

OVERVIEW

Intent/Purpose

To assist local sport and recreation organisations with the development of improved facilities.

Priority Areas:

- Shade
- Storage
- Spectator Seating
- Building upgrades and Improvements (such as sustainability initiatives, access and equity type projects and compliance with contemporary standards).

Minimum Amount: \$1,500 per Application

Maximum Amount: \$10,000 per Application

Applicable Period: Activities are to be completed within the twelve months of the approval date.

Assessment Criteria

- Does the project, activity or event align with the Community Grant Objectives? If yes, which objectives will your project align with? (5% weighting)
- Detail how your project aligns with the relevant Community Grant Objectives? (20% weighting)
- Evidence of community need for the project, activity or event? (25% weighting)
- Evidence of capability of the organisation to plan, manage and deliver the project, activity or event? (5% weighting)
- Does your project benefit a large number of groups, not just your Club? If so, who are they? (25% weighting)
- Demonstrate how this project, activity or event is a priority for your Club? (20% weighting)

Assessment & Approval Responsibilities

- the application will be assessed by the Coordinator Leisure Services; and
- the delegation for all funding decisions will be full Council.

COVID-19

Please be aware there may be additional requirements that applicants must adhere to set out in the industry Framework for COVID Safe Events.

ELIGIBILITY

Eligible Applicants must:

- clubs must be a Bronze Accredited Club with Council's Go Clubs Program;
- occupy a facility that is situated on Council owned or controlled land;
- submit the organisation's previous two years' financial statements (as submitted to the Office of Fair Trading) or the latest treasurer's report covering previous 24 months;
- provide evidence of the organisation's current bank balance at the time of application; and
- provide a one-year financial forecast for the organisation.

Applicants must not be:

- have outstanding Council grant that have not been satisfactorily acquitted;
- have overdue outstanding payments to Council;
- be a political party or discriminatory group;
- be a school, university or TAFE college or other form of education institution;
- be an Individual;
- be an organisation that manages or operates premises with poker machines;
- requesting additional assistance on top of that already received through another Council grant program for the project or event;
- requesting funding for a project that has already occurred;
- request support for projects that do not benefit the community of the Cairns region;
- for routine maintenance or general operating costs;
- for projects, events or activities that are the subject of litigation; or
- for the purchase of land, buildings or facilities.

Eligible Applications shall:

- if an incorporated association or established community group be registered with Council's Go Clubs Program; or
- if unincorporated or new groups must be auspiced by a Go Clubs registered organisation or a Not For Profit organisation
<http://www.cairns.qld.gov.au/goclubs/home>.

APPLICATION APPROVAL PROCESS

1. Contact the Leisure Services Unit on 4044 3238 or email: Sportrecreation@cairns.qld.gov.au to discuss the proposed project and application process.
2. Submit the application and supporting documents to the Council Grants email address grants@cairns.qld.gov.au before the closing date listed on the Community Grants webpage.
3. Applications will be reviewed by the Grants Team for completeness and to ensure eligibility as per the Community Grants Policy.
4. The application will be assessed by the Leisure Services Unit. Recommendations will be submitted to the full Council for approval or rejection. This process may take up to two months to complete, so please factor that into your project timeline.
5. The Grants Team will inform you of the final decision made by Council. If successful, there may be amendments to the funding amount or to the items and activities Council will fund.

CONDITIONS

Successful grant recipients will be required to:

- sign a Funding Agreement;
- submit an invoice for the funded amount or agree to a Recipient Created Tax Invoices (RCTI);
- submit a copy of Certificate of Public Liability Insurance (\$20 million with Council noted as an interested party);
- complete the project within 12 months of the funding approval date;
- notify the Council in writing of any changes to the approved activity/project that will alter the level of Leisure Services funds that are declared in the application;
- submit the grant acquittal documents within two months of the project completion date to demonstrate that the grant has been used for its intended purpose;
- reimburse Council with any unspent Grant funding;
- acknowledge the support of Cairns Regional Council in all publicity material prepared in relation to the activity. Each use of Council's logo in marketing and communications materials relating to the program must comply with Council's brand standards and be endorsed by Council's Marketing and Communications unit: marketing@cairns.qld.gov.au and;

APPLICATION SUBMISSION

Send the completed application form (as an attachment) to email address: Grants@cairns.qld.gov.au

ENQUIRIES

Enquiries contact the Leisure Services Unit

Phone: (07) 4044 3238

Email: Sportrecreation@cairns.qld.gov.au

For further information of available Council grants please visit the Community Grants page on the Council website <https://www.cairns.qld.gov.au/online/grants>



