



ORANGE
CITY COUNCIL

SPORTS FACILITY PARTNERSHIP PROGRAM

DONATIONS & SPONSORSHIPS

2020/21

GUIDELINES 2020/21

SPORTS FACILITY PARTNERSHIP PROGRAM

Orange City Council wants to help local sporting clubs improve local sporting facilities and has created the Sports Facility Partnership Program to assist in the funding of suitable projects to upgrade and enhance sporting facilities for their members and the broader Community.

Applications will be accepted from not-for-profit sporting organisations who can demonstrate that through the provision of funding they will meet the objectives of the program as detailed below:

- Improve sporting and recreational facilities for local sporting organisations and the local community.
- To create partnerships between Orange City Council and sporting groups in the development of sport and recreation facilities in the City.
- Improve opportunities for local sporting organisations to host major sporting events.
- Improve resources available to local sporting organisations and community groups.
- To enhance the long term sustainability of the sport.

COMPLETED APPLICATIONS CAN BE:

Emailed to:

council@orange.nsw.gov.au

or mailed to:

Chief Executive Officer
Orange City Council
PO Box 35
ORANGE NSW 2800

PROGRAM TIMETABLE

Applications open	14 April 2020
Closing date for Applications	Friday, 29 May 2020
Eligibility assessment	June 2020
Announcement of successful projects	July 2020

Applications must be received by Friday, 29 May 2020

GUIDELINES

- Grants will be considered from incorporated not-for-profit sporting bodies in the City that have an Australian Business Number
- Grants are offered to sporting bodies for improvements to sporting and recreational facilities located within the Orange Local Government Area and includes funding for minor plant
- Grants are on a dollar for dollar basis for actual funds. Donated materials and/or voluntary labour will be considered when estimating the cost. Quotations for each component of a project is required
- Maximum grant available will be \$15,000
- Evidence of sufficient funds being held to match the grant will be required before the grant is approved. For example a copy of a recent bank statement should be attached to the application form
- Applications should address any ongoing maintenance and/or expenses associated with the proposed project
- It is preferred that grants are sufficient to finish a project within a twelve (12) month period from approval however staged projects will be considered
- The grant can only be used for the purpose approved by Council. Any alterations to approved projects should be applied for in writing and are subject to Council's written consent
- If grants are for structures, relevant Development Application and/or Construction Certificate must be approved by Council before funding will be made available
- Should more than one application be submitted by an Association, the Association must rank their projects in order of priority. All applications should be accompanied by a letter of support from local peak bodies
- It should be noted that applications for projects on Council owned or managed land are generally given a higher priority for funding
- Applications for the Sports Facility Partnership Program will close at 5pm on Friday, 29 May 2020
- All applications will be assessed with a following report prepared for Council's consideration on the disbursement of funds. Funds will be distributed to sporting organisations as resolved by Council

PROJECTS CONSIDERED

- The enhancement of existing sporting facilities such as safety netting, lighting, watering systems and upgrade of surfaces
- The provision of ancillary and support facilities at established sporting facilities eg. Sun protection shelters, change rooms, grandstands
- The purchase of equipment that will improve the quality or function of a facility eg. cricket wicket roller, timing equipment
- The project meets the objectives of the program

PROJECTS NOT CONSIDERED

- Sporting goods eg. bats, balls, uniforms
- Projects that have already been completed
- Construction or sealing of car parks or roads
- Projects that involve the development of private or commercial ventures
- General maintenance of sporting facilities eg. Painting
- Applications requesting a grant of more than \$15,000

HOW TO APPLY

To apply please complete the Sports Facility Partnership Program application form and provide the requested supporting documentation.

ASSESSMENT

Eligibility Assessment

- Projects must fall within the category of projects that will be considered (see Projects Considered above)
- The grant requested will not be greater than 50 per cent of the net project cost
- The applicant verifies that it can fund 50 per cent of the project, plus GST and can substantiate this where required
- The application form is complete and is submitted by the closing date

Council Assessment

The Sports Facility Partnership Program administrators will consider applications based on merit. Criteria will include but not be limited to:

