

Recreation Facilities Grant Program Application Form 2020-21



Office Use Only

Project Name		ECM Reference		Application Number	
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Submitting Your Application

The Recreation Facilities Grant Program has been designed to provide grants to Newcastle LGA incorporated associations, not for profit groups, and/or registered organisations with an ABN or ACN (applications will not be accepted from individuals or government agencies). The grants will achieve the City's objectives under the Newcastle 2030 Community Strategic Plan in promoting a vibrant and activated public place, a caring and inclusive community in a liveable and distinctive built environment. These are key result areas in the Newcastle 2030 Community Strategic Plan. The Recreation Facilities Grant Program is one way to achieve this with individual grant of up to \$5,000 available.

Applicants must demonstrate that, through the provision of funding, they will meet the three objectives of the program as detailed below:

Objectives

1. To assist in the provision or development of suitable sport and recreation facilities.
2. To create opportunities for City of Newcastle (CN) and local sporting groups to form partnerships in upgrading existing or developing new facilities.
3. To provide a wide range of sport and recreation facilities that assist in meeting the needs of the community in a cost effective and co-operative manner.

It is essential that your application and the assessment process conform to CN's Recreation Facilities Grant Program Policy adopted in February 2016. Before completing this application form please read the policy [here](#) and acknowledge your organisation meets eligibility criteria.

- [Recreation Facilities Grant Program Policy](#) read & eligibility met & agreed

Signed: _____

Following receipt and review of the proposed Recreational Facilities Grant Program Application, CN staff will complete a project risk assessment to determine if the project will be managed by the community group or CN. In this instance, the applicant's monetary contribution must be made to CN prior to the project commencement.

Please remember the Recreation Facilities Grant Program is a competitive process and incomplete submissions may be deemed as unsuccessful.

Agreements and Acquittals

If the applicant is successful in receiving a Recreation Facilities Grant under this program, you will be required to sign a formal agreement with CN. Section 12 of CN's Recreation Facilities Grant Program Policy outlines the reporting requirements in place for Recreation Facilities Grants. Your organisation will be invoiced for the full project amount and the agreed grant funding amount will be granted as part of the acquittal process.

We would like to hear back from you about the success of your project. This information will help us measure the success of the program, provide reporting to Council and identify procedural or policy changes to make the make the program better.

Termination of Agreement

Failure to meet CN's requirements and conditions may result in the termination of grant funding. In any such case, the applicant will be notified prior to any action being taken.

Insurance

If your organisation is successful in receiving a Recreation Facilities Grant under this program, you will need to meet CN's Work, Health and Safety Policy requirements including provision of public liability, workers compensation insurance and complete and / or attend any necessary inductions including site inductions.

Confidentiality

Information supplied will be used for processing and assessing the application and will be treated as confidential to the extent permitted by the Local Government Act and CN's Privacy Management Plan. As per CN's policy, successful projects will be listed on CN's website.

Unsuccessful Applicants

We will notify all applicants of the program outcomes.

Protecting Your Privacy

CN is committed to protecting privacy and we take reasonable steps to comply with relevant legislation and CN policy.

Information provided may be used by CN for assessing and review purposes. While the supply of details is voluntary, the more relevant information provided in the application, the stronger the application may be. We would also like to create a database of grant applicants so we can send you information about future CN grant programs.

How to Submit your Application

Ensure your application:

- ✓ is signed by an appropriate person.
- ✓ is submitted by due date.
- ✓ is lodged electronically to parkssportsgrounds@ncc.nsw.gov.au

