



# GO CLUBS INFRASTRUCTURE ASSISTANCE GRANT



# WHAT IS IT?

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- ▶ The intent of the Go Clubs Infrastructure Assistance grant is to assist local not for profit sport, recreation, arts, culture and community organisations with the development of improved facilities.
- ▶ This grant is a competitive grant stream and is open for applications from 3 July 2023 - 31 August 2023.
- ▶ The Go Clubs Infrastructure Assistance grant provides assistance through cash funding for approved applicants. The maximum amount per application is \$25,000 (GST ex).
- ▶ The budget is capped and the grant is highly competitive (2022/23 we received 44 eligible applicants - budget allowed us to support 16).

# IS MY CLUB ELIGIBLE?

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- ▶ Be registered with Council's Go Clubs Program.
  - ▶ *If not, register at Go Clubs website - [www.cairns.qld.gov.au/goclubs](http://www.cairns.qld.gov.au/goclubs)*
  - ▶ *New website - all clubs need to re-register (for further information please refer to slide 12)*
- ▶ Be a registered Not-for-Profit organisation.
- ▶ Occupy a facility that is owned in freehold by the organisation or subject to a long-term, non-commercial lease arrangement.
  - ▶ *This includes clubs not leasing directly from Council.*

# IS MY PROJECT ELIGIBLE

Projects that will be considered as part of the IA grant include but are not limited to:

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|---|--|
| <p><b>Building Work</b></p> <ul style="list-style-type: none"><li>➤ New building or shed</li><li>➤ Extension to existing building/s</li><li>➤ Removal of buildings/structures</li><li>➤ All ability improvements eg disability access</li><li>➤ Shipping Containers</li><li>➤ Storage</li><li>➤ Decking/Veranda/Patio</li><li>➤ Internal building works/refurbishment</li><li>➤ Skylights</li></ul> | <p><b>Land, Grounds, Fields</b></p> <ul style="list-style-type: none"><li>➤ Shade structures</li><li>➤ Activity related infrastructure eg goal posts, player shelters, grandstands, dugouts, scoreboards etc</li><li>➤ New or upgrades fields/courts</li><li>➤ Fencing</li><li>➤ Signage</li><li>➤ Filling/earthworks</li><li>➤ Drainage</li><li>➤ Playground equipment</li><li>➤ Tree or vegetation work</li><li>➤ Carpark upgrades</li></ul> |
| <p><b>Electrical/Mechanical/Fire/Security</b></p> <ul style="list-style-type: none"><li>➤ Electrical upgrades</li><li>➤ Fire upgrades</li><li>➤ Air conditioning</li><li>➤ Fans</li><li>➤ Solar Panels</li><li>➤ Field/court lighting (new/upgrades)</li><li>➤ Other Lighting</li></ul>   | <p><b>Plumbing</b></p> <ul style="list-style-type: none"><li>➤ Bores</li><li>➤ Water tanks</li><li>➤ Irrigation</li><li>➤ Water connections</li></ul>  |

NB: Applications for equipment, field remediation and vehicles are ineligible.

- ▶ Your club may apply for **only one** project
  - ▶ *multiple projects in a single application is not allowed*
  - ▶ *Creative grant writing may allow multiple projects under one banner (solar and AC as energy efficiency for example)*
  - ▶ *Contact the Club Development Officer to discuss proposed project.*

# IS MY PROJECT ELIGIBLE

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- ▶ Project must meet 1 or more of the grant objectives.
  - ▶ *The grants aims to support renewed or upgraded Community Infrastructure that:*
    - ▶ *Ensures club assets remain relevant and continue to meet relevant standards*
    - ▶ *Enhances accessibility of community facilities to increase use and promote inclusion*
    - ▶ *Improves Club capacity and viability*
    - ▶ *Contributes to greater community safety*

# DO I NEED COUNCIL APPROVAL?

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## Improvement works form

- ▶ A lessee of Council's is required to request approval before making "improvements, additions or alterations within a leased, permitted or licensed area Or area subject to management or user agreements".
  - ▶ *If in doubt - contact the Club Development Officer.*
- ▶ In order to seek approval - submit an Improvement Works form - form can be found [www.cairns.qld.gov.au](http://www.cairns.qld.gov.au) and search 'Improvement Works form'.
- ▶ This allows the Council to undertake a preliminary assessment of the project (ensuring no issues with masterplans, future plans, etc).
- ▶ Within 4 weeks, Council will assess and assuming no concerns return a letter of "in principle" support.
- ▶ This does not constitute a Development Application (DA) - conditions of the letters of support may indicate that support is given conditional of the club seeking DA with Council's planners.
- ▶ Letter can be attached to all future grant applications as evidence of Landowners consent.