- Project capacity to improve sporting and recreational facilities for local sporting organisations and the local community
- The value of the project to the local community
- Projects capacity to improve opportunities for local sporting organisations to host major sporting events
- Projects capacity to improve resources available to local sporting organisations
- The project planning appears to be to a point where work can commence within 9 months of announcement date
- The project enhances the long term sustainability of the sport.
- The Sports Facility Partnership Program administrators will then prepare a report for Council's consideration making recommendations for project funding. Funds will be distributed to the sporting organisations as resolved by Council
- Where the request for funds exceeds the Program allocation, all eligible applications will be referred to Council's Sport and Recreation Community Committee to prioritise projects, for Council determination

ACQUITTAL PROCESS

- Successful applicants will be required to provide an acquittal report
- The report will provide a overview of the project, the resulting benefits to the sporting organisation and/or community. Photographs and media clippings should also be included as support material
- A financial report will also be required outlining project income and expenditure
- Failure to acquit a project will jeopardise any future applications

APPLICATION FORM

SPORTS FACILITY PARTNERSHIP PROGRAM

PLEASE NOTE

- An Organisation, Group, Person or other entity is limited to one donation or grant in any financial year. Exception: A Sports Association/Group can still apply for one donation under the Sports Participation Program in the same financial year.
- Refer to Orange City Council's "Donations and Grants" Strategic Policy (ST029) to understand whether you are eligible for financial assistance from Council.

APPLICANT'S DETAILS

Name of organisation:

Postal address: **(NOTE - Person must be a resident of the Orange LGA or entity must have a registered office in the Orange LGA)**

Contact name:

Position:

Phone:

BH:

AH:

Mobile:

Email:

What is the legal status of your organisation? (eg Incorporated, Association, etc.)

If not-for-profit please attach evidence - such as charter/constitution showing no personal gain will be available to members, charitable status advice or a statutory declaration

Please select: Profit or Not-for-Profit

If not-for-profit: **Constitution, tax ruling or other document confirming not-for-profit status is attached**

Is your group/organisation registered for GST? yes no

If applicable, please provide: ABN: ACN:

DIRECT DEPOSIT DETAILS FOR PAYMENT

Account Name

Bank

BSB Number

Account number

ORGANISATION AND PROJECT DETAILS

Description of organisation and its purpose

Project description (plans and supporting documents can be attached)

Purpose of project (what purpose will it serve or what problem/deficiency will it resolve)

Ongoing maintenance/expenses (will there be ongoing maintenance or expenses associated with the project and if so how will this be funded and managed)

PROJECT COST

Project Cost **(Please attach evidence of how this was calculated)** \$

Amount seeking from Council \$

What is the cash amount you/your organisation will be contributing (ex GST)? \$

What, if any, is the in-kind amount you/your organisation will be contributing? \$

Because you are applying for funding for a capital project (equipment purchase, building or property improvements etc), you must attach three (3) quotations to this application form

Quotations attached: yes no

PROJECT PLANNING AND APPROVAL

Proposed start date

Proposed completion date

Has a Development Application been approved?

Yes (Please attach a copy of approved Development Application)

No - Please specify:

Not required

With Council, pending approval

Not yet submitted

LOCAL BUSINESS USE

Are you using any local businesses?

This will assist in demonstrating the local benefit of your project to other members of our community. Using local services will significantly strengthen your application.

If an acquittal is required you will need to confirm the level of expenditure to local businesses compared to the level you identify here and also provide evidence that payment has been made to these businesses.

Engaging with local businesses will assist in a favourable assessment of your application.

Business name	Services provided	Estimated amount to be paid to them (Ex GST)
		\$
		\$
		\$
		\$
		\$
		\$

Will your project create any jobs - either short or long term?

yes

no

Estimated long term full time jobs to be created

Estimated short term (up to 6 months) jobs to be created

DECLARATION

On behalf of: (name of organisation if applicable)

I declare that the information provided above is complete and correct

I have read and understood Council's "Donations and Grants" Strategic Policy (ST029).

Signed

Date

Print name

Position in organisation

THE INFORMATION YOU PROVIDE IS PERSONAL INFORMATION FOR THE PURPOSES OF THE PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998. THE SUPPLY OF THE INFORMATION BY YOU IS VOLUNTARY. IF YOU CANNOT PROVIDE OR DO NOT WISH TO PROVIDE THE INFORMATION SOUGHT, YOUR APPLICATION MAY BE UNABLE TO BE PROCESSED. THIS PERSONAL INFORMATION IS BEING COLLECTED FROM YOU IN ORDER TO PROCESS YOUR APPLICATION.