

Sports Development Program FAQs

The Sports Development Program (SDP) provides financial assistance to local community sport and recreation clubs for projects, programs and events that benefit the development of sport and recreation to residents of the City of Joondalup. For frequently asked questions about the SDP, see below.

Application

My project already started. Can I still apply for funding?

No. The City does not fund any activity that has already occurred.

I want to apply to other agencies for additional funding, is that allowed?

Yes. You will be required to identify which items the City of Joondalup are paying for in your budget so all funding bodies can allocate their contribution accordingly. If you have applied for additional funds elsewhere but are yet to be notified if you have been successful, you will also be required to identify this in your application.

Can we use the grant to fund our line marking for the season?

Day-to-day operational costs and ongoing maintenance and not eligible for funding under the SDP. If your club is experiencing financial difficulties, the City's Sport and Recreation team are available to discuss strategies to assist.

We want to engage a specialist presenter from interstate. Can I use the grant to cover their travel costs?

Travel costs for specialist presenters and facilitators to deliver programs may be funded under the Sports Development Program. Team travel or touring costs, such as those to attend a tournament will not be covered.

Can I use the grant to provide fee discounts for our members?

The Sports Development Program does not allow payments for contracted players. This includes membership discounts or fee waiver programs.

We want to upgrade our club rooms. Do I need approval for the upgrades before applying for SDP?

Clubs wishing to make alterations to their club room or other infrastructure on City property must apply for approval by completing a Club Funded Facility Upgrade (CFFU) application. Projects that do not have an approved CFFU will not be considered.

If you wish to discuss a CFFU, please contact the City's Leisure Planning team on **9400 4221**. Please note that a CFFU application can take up to eight weeks to be approved.

Can I apply for the Community Sporting and Recreation Facilities Fund (CSRFF) and SDP for the same project?

Yes, however any SDP funding will form part of the City's one-third contribution under the CSRFF guidelines.

What is a Recipient Created Tax Invoice (RCTI)?

A recipient created tax invoice (RCTI) is a tax invoice that is issued by the City on behalf of the club. This means that the club doesn't need to raise an invoice for the grant funds, effectively speeding up the payment process. This only applies to clubs who are registered for GST.

What if my club doesn't have a strategic plan?

The SDP requires clubs to describe how the project will assist their organisations objectives, goals or targets. These are often outlined in a club's strategic plan. If your club doesn't have a strategic plan, you should make reference to your relevant State Sporting Association's (SSA) strategic plan, describing how your program fits into your SSA's strategic objectives.

Do I need to provide more than one quote for each item in my project budget?

The City does not require clubs to provide multiple quotes for goods or services you intend to purchase with SDP funds. However it is generally a good idea to shop around to find the best value for your club.

How many objectives do I need to have for my project?

There is no maximum or minimum required, though most applications have around three or four. You may wish to use the sample Program Outcomes document as a guide, available on the City's website.

Agreement and Implementation

We've just received notification that our application was successful. Can we start our project right away?

Projects cannot commence until the funding agreement has been signed by both parties. Any invoices prior to this date will not be accepted as part of the grant acquittal.

Our project has changed since we signed our grant agreement. Can we use our grant for other items instead?

Requests to make changes to your project need to be made in writing and approved by the City prior to commencement by the applicant. Changes that make your project substantially different from your application may mean the offer of a grant is rescinded and your grant funds will need to be returned.

We've had some delays with our project. Can we request an extension?

Requests to make changes to your project end date need to be made in writing and approved by the City. You will need to specify the reason for the delay, any variations to the budget as a result of the delay, and the revised date you expect your project to be completed by.

Extensions may be granted provided that the project will be completed within the allowed timeframes (one year for small grants and two years for large grants).

Acquittal

We didn't spend as much money as we had budgeted. How do I acquit my grant?

When completing your Project Completion Report (PCR), the deficit should be recorded in the actual expenditure table. Once the PCR is finalised, the City will issue an invoice to the club for the unspent funds.

We spent more on our project than we budgeted. How do I acquit the grant?

Any additional expenditure must be covered by the club or other sources. The City will not provide additional funding. Refer to the Project Completion Report Example document for more information, available on the City's website.

What payment evidence do I need to submit with my acquittal?

The City requires evidence of expenditure for all items that are purchased using SDP funds. You will need to provide payment receipts/invoices and bank statements demonstrating that invoices have been paid. You may be required to return funds to the City for items that do not have sufficient evidence of expenditure.

I have lost a receipt that is needed for my acquittal, what can I do?

In the event of a lost receipt, contact the vendor to see if you can obtain a replacement receipt or provide a bank statement to demonstrate proof of expenditure. If no evidence of expenditure is provided, the City may request that the funds allocated to that item are returned.

As projects can extend over many months, it can be difficult to keep track of invoices, receipts and payments. It is recommended you keep a record of your expenditure as it happens to make the acquittal process easier, and to ensure you don't lose any evidence of expenditure.

I forgot to submit my PCR by the due date. What do I do now?

All clubs are required to submit the final PCR within six (6) weeks of the agreed project completion date. A failure to submit the report within this period will render the club ineligible for any further grants or funding from the City for a period of 3 years. If you are late in submitting your PCR, you should contact the Sport and Recreation team on **9400 4252** as soon as possible.

How do I acknowledge the City's contribution to my project?

Grant recipients will be required to recognise the City's contribution to their project. These recognition requirements are outlined in the grant guidelines and are dependent on the amount of funding received. You will be provided with a copy of the City's logo usage guidelines when you receive your grant agreement.

As part of your PCR, you will be required to produce evidence that you have met these requirements. This may include copies of newsletters, social media posts, website links or press releases where applicable.