# WHAT ARE THE TIMEFRAMES?

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## Key Dates

|                |  |
|----------------|--|
| 3 July 2023    | Infrastructure Assistance Grant opens              |
| 31 July 2023   | Expressions of Interest close*                     |
| 4 August 2023  | Improvement Works Applications (if applicable) due |
| 25 August 2023 | Council feedback closes**                          |
| 31 August 2023 | Applications close                                 |
| December 2023  | Successful applications announced                  |
| December 2024  | Projects / acquittals completed                    |

*\* Preference will be given to clubs who contact Club Development Officer to discuss project. This is an informal process and can be done via email or phone call.*

*\*\* Council will provide feedback to ensure all sections of the application have been completed. Please note, feedback on answers to criteria will not be provided.*

# WHAT IS THE SELECTION CRITERIA?

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- ▶ Complete the application form placing emphasis on the assessment questions:
  - ▶ *How does your project align with the objectives (60%) (refer to slide 5)*
  - ▶ *Detail the broad community benefit of the project (20%)*
  - ▶ *Detail how your project is a priority for your organisation (10%)*
  - ▶ *Detail how your organisation will manage the project (10%)*
- *Focus more on solutions than problems when writing your grant application. A real person is going to read your proposal, so you want to instil positive emotions.*
- *In order to build stronger, sustainable and long-term relationships between Council and community groups, Council will favour applicants that financially contribute to the project.*



# HOW DO I APPLY?

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- ▶ Visit the Go Clubs Infrastructure Assistance Grant page on Council's website - [www.cairns.qld.gov.au/online/apply/grants/go-clubs-infrastructure-grant](http://www.cairns.qld.gov.au/online/apply/grants/go-clubs-infrastructure-grant)
- ▶ Complete the application form placing emphasis on the assessment questions.
- ▶ Attach supporting docs including:
  - ▶ *Quotes*
    - ▶ *Less than \$5,000 = 1 quote*
    - ▶ *\$5,000 - \$14,999 = 2 quotes*
    - ▶ *\$15,000 and above = 3 quotes*
  - ▶ *Financial statements - for applications over \$5k - previous 2 years financial statements or latest treasurers report covering 24 months + current bank statement.*
  - ▶ *Site Plan / aerial image*
  - ▶ *Proof of not-for-profit status (Certificate of Incorporation)*
  - ▶ *Public Liability Insurance (up to \$20 million with CRC noted as an interested party)*
  - ▶ *Current AGM minutes*
  - ▶ *Letter of written consent from the Landowner (if CRC - 'in principle support letter)*
  - ▶ *Letters of support from the community (optional but encouraged)*

# PROCESS

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- ▶ Grant application period closes (31 August 2023)
- ▶ Council Officers undertake an assessment of all eligible applications (September 2023)
- ▶ Council Officers prepare report for the Councillors and executive recommending successful applicants (October / November 2023)
- ▶ Council finalises the assessment/reporting phase and advises all applicants on the decisions (December 2023)
- ▶ Successful applicants enter into Funding agreement with Council and receive funding (December 2023)
- ▶ Successful applicants undertake the project and acquit the grant (as per the funding agreement) (2023/24 financial year)

# TOP TIPS

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To maximise your chances of success, ensure:

- ▶ Your club & project are eligible.
- ▶ You have Council approval.
- ▶ Engage with Club Development Officer.
- ▶ Address the selection criteria - focus on criteria #1
- ▶ Focus on solutions not problems.
- ▶ Triple check all supporting documents.
- ▶ Submit application early.



# NEW GO CLUBS WEBSITE



<https://www.cairns.qld.gov.au/goclubs>

As part of the launch, we require **ALL** clubs to re-register at <https://www.cairns.qld.gov.au/goclubs/register> - this is very important to ensure club details are up-to-date on the new Club Directory and to ensure your club continues to access Council resources such as grants.

# OTHER GRANTS - GO ESSENTIALS

- ▶ **Non-financial grant involving the provision of Council services up to \$5,000**
- ▶ Supports Go Club members with maintenance (for assets and fields) and minor upgrades (for safety and compliance).
- ▶ May include a combination of labour, materials and plant that are within Council's core business up to the granted amount.
- ▶ Non-competitive.
- ▶ Clubs can apply once in a financial year.
- ▶ [www.cairns.qld.gov.au/online/apply/grants/go-clubs-essentials](http://www.cairns.qld.gov.au/online/apply/grants/go-clubs-essentials)

**Table 1: Council's core business available under the Essentials Assistance Grant**

The following is the assistance Council provides under the Essentials Assistance Grant and is subject to availability, scheduling and funding allocation.

<sup>1</sup>At Councils discretion, the works may or may not be inclusive of products and materials.

## Civil Works

- Carpark
- Concrete Slabs
- Drains and drain cleaning
- Driveways
- Earthworks
- Pathways
- Potholes



## Landscaping

- Arborist inspection
- Tree trimming
- Tree removal (in line with an arborist inspection)



## Building & Facilities

- Painting
- Field Light Bulb Replacement (Bulbs provided by Club)



## Turf/Field Remediation

- Aeration
- Herbicide
- Irrigation
- Spreading (Fertiliser provided by Club)
- Top Dressing (Sand provided by Club)



## Pest Management

- Vermin
- Vector Control



# CONTACT DETAILS

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*Council has a dedicated Club Development Officer to coordinate the Go Clubs Program. The Officer can provide professional advice, support and assistance to clubs in relation to Council planning, processes and programs.*

*They can also provide capacity-building support including assistance with grant-seeking, sponsorship, fundraising, strategic planning and partnerships.*

Email: [goclubs@cairns.qld.gov.au](mailto:goclubs@cairns.qld.gov.au)

Phone: 4044 3283

**Join our Facebook Group - [Go Clubs Cairns Members](#)**