

SPORTS GRANTS PROGRAM (CAPITAL WORKS)

Policy Number: POL19/48 • **Adopted:** 27/06/2006 • **Amended:** 18/12/2007, 28/04/2009, 21/12/2009, 18/05/2010, 21/05/2013, 28/03/2017, 17/04/2018, 29/10/2019 • **Minute Number:** MIN06.778, MIN07.1842, MIN09.509, MIN09.1789, MIN10.588, MIN13.532, MIN17.247, MIN18.273, MIN19.793 • **File:** 5270E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:** 1/12/2020

1. PURPOSE

To define the funding framework for sports groups to partner with Council to deliver capital works projects / improvements. The funding framework allows for design and delivery of new works, or improvements to existing capital fixed assets at sporting facilities on Council managed land.

2. STATEMENT

2.1. Who does the policy apply to?

The Sports Grants Program is available to all Shoalhaven based sports groups that meet the provisions of this policy and wish to undertake design for new works or improvements to existing fixed assets on Council managed land.

2.2. Council funding

Council funding for this program is to be reviewed annually during the budget process.

Council's matching financial contribution for this program is available to eligible Shoalhaven based sporting groups on the basis of \$2.00 from Council for each \$1.00 contributed by sporting organisations. Eligible projects will require endorsement from the relevant sporting association.

The program also supports those Shoalhaven based sporting groups who wish to accumulate funds for strategic projects by carrying over Council's matching contribution to the next financial year. However, funds will only be carried over to match the amount collected by the sporting group for the nominated strategic project(s), which are agreed upon by the Shoalhaven Sports Board.

2.3. Capital improvements

Capital improvements to sporting facilities refer to the provision of new, or improvements to existing, capital fixed assets and should be in line with the Community Infrastructure Strategic Plan 2017-2036, and in accordance with the following criteria:

- Consolidation of assets

- Current legislation compliance
- Higher usage levels of fewer assets
- Multiple-use facilities
- Increased range of activities, services and programs being offered
- Increased participation, particularly by target groups (eg children, aged, disabled, different cultural backgrounds etc)

. Such improvements typically involve:

- Design costs for capital projects
- Lighting of sports fields
- Improvements to amenity blocks
- Spectator facilities
- In-ground drainage and/or irrigation
- Improved playing surfaces
- Car park and access road sealing
- Long cycle refurbishment of tennis courts

This does not include provision of machinery.

2.4. Sports group involvement

The nature of this program allows Shoalhaven based sporting groups to determine their level of involvement and their preferred methods of collection of funds to partner Council in the improvement of facilities on Council managed land. Such methods could include direct levy of participants, fundraising, sponsorship or successful grant applications.

Council's Sportsgrounds Management Policy outlines the process for all communication which will take place between relevant Sporting Associations or Peak Bodies and Council.

2.5. Criteria for prioritisation

- I. Compliance with strategic and other plans of council – 50%
- II. Value of additional in-kind labour to contribute – 15%
- III. Percentage of funding club is contributing – 10%
- IV. The apparent "readiness" of the project to proceed – 15%
- V. Benefit to other users of the Council Managed Land – 10%

3. PROVISIONS

The following provisions apply:

- 3.1. This Sports Grants Program applies to all sports that occur on Council managed land.
- 3.2. Council's matching financial contribution is available for Shoalhaven sporting groups on the basis of \$2.00 from Council for each \$1.00 contributed by the applicant, with evidence of available funds at time of application.
- 3.3. Applications are invited in April each year and must be received by 30 June for the following financial year. The Applications will be considered by three representatives of

the Shoalhaven Sports Board, a member of Shoalhaven City Council's Inclusion and Access Advisory Group, and two Council staff representatives. The representatives will meet to assess the applications and report to the Shoalhaven Sports Boards first meeting after 1 July.

Applications must include the following:

- A statement of community benefit
- Levels of participation
- An assessment, either by the local sporting group or by the peak bodies of the relevant sporting codes, of the future building and sport facility requirements within the City over the next 20 years
- Assessment of the club's financial capacity (including audited financial statements for the preceding three years)
- A five year forward Business Plan, including financial projections
- Site plans
- Quotes for the planned work

- 3.4. After 1 July the Shoalhaven Sports Board will consider the project priority for the remaining funding pool based on need and the ability of the project to be delivered or part delivered in the relevant financial year. These priority projects will be reported to the Board for endorsement.
- 3.5. In-kind contributions may be used to value-add to projects but will not substitute for the cash contribution component.
- 3.6. Funds will not be carried over on a promise of raising matching funds in subsequent years and funds used to match previous Council contributions cannot be used to bid for funds in subsequent years.
- 3.7. Projects qualifying for the Program will be subject to a financial limit of \$50,000 in matching funds.
- 3.8. Where there is more than one application from a sporting code, the Association must indicate its priority. Associations should provide equal access for all clubs to Council's financial allocation. Where no Association / Peak Body exists, Council will liaise directly with the sporting club.
- 3.9. Council's funding commitment to this Program will be reviewed annually as part of Council's annual Management Plan/Budget review.
- 3.10. Once funding is approved contributory funds shall be paid to Council by the Sporting Association / Peak Body (or affiliated Club) prior to the project commencing. Council will provide Purchase Orders as per the successful quotes. All projects shall be overseen by a qualified / licensed operator approved by Council. This will require the qualified / licensed operator providing Council with relevant Work Health & Safety information and Safe Work Method Statements. Council has limited capacity to assist in project delivery and this may require the funds to recover relevant staffing costs. If Council is required to provide this service, it reserves the right to recoup its expenditure from the project allocation.
- 3.11. After considering a staff report, the Board will recommend to Council the allocation of any unexpended funds for improvements to sports facilities.

