, group or individual	
<b>Total</b>		<b>100%</b>

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 [www.abr.gov.au](http://www.abr.gov.au));
- The ABN must be provided on application or the application will be automatically returned/rejected;
- Applications should be supported by the land and/or building owners, committees of management, local council planning authorities and Adelaide City Council, if applicable;
- The organisation submitting the application for funding will be expected to show a contribution (either in cash or in-kind (where applicable));
- Funds must be spent on the project as described in the funding application and be spent within 12 months of the funding becoming available;
- A request to vary the funding program must be submitted to Council in writing for approval;
- 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, preferably within 6 weeks of agreed completion date and before being eligible for future grant funding from Council;
- Where appropriate, Adelaide City Council will be acknowledged for their role in supporting the project. This may include media releases, event flyers and boards, and signage at facilities that have been upgraded;
- Council may impose other special conditions on any successful applications; and
- All relevant permits, approvals and insurance requirements must be obtained as part of the project and is the responsibility of the applicant. Council may require evidence of these before the grant is issued.

## MORE INFORMATION

For more information or assistance with your grant application, please contact the Customer Service Centre on 8203 7203 during office hours.

[Auspice organisations](#) - May auspice a number of applications concurrently per year.

[Permits and Fees](#) - applicants must apply for a permit to undertake activities on Council land, and can factor this cost into their application. All applicants must provide details of public liability insurance cover if undertaking activities on Council land. Council 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 the sponsorship and grants programs will be considered and assessed on their individual merits.



## IMPORTANT DATES FOR 2016/17

<b>12 December 2016</b>	Quick Response grant applications <u>open</u> (open and assessed all year round)
<b>16 January 2017</b>	Program Grant applications <u>open</u> (open twice per year) Event Grant applications <u>open</u> (open twice per year)
<b>17 February 2017</b>	Program Grant applications <u>close</u> Event Grant applications <u>close</u>
<b>27 Feb 2017</b>	Community Facilities Grant applications <u>open</u> (one round per year/allocate after 1 July)
<b>7 April 2017</b>	Community Facilities Grant applications <u>close</u>

## HOW TO APPLY

All recreation and sport grant applications must be completed online via our website: [www.adelaidecitycouncil.com](http://www.adelaidecitycouncil.com) (see Recreation & Sports, under Grants, Sponsorship & Incentives)

**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

## 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 eg. 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 (eg. public transport or cycle paths on your website)? Does the activity or event minimise waste to landfill by recycling more and wasting less (eg. 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.

**Inclusivity:** Where individuals, groups, programs, events or building designs creates a welcoming environment and increases the participation opportunities for people who may be disadvantaged, disengaged or marginalised. eg. 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 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).