GRANTS PROGRAM – APPLICATION FORM

GO CLUBS INFRASTRUCTURE ASSISTANCE GRANT

SECTION 1 APPLICANT

ORGANISATION DETAILS			
Organisation Name			
Site Address		Postcode:	
Postal Address		Postcode:	
Does the organisation have an ABN?		Number	
<i>If no, include a 'Statement by Supplier' form advising why an ABN has not been quoted. Council is required to withhold 48.5% tax if an ABN or a Statement by Supplier form is not supplied. See http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf</i>			
GST registered		Incorporation Number	
<i>Note that even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the activity or event as per federal legislation. See https://www.ato.gov.au/Business/GST/</i>			
Is the organisation registered with Council's "Go Club's" program?		Go Clubs Username	
<i>Go Clubs is a Council program aimed at providing our sporting clubs with a professionally managed club development and support program. To be eligible to apply for a grant you must be registered with Council's Go Club's Program. See http://www.cairns.qld.gov.au/goclubs</i>			
Payment information	Account Name		
	Bank Details		
	BSB Number		
	Account Number		
LESSEE/TENANT STATUS			
Does your organisation hold tenure at this location? Please tick			
Yes	<input type="checkbox"/> Lease	<input type="checkbox"/> License/Permit	<input type="checkbox"/> User Agreement <input type="checkbox"/> Other (please specify)
No	if your organisation is a sub-tenant please attach letter of support from the head-lessee		
Who is your contact person at CRC?			
APPLICANT CONTACT PERSON'S DETAILS			
Contact Name		Position in organisation:	
Phone:		Email:	
Alternative Contact Name:			
Phone:		Email:	

SECTION 2 PROJECT DETAILS

PROJECT DETAILS	
Project Name:	
Estimated Start Date:	Expected Completion Date:
Site Contact Name:	Phone:
Project Description: <i>(Please provide a detailed description of the project)</i>	

Please indicate how the grant funds will be used:	
Location(s) of the project: <i>NOTE: the organisation must occupy a facility that is situated Council owned or controlled land.</i>	
Total funding amount requested from Council: <i>(Min \$1,500 Max \$10,000)</i>	

SECTION 3 FINANCIALS & DATA

NOT GST REGISTERED		
BUDGET 1		
Please indicate if you are applying for Council assistance with this item	Item	Total
Income		
Cairns Regional Council grant funding		
Cash at bank (allocated for the project)		
Cash Donations / Sponsorship		
Other (please Specify)		
Total income		
Expenditure (e.g. workshop delivery, promotional material)		
Total Expenditure		
Profit/Loss		

GST REGISTERED				
BUDGET 1				
Please indicate if you are applying for Council assistance with this item	Item	Amount (ex GST)	GST	Total
Income (Complete if Applicable)				
Cairns Regional Council grant funding				
Cash at bank (allocated for the project)				
Cash Donations / Sponsorship				
Other (please Specify)				
Total income				
Expenditure (e.g. workshop delivery, promotional material)				
Total Expenditure				
Profit/Loss				

SECTION 4 ASSESSMENT

APPLICATION ASSESSMENT *(Describe how the application meets the assessment criteria in the spaces provided below)*

Does the project, activity or event align with the Community Grant Objectives? If yes, which objectives will your project align with? *(5% weighting)*

Detail how your project aligns with the relevant Community Grant Objectives (as above)? *(20% weighting)*

Evidence of community need for the project, activity or event. *(25% weighting)*

Evidence of capability of the organisation to plan, manage and deliver the project, activity or event. *(5% weighting)*

Does your project benefit a large number of groups, not just your Club? If so, who are they? *(25% weighting)*

Demonstrate how this project, activity or event is a priority for your Club (20% weighting)

SECTION 5 CHECKLIST

SUPPORTING DOCUMENTATION (All supporting documents are required for this application to be assessed).

Checklist:

	Financials including Cash Balance – submit the organisations previous two years financial statements (as submitted to the Office of Fair Trading) or the latest treasurers report covering previous 24 months; AND organisation's current bank balance at the time of application
	Aerial Map (google map) of the site and project location
	Completion of Go Clubs Budget File ; One year financial forecast for the organisation
	Building Plans / Engineered designs/compliance with Australian Standards (if applicable)
	Quotes or costs estimates

SECTION 6 PAYMENT

Recipient Created Tax Invoice (RCTI) – Registered for GT only

I agree to an RCTI:

The recipient and the supplier declare that this agreement relates to the above supplies. The recipient will issue tax invoices in respect of these supplies. The supplier will not issue tax invoices in respect of these supplies. The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered. The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered. Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of the terms of this written agreement. Both parties to this supply agree that they are parties to an RCTI agreement as outlines in GSTR 2000/10. The supplier agrees to notify the recipient if the supplier does not wish to accept the proposed agreement.

SECTION 7 DECLARATION

DECLARATION/ AUTHORISATION

I/We, as the undersigned, authorise Cairns Regional Council to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct and understand the Council's policy on confidentiality, commercial in-confidence and privacy statement.

I certify that I am authorised by the organisation to prepare and submit this application.

I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this is correct.

I have disclosed full and accurate information of income and expenditure for the project proposed.

I agree to provide Council with any additional information required to assess this application.

I agree to comply with all requirements of the grant funding stream and will return any unspent grant monies.

I will acknowledge the support of Council in all relevant promotional and printed material.

I confirm that the appropriate level of Public Liability Insurance will be arranged for the project described in this application.

Name:

Signature:

Position:

Date:

Cairns Regional Council is collecting your personal information for the purpose of processing your grant application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law. Cairns Regional Council and its offices are subject to the Queensland Right to Information Act 2009.