Section 1 - Application Details

Organisation Name					
Postal Address	Street Address or PO Box Number				
	Suburb			Postcode	
Contact Person	Title		Given Name		Last Name
Position					
Telephone (BH)			Telephone (M)		
Email					
Secondary Contact	Title		Given Name		Last Name
Position					
Telephone (BH)			Telephone (M)		
Email					
ABN Number	<input type="checkbox"/>	Yes ABN #:	<input type="checkbox"/>	No	
If yes, is the organisation registered for GST? If the organisation does have an ABN and is registered for GST, a tax invoice will need to be produced if successful in obtaining a grant. If the organisation does have an ABN, but is not registered for GST, an invoice with no GST will need to be produced if successful in obtaining a grant.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
If the organisation does NOT have an ABN, you will be required to complete a Statement by Supplier Form. If this form is not completed, your application will be deemed ineligible for funding. Is the Statement by Supplier Form complete and attached?	<input type="checkbox"/>	Yes If the Statement by Supplier form is completed, successful applicants must produce an invoice with no GST	<input type="checkbox"/>	No	

If successful in obtaining a grant, all invoices at acquittal must state the organisation name, postal address, contact, BSB, Account Details and ABN (where applicable) as above. Direct deposit payments will be made to the organisation following.

Section 2 - Eligibility

If you can't tick all the questions below, your organisation may not be eligible to receive a grant under this program. For more information please refer City of Newcastle's Recreation Facilities Grant Policy.

Please tick if YES	<input type="checkbox"/>	Does your organisation have the funds available to be invoiced for the full project amount?	<input type="checkbox"/>	Is the project proposed to occur in 2020-21 financial year?
	<input type="checkbox"/>	Is the project proposed to be completed by May 2021?	<input type="checkbox"/>	Is the project proposed to occur in Newcastle local government area?
	<input type="checkbox"/>	Can you provide evidence your organisation has appropriate insurance for the proposed project including submission of preliminary risk assessments for any projects or activities with potential high risk?	<input type="checkbox"/>	Are you an incorporated association, not for profit group (as defined in the ATO guidelines) and / or a registered organisation with an ABN acknowledging applications will not be accepted from individual or government agencies?
	<input type="checkbox"/>	Are all acquittal reports up to date for any previous CN funding including any outstanding fees and charges?	<input type="checkbox"/>	Are you confident the organisation is capable of obtaining all regulatory approvals for the project?
	<input type="checkbox"/>	Have you received other CN funding for this or another project for 2020-21?	<input type="checkbox"/>	Are you confident the project is consistent with the community values defined in the 2030 Community Strategic Plan ?

Section 3 - Supporting Information

The following information must be attached for your application to be considered.

Statement of Supplier (if required)	<input type="checkbox"/>	
Bank Statements verifying funding available	<input type="checkbox"/>	
Quotations from suppliers: Under \$3K – one written quote required \$3K to \$150K – two written quotes required \$150K to \$250K – three written quotes required Over \$250K – tender or approved exemption	<input type="checkbox"/>	
Project location sketch	<input type="checkbox"/>	
Project specification sketch (where applicable)	<input type="checkbox"/>	
Public Liability Insurance Certificate of Currency Certificate of Currency will need to be amended to note City of Newcastle as an interested party.	<input type="checkbox"/>	

Section 4- Project Details

Project Title:	
Project Description: (100-word limit)	
Project Outcomes: * (100-word limit) Please use dot points and clearly identify 3 to 5 outcomes the project will deliver in line with Recreation Facilities Grant Program.	
Proposed Timeframe for project delivery: Include commencement & completion If project is staged please provide detail.	
Project location? Please including facility name, location within the facility and attach sketch to describe project.	
What other groups will benefit from this project?	
Have you consulted with other user and neighbours about this project? Provision of letters of support must be supplied.	
Has this project gained DA / CC approval? If yes, please provide DA number, if No please state progress of these approvals.	
Has your governing body (association) given approval of project? If no, please state why?	<input type="checkbox"/> YES NO: Name of Contact: Telephone of Contact:
Have your organisation been successful at securing grant funding from CN in the past? If yes, please provide previous details.	

*Specific and achievable outcomes are important for each project. If your project is successful in receiving funding, the outcomes and relevant measures will form part of the grant agreement.