- 3.12. This policy does not apply to Management Committees, other than Committees administering tennis courts or sports with lease agreements with payments contributing to a capital improvement 'sinking' funds or swimming clubs, Surf Life Saving Clubs and skate park users that are funded from a separate annual capital works budget allocation.
- 3.13. Where a project has not commenced in the financial year following the year of allocation, the funding may be withdrawn and re-allocated. The sports group will be advised prior to the withdrawal of funding.
- 3.14. Where the total project cost is:
- less than \$5,000 - one quote should be sought
 - over \$5,000 and less than \$24,999 - two written quotes should be sought □ over \$25,000 - at least three written quotes should be obtained.
- For amounts over \$75,000, formal advertisement for quotes, or a tender process is required - Council staff will advise.
- 3.15. Projects should be consistent with Council's Community Infrastructure Grants Guidelines and the Community Infrastructure Strategic Plan.
- 3.16. All improvements or alterations to playing fields or facilities will become and remain the property of Council and cannot be removed by the hirer and/or user. Council is not required to compensate the hirer and/or user for the cost of such improvements or alterations.

4. IMPLEMENTATION

The Finance Corporate & Community Services Group will administer this policy.

5. REVIEW

To be reviewed within one year of the appointment of a new elected Council.



**Sports Grants Program
(Capital Works)
Project Nomination Form**
Annual closing date is 30 June



File Reference 24899

Ref No.

PART A: To be completed by the Club(s) nominating the project (please print)

Project name: _____

Project description: _____

Name of reserve / location: _____

Is the land managed by Shoalhaven City Council? Yes / No

Name of Club: _____

Postal address: _____

Contact person: _____

Position held: _____

Business phone: _____ Mobile: _____

Fax: _____ Email: _____

Does your club have an ABN? Yes / No If yes please supply ABN No.: _____

Is your club registered for GST? Yes / No

Does your Club have a Business Plan? If yes, please provide a copy of your Business Plan for the next 5 years, including financial projections.

Please provide details of any community benefit as a result of the nominated project:

Club user profile. Please provide a breakdown of your current Club membership:

Child (0-11yrs) Male ___ Female ___ Adults (18-49yrs) Male ___ Female ___
Youth (12-17yrs) Male ___ Female ___ Seniors (50+yrs) Male ___ Female ___

Please highlight any changes to membership numbers as a result of this project

Please provide audited financial statements for the preceding three years to enable assessment of the clubs financial capacity.

Proposed project starting date: _____ Anticipated project completion date: _____

Has a Development Application (where applicable) been approved? Yes / No If no, please explain:

Has a Construction Certificate been approved? Yes / No If no, please explain: _____

Does the project have the support of other ground users? Yes / No If yes, please provide a list of users below? Please provide and attach letters of support?

PART A Continue

Project cost breakdown (Please attach copies of all quotes)

Itemised description of all components that will make up the project	Net Cost	GST	Total Cost
Net Project Cost	\$		
GST	\$		\$
Total Project cost (i.e. Net Cost + GST)			\$

Project funding breakdown (Please provide copies of all supporting details)

	Source / Brief Description	Amount \$	Funding verified
Cash Funds Attach a copy of details			Yes / No
Loan Funds Attach a copy of details			Yes / No
State Government Funds Attach a copy of details			Yes / No
Federal Government Funds Attach a copy of details			Yes / No
In- Kind Donations Attach a copy of details			Yes / No
In-Kind Labour Attach a copy of details			Yes / No
Other Attach a copy of details			Yes / No
Total Funds Available (Must Include GST)		\$	
User Contributions Policy Funding Request		\$	
Total In-kind Donations / Labour		\$	
Total Project Cost (must equal the above Total Project Cost)		\$	

Signature of contact person: _____ Date: _____

The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, Council may not be able to consider the matter. If you need further details, please contact the Information Officer, Shoalhaven City Council.

PART B – To be completed by the relevant Association/Peak Body (please print)

Name of organisation: _____

Postal address: _____

Contact person: _____

Position held: _____

Business phone: _____ Mobile: _____

Fax: _____ Email: _____

Does the submitting group have a formal organisational structure (ie President, Secretary etc)? Yes / No. If Yes please provide details:

Does the proposed project meet the high priority needs of the sport. Yes / No If yes, please provide details how?

Please provide the future building and sporting facility requirements for your sporting organisation, within the City over the next 20 years.

Recommendation – If more than one application is submitted by your organisation a priority should be given to this project relative to other projects

Signature of contact person: _____ **Date:** _____

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Please send completed nomination forms to: facilities@shoalhaven.nsw.gov.au, or

The CEO

Shoalhaven City Council - Sports Grants Program (Capital Works)

Shoalhaven City Council
PO Box 42
Nowra NSW 2541

File Reference 24899E

Further Information: Please contact Council on 4429 3111 or facilities@shoalhaven.nsw.gov.au