



Sports Development Program

Application Guidelines

Table of Contents

Sports Development Program	3
1. Purpose	3
2. Objectives	3
3. Guidelines	3
3.1. Who is eligible for funding?	3
3.2. Which projects are eligible for funding?	4
3.3. Which projects will not be funded?	4
3.4. Project limitations	4
3.5. How will the application be assessed?	5
4. Grant Types and Rounds	6
5. Multiple Applications	6
6. Conditions of Funding	6
7. Payment of Funding	7
Sports Development Program – Application Form	9

Sports Development Program

1. Purpose

To provide financial assistance to local community sport and recreation organisations for projects, programs and events that benefit the development of sport and recreation and enhance its delivery to residents of the City of Joondalup.

2. Objectives

- To assist local organisations to enhance the profile and delivery of sport and recreation to all local residents within the City of Joondalup.
- To promote community based sport and recreation, through the growth of participation and development programs initiated and conducted by local organisations.
- To ensure the success of local organisations through the establishment of identified pathways for local junior talent development.

3. Guidelines

3.1. Who is eligible for funding?

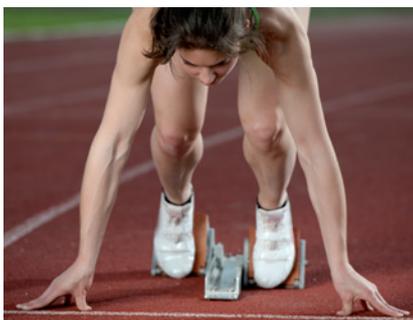
Sporting and recreation organisations who are:

- Incorporated (under *Associations Incorporation Act 2015*);
- Located within the City of Joondalup and/or servicing its residents;
- Affiliated with a state sporting association or industry body who are recognised by the Department of Sport and Recreation; and
- Represented with an organisation name that reflects the locale in which the organisation operates and in recognition of the level of funding and subsidies afforded to it by the City of Joondalup.

Organisations are not eligible if they:

- Have overdue or outstanding project completion reports for any grants, funding or sponsorships with the City;
- Have overdue or outstanding payments due to the City; or
- Have already received financial or in-kind support from the City for the same project, program or event.

All applicants must discuss the project with a Club Development Officer by contacting **9400 4252** prior to applying.



3.2. Which projects are eligible for funding?

Projects must meet at least one of each of the grant Focus Areas and Funding Objectives to be considered for funding.

Focus Areas (must meet one)

- Participation
- People Development
- Organisational Development
- Places and Spaces
- High Performance

Funding Objectives (must meet one)

- Improve the knowledge, skills and or experience of organisation officials and volunteers
- Attract new, retain existing or reward volunteers
- Provide a safe environment for members, visitors, volunteers and the public
- Assist to develop the knowledge, skills or experience of athletes
- Assist with the establishment or long term sustainability of organisations

3.3. Which projects will not be funded?

- Any project, program or event which does not fit the eligibility, focus area or funding objective mentioned above;
- Ongoing maintenance and repairs which are the responsibility of the organisation or a parent organisation (ie leased facilities);
- Deficit funding (to repay cash shortfalls);
- Retrospective funding (project cannot begin before the grant agreement has been signed by both parties);
- Operational costs;
- Personal protective or playing equipment (ie. Mouthguards, footwear but does not include team protective equipment such as helmets, goal keeper pads etc)
- Tours or travel costs; or
- Payments for contracted players.

3.4. Project limitations

The City will not fund the payment of coaches, officials or specialists except where it is considered outside of their normal organisation responsibilities.

The maximum total amount available in a financial year per organisation for the payment of individuals for these services is \$5,000 (ex GST).

Important: The organisation is responsible for ensuring all payments to individuals meet the requirements of the Australian Tax Office.

3.5. How will the application be assessed?

Applications will be assessed by a three person panel consisting of at least two City Officers. Other panel members may be sought from other industry groups where desired.

A Club Development Officer will assess the application to ensure it is eligible prior to consideration by the panel. Small grants will be assessed and endorsed by the City and large grants will be assessed by the City and endorsed by Council.

The panel will assess the applications against the criteria below.

Funding Assessment Criteria (out of 100)	
1. Clear objectives that align with the grant focus areas and funding objectives	
The objectives of the project are clearly identified	/10
The project and intended target group aligns with the grant focus areas	/10
The project and intended target group aligns with the grant funding objectives	/10
2. Direct benefit to the City of Joondalup community	
The project delivers clear and measureable outcomes and benefits to the target group	/15
There is potential for the project to have a lasting community impact	/15
3. Capacity of the organisation to manage the funding and deliver the service or program	
The project is a high priority for the organisation and is part of its core business	/5
There is evidence of project planning for the full funding period (including achievable timelines)	/5
The applicant has the organisational structure and skills to achieve the outcomes listed in their application	/5
There is a realistic relationship between the funding requested, anticipated outcomes and the organisation's annual budget	/5
The application contains a detailed, clear and reasonable budget	/10
The organisation has committed their own funds to the projects sustainability	/5
The project cannot be funded elsewhere	/5



4 Grant Types and Rounds

	Small Grant	Large Grant
Total funds available per year	Total funds available: \$35,000 Round one funds available: \$25,000 Round two funds available: \$10,000*	Total funds available: \$80,000
Funds available per applicant	Applicants can apply for funding up to \$10,000	Applicants can apply for funding from \$10,001 up to \$20,000
Round dates	Round one: First Monday to last Friday of August Round two: First Monday to last Friday of February	First Monday to last Friday of August
Maximum funding periods	12 months	24 months
Grant notification and payment	Round one: September/October Round two: March/April	First payment - November/December

*Please note: Where the funds have not been fully allocated in round one the funds will be added to those available for round two. Funds may be transferred from the large grant round to the small grant round as required by the City.

5. Multiple Applications

Where organisations are submitting multiple grant applications, those applications must be ranked in order (one, two, three etc) of the organisation's priority. This will allow the panel to consider the priority order when offering their recommendations for funding.

6. Conditions of Funding

Grant recipients will be required to sign a funding agreement that outlines the:

- Amount of funding being offered;
- Schedule of payment for grant;
- Timeline of the project;
- Project objectives and outcomes;
- Approved project budget;
- Recognition requirements;
- Project completion report requirements including date report is due; and
- Other grant conditions.

A copy of a sample funding agreement and project completion report are included for your information and consideration prior to application.

7. Payment of Funding

Small grants will be paid to the association via electronic funds transfer within 30 days of the signing of the grant agreement by both parties (the City and the Organisation).

Large grants will be paid in three components as outlined below

- 50% of the grant will be paid to the organisation via electronic funds transfer within 30 days of the signing of the grant agreement by both parties (the City and the organisation).
- 25% of the grant will be paid to the organisation via electronic funds transfer within 30 days of the City receiving a full and complete *Partial Project Completion Report* on 50% completion of the project; and
- Balance of the grant (or remaining 25%) will be paid to the organisation via electronic funds transfer within 30 days of the City receiving a full and complete *Project Completion Report* on completion of the project.

All organisations will be required to submit the final *Project Completion Report* within six (6) weeks of the agreed project completion date. A failure to submit the report within this period will render the organisation ineligible for any further grants or funding from the City for a period of three years.



Club Development Officer

T: 08 9400 4252

F: 08 9300 1383

Boas Avenue Joondalup WA 6027

PO Box 21 Joondalup WA 6919

joondalup.wa.gov.au



This document is available in alternate formats upon request.