

OVERVIEW

Intent/Purpose

To assist young athletes living in the Cairns Regional Council area by providing financial assistance with the cost of representing Queensland at national sporting competitions or representing Australia at international sporting competitions (This grant is not available to school based sporting events, such as Peninsula School Sport).

Grants are based on the location of the competition and are allocated the following:

- Competing within Queensland - \$100 grant per athlete
- Competing Interstate - \$300 grant per athlete
- Competing Internationally - \$500 grant per athlete
- A maximum of \$500 per athlete per financial year is available
- A maximum of \$1,000 per team per representative event

The level of support will be capped at \$3000 per association/ club per financial year.

Assessment & Approval Responsibilities

The application will be assessed by the Coordinator of Leisure Services. The delegation for decisions will be nominated Councillors.

ELIGIBILITY

Eligible Applicants must:

- be the local sporting club or association that the athlete is a member of;
- be seeking support for an athlete who is a resident within the boundaries of Cairns Regional Council;
- be seeking support for an athlete who is 18 years of age or under at the time of the activity or event; and
- clubs must be a Silver Accredited Club with Council's Go Clubs Program.

APPLICATION APPROVAL PROCESS

1. The application will be prepared by the applicant using the appropriate Application Form. By signing the application, applicants will be agreeing to the Funding Agreement terms and conditions in line with the Community Grants Policy and Young People in Sports Policy. Application's must be lodged prior to the event date and allow time for the approval process.
2. The completed application will be submitted by the applicant to the Council Grants email address.
3. Applications will be received and collated by the Business Support Team. After the application is received, the Business Support Team will acknowledge receipt of application.
4. Applications will be reviewed by the Business Support Team to determine eligibility as per the Community Grants Policy.
5. The application will be submitted for assessment to the Leisure Services Unit. Recommendations will be submitted to the nominated Councillors for approval or rejection. This process may take up to two months to complete.
6. The Business Support Team will inform the applicant of the approval or rejection of their application once final decision has been made.
7. The Business Support Team will complete arrangements for successful applications.

GRANT ACQUITTAL REQUIREMENTS

Grant recipients will be required to acquit the assistance received within two months of the event and will be required to provide:

- Proof the athlete/s attended the event – Event Program/ Results and Photograph at the event.

CONDITIONS

Successful grant recipients will be required to:

- submit an invoice for the agreed amount or agree to an RCTI;
- attend the event within 12 months of the approval date;
- notify the Council in writing of any changes to the approved event that will alter the level of Leisure Services funds that are declared in the application;
- submit the agreed grant acquittal documents within two months (as specified in the funding agreement) to demonstrate that the grant has been utilised for the intended purpose;
- Any unspent Grant funding will be required to be reimbursed back to Council. Council will issue an invoice to your organisation if applicable at the time of acquittal report assessment; and
- acknowledge the support of Cairns Regional Council in all publicity material prepared in relation to the activity.

APPLICATION SUBMISSION & ENQUIRIES

Send the completed application form (as an attachment) to email address:

Email: Grants@cairns.qld.gov.au
Phone: (07) 4044 3945

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>

SECTION 1 APPLICANT

ORGANISATION/ CLUB DETAILS ** All correspondence will be between Council and the Organisation/Club

Club / Organisation Name			
Club 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>			

Contact Name		Position in Organisation	
Phone Number		Email Address	
Payment information	Account Name		
	Bank Details		
	BSB Number		
	Account Number		

ATHLETE DETAILS (For teams please attach a list including Athlete's details)

Name		Date of Birth	
Residential Address:		Postcode:	
Has any other funding been received? If 'Yes', please provide details			

SECTION 2 EVENT/COMPETITION DETAILS

EVENT / COMPETITION DETAILS		
Athlete competing location		
Event / Competition	Event Venue	Event Date
Event Organiser	Event Contact No.	
Description of the Event		
Please indicate how the grant funds will be used		
Funding Amount Requested	\$	

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

Checklist:

	Verification of selection from State or National body
	Evidence of cost of representation
	Letter from club / organisation confirming management of funds
	Documentation from club / organisation confirming selection of athletes for the sporting competition.

CERTIFICATION

FUNDING AGREEMENT

Agree to the Grant Funding Agreement of the Young People in Sport Grant. This grant is subject to the following Funding Agreement and any additional schedules listed specific to this grant stream.

- Council will provide Funding to the Recipient, and in consideration, the Recipient will comply with the all Terms and Conditions imposed by Council;
- the recipient must use the Grant Funding towards the Athletes cost for attending the nominated competition as set out in section two of this Agreement;
- the Recipient must notify Council of any variations to the competition that may differ from the original proposal;
- the Recipient must acknowledge the support of Council in all relevant promotional and printed material e.g. Club newsletter;
- the Recipient must acquit the grant within two months from the competition date; and
- the Recipient must reimburse Council with any unspent Grant funding. Council will issue an invoice to your organisation if applicable at the time of acquittal report assessment.

RECIPIENT CREATED TAX INVOICE (RCTI) – REGISTERED FOR GST 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 outlined in GSTR 2000/10. The supplier agrees to notify the recipient if the supplier does not wish to accept the proposed agreement.

DECLARATION/ AUTHORISATION

I/We have read the Funding Agreement terms and conditions and understand that if a financial incentive is approved, I/we are agreeing to the Funding Agreement outlined in this form. I/We understand that the approved funding may differ from the original request and in this case will be notified by Council of any variations. I/we acknowledge that if the approved amount is no longer required, I/we will notify Council.

I/We understand that:

- submission of a signed application does not guarantee financial incentive approval for either all or part of the incentive being sought; and
- project costs incurred prior to the date the final signed application form is lodged with the Council are not eligible for reimbursement and are incurred at the applicants own risk.

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

Club / Organisation

Name Signature Date

Athlete / Parent / Guardian

Name Signature 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.