

# Sports Grants Program (Capital Works)

<b>Adoption Date:</b>	27/06/2006
<b>Amendment Date:</b>	18/12/2007, 28/04/2009, 21/12/2009, 18/05/2010, 21/05/2013, 28/03/2017, 17/04/2018, 29/10/2019, 26/09/2022
<b>Minute Number:</b>	MIN06.778, MIN07.1842, MIN09.509, MIN09.1789, MIN10.588, MIN13.532, MIN17.247, MIN18.273, MIN19.793, MIN22.667
<b>Review Date:</b>	01/12/2024
<b>Directorate:</b>	City Lifestyles
<b>Record Number:</b>	POL22/64

## 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 infrastructure, or improvements to existing capital fixed assets at sporting facilities on Council managed land.

## 2. Statement

The Sports Grants Program (Capital Works) Policy is overseen by Council's Shoalhaven Swim Sport Fitness Department which manages all Council-managed showground and sporting facilities.

### 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 infrastructure 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.

### 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 support or encourage the following strategic goals/criteria:

- Consolidation of assets
- Meet current legislative 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 include:

- Design costs for capital projects
- Lighting of sports fields
- Improvements to amenities
- Spectator facilities
- In-ground drainage and/or irrigation
- Improved playing surfaces

- Car park and access road sealing
- Long cycle refurbishment of tennis courts

Purchase or provision of machinery is not eligible under this Program.

### 2.4. Sporting Groups 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 with 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

- a. Compliance with strategic and other plans of Council – 50%
- b. Value of additional in-kind labour to contribute – 15%
- c. Percentage of funding club is contributing – 10%
- d. The apparent 'readiness' of the project to proceed – 15%
- e. Benefit to other users of the Council-managed Land – 10%

## 3. Provisions

The following provisions apply:

- This Program applies to all sports that occur on Council-managed land.
- 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.
- Applicants must read Council's Community Infrastructure Grants Guidelines and ensure projects meet these guidelines.
- Council will liaise with applicants to maximise project outcomes and meet the objectives of Council's Community Infrastructure Strategic Plan. Projects must be approved by Council prior to application to the Sports Grants Program.
- Applications are invited in April and close 30 June each year. Successful applications will be granted and expended during the following financial year.
- Applications will be assessed by a working party comprised of:
  - Three Shoalhaven Sports Board members
  - One Shoalhaven City Council Inclusion and Access Advisory Group member
  - Two or three Council staff from the Shoalhaven Swim Sport Fitness, Building Services and/or Works and Services Departments as appropriate to the applications under consideration
- The working party will meet to assess the applications and report to the first Shoalhaven Sports Board meeting following the working party's determinations.
- Applications must include the following:
  - A statement of community benefit

- Information regarding levels of participation in the sport
  - An assessment, either by the local sporting group or by the peak bodies of the relevant sporting codes, of that sport's future sporting facility requirements within the Shoalhaven over the next 20 years
  - An 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
- After 1 July the Shoalhaven Sports Board will prioritise the nominated projects based on these criteria 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.
  - In-kind contributions may be used to value-add to projects but will not substitute for the cash contribution component.
  - 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.
  - Projects qualifying for the Program will be subject to a financial limit of \$50,000 in matching funds.
  - 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 clubs.
  - Council's funding commitment to this Program will be reviewed annually as part of Council's annual Management Plan/Budget review.
  - 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 that some funds be allocated to staffing costs. If Council is required to provide this service, it reserves the right to recoup its expenditure from the project allocation.
  - After considering a staff report, the Shoalhaven Sports Board will recommend to Council the allocation of any unexpended funds for improvements to sports facilities.
  - This Policy does not apply to:
    - Management Committees, other than committees administering tennis courts
    - Surf Life Saving Clubs
  - The following groups are eligible:
    - Management Committees with tennis courts – for tennis-related projects
    - Sporting groups with lease/licence agreements where lease/licence payments contribute to a capital improvement 'sinking' fund
    - All sporting clubs including tennis, swimming, water sports and skate clubs or groups

- Where a project has not commenced in the financial year following the year of allocation, the funding may be withdrawn and re-allocated. The sporting group will be advised prior to the withdrawal of funding.
- Where the total project cost is:
  - \$3,000 to \$29,999 – A minimum of one quote is required
  - \$30,000 - \$124,999 – A minimum of three written quotes are required
- 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 City Lifestyles Directorate 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



**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 club's financial capacity.

Proposed project starting date: \_\_\_\_\_ Anticipated project completion date: \_\_\_\_\_

**Sports Grants Program (Capital Works)**

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
<b>Net Project Cost</b>	<b>\$</b>		
<b>GST</b>		<b>\$</b>	
<b>Total Project cost (i.e. Net Cost + GST)</b>			<b>\$</b>

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

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

Signature of contact person: \_\_\_\_\_ Date: \_\_\_\_\_

**Sports Grants Program (Capital Works)**

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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:** [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au) , or

The CEO  
Shoalhaven City Council  
PO Box 42  
Nowra NSW 2541

File Reference 24899E

**Further Information:** Please contact Council on 4429 3111 or [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)