Section 5 - Newcastle 2030 Community Strategic Plan Alignment

Please briefly identify how your project aligns with the following (comment on the relevant items only)

Vibrant and Activated Public Places	
A city of great public places and neighbourhoods promoting people's health, happiness and wellbeing.	
Public places that provide for diverse activity and strengthen our social connections.	
Safe and activated places that are used by people day and night.	
A Caring and Inclusive Community	
A thriving community where diversity is embraced, everyone is valued and has the opportunity to contribute and belong.	
Active and healthy communities with psychical, mental and spiritual wellbeing.	
Liveable and Distinctive Built Environment	
Best practice energy and water efficient buildings and infrastructure.	

The Newcastle 2030 Community Strategic Plan is also built on a range of values identified within our community. Please tick ✓ three values below that you think your project will contribute to the most.

Respect	
Community connectiveness	
Social inclusion	
Creativity	
Innovation	
Diversity	
Transparency	
Resilience	
Sustainability	
Active Citizenship	

Section 6 - Assessment Criteria

Briefly describe how your project addresses the following criteria. Your project does not need to meet all criteria. Where you can, describe or attach details of research or consultation undertaken to support your project.

<p>Will your project provide a positive benefit to the Newcastle community?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Explain how. (100 words) - The specific information below will help us assess the potential impact.</p>		
<p>Please demonstrate consistency with the strategic objects from the CN's Parkland and Recreation Strategy</p>	Equitable Provision and Development of Facilities	
	Efficient Management of Facilities	
	Partnerships Development	
	Promotion of Facilities	
<p>Expected number of participants that will benefit from this project (please give a specific number)</p>		

Section 7 - Acknowledging CN Sponsorship

<p>How will your project acknowledge CN support?</p> <p>Explain how</p> <p>(100 words) - The specific information below will help us assess the potential benefits</p>	
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<p>Please detail how you will acknowledge CN's support</p> <p>Please ✓ as appropriate</p>	<input type="checkbox"/> Naming rights	<input type="checkbox"/> Links to Newcastle website	<input type="checkbox"/> Speaking opportunities for Lord Mayor or CN representative	<input type="checkbox"/> Use of CN logo on all print material
	<input type="checkbox"/> Banners, signage or other collateral explaining CN's participation	<input type="checkbox"/> Media Acknowledgement in all press releases and statements	<input type="checkbox"/> Advertising in media outlining CN's participation	<input type="checkbox"/> Links to Visit Newcastle website
	Other			

Section 8 - Project Budget Summary

We are interested to ensure sufficient funding for your project exists. Please indicate the amount, as well as, the source of other funds and/or the value of donated services or goods to achieve your project.

Organisation Contribution to the Project	\$.....
Grant Amount Requested (incl. GST) maximum 50% of total project cost up to \$5,000.00	\$.....
Total Dollar Value of Project (incl. GST)	\$.....

Section 10 - Declaration

I declare the information provided in this Application is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand that City of Newcastle or its agent, may check any of our statements for the purpose of assessing this application, and agree to provide any additional information requested.

I consent to the release of information in this application (excluding personal details) for non-commercial public information purposes.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with City of Newcastle has been signed.

I understand this is an application only and may not necessarily result in funding approval.

- On behalf of my organisation and its key members, I confirm that we DO NOT have a conflict of interest with the relevant CN Representatives.
- On behalf of my organisation and / or its key members, I confirm that we DO NOT have a conflict of interest with the relevant Governing Associations.
- On behalf of my organisation and its key members, I confirm that we DO NOT have a conflict of interest with the relevant Contractors that may be associated with the delivery of the project.

Signature	
Name	
Position	
Date	

Privacy Notice

The City of Newcastle (12 Stewart Avenue, Newcastle) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose: CN will use the information to process your request. CN will also send you updates and future notifications regarding this grant program.

Intended recipients: authorised CN Officers and its contractors or agents.

Supply: voluntary.

Consequence of non-provision: CN may not be able to process your request.

Storage and security: information will be stored in accordance with CN's Record Management Policy.

Access: by contacting CN by phone on (02) 4974 2000 or attending CN.

Please email completed application to: parkssportsgrounds@ncc.nsw.gov.au