

Sport and Recreation Grant Information Sheet



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The Sport and Recreation Grant program aims to build **strong and sustainable sport and recreation clubs** through good governance practices as well as participation programs and pathways for the benefit of the PAE community.

What is a Sport and Recreation Grant?

The Sport and Recreation Grant program has been designed to support local sport and recreation clubs to deliver on the following 3 focus areas:

1. Club Development / Governance including:

- Strategic planning
- Succession planning
- Financial planning/budgeting and/or establishing a new online financial management system (i.e. Xero, MYOB etc)
- Constitution review
- Policies development (e.g. Volunteer Management, Member Protection, Gender Equity etc)
- Club platforms to support efficiencies in club administration (i.e. TidyHQ, Rev Sport, Get Chatty etc)
- Volunteers, players and coach/official development and education (e.g. First Aid Training, RSA Training, Sport Trainers, Raiise Workshop, Mental Health Workshop, Coach/Official Accreditation etc)
- Youth leadership

2. Programs including:

- Activities that support growth in members and participation
- Targeting vulnerable and diverse communities
- Targeting youths and adolescents (12-17 years)
- Establishment of new initiatives (i.e. social competitions, informal activity, introductory programs, etc.)

*Please note that equipment, coaching services, venue hire, and similar expenses can be claimed under this focus area, however the program being implemented must be **brand new**.*

3. Purchase of Sport Equipment and Uniforms

- To support a brand new junior, women's, mixed and/or inclusive team(s)
- To support new equipment that enhances sport delivery and/or volunteer capacity (excluding consumable items such as cricket balls, tennis balls etc)

How much can you apply for?

Grants of up to \$2,500 are available to help deliver activities and programs that support outcomes aligned with focus areas 1 and 2. Please note that a financial co-contribution from the applicant is not required but highly desirable.

Grants of up to \$1,000 are available to help with the purchase of sport equipment and/or uniforms aligned with focus area 3. Please note that a financial co-contribution from the applicant of no less than 50% is required.

Who is eligible?

Sport and Recreation Grants are available to sport and recreation clubs which:

- Are based in the City of Port Adelaide Enfield
- Are not-for-profit incorporated organisations, or other legal entities with comparable status
- Have an active ABN and appropriate public liability insurance
- Are a member of the [PAE Sports Network](#)

State/National Sporting Organisations located within PAE are eligible to apply for funding where the proposed activity provides a direct benefit or pathway to their affiliated PAE clubs and/or the PAE community.

Timeframes and Assessment

There will be two funding rounds per financial year with opening and closing dates listed on the City of PAE website. All online applications will be assessed on comparative merit after each round has closed.

If your application meets all the eligibility criteria (see 'Who is eligible?'), it will proceed to the assessment stage where it will be evaluated against the criteria below. We aim to ensure that successful applications achieve a score of 60% or more. If your application fails to meet that score, we will discuss it with you and provide feedback on what you need to improve.

Both the eligibility and assessment stages are undertaken by City of PAE staff. The decision of awarding grants will be made by City of PAE staff with appropriate delegations.

You will be notified of the outcome within four weeks of the round closing date. All correspondence relating to an application will be made by email to the lead applicant.

Successful applicants will be required to spend the City of PAE's funds within 6 months of the date of their approval and acquit the grant within 2 months of the completion of the activity or purchase. Any unspent funding must be reimbursed to the City of PAE.

No.	Assessment Criteria	Weighting
1	Demonstrated alignment with grant focus area	40%
2	Demonstrated need and alignment with club strategic intent	25%
3	Sustainability of activity/purchase following funding completion	15%
4	Reasonable and proportional contribution (financial, in-kind or material)	20%
Total		100%

What else do you need to know?

Only one application will be considered for funding, per applicant, per round each financial year.

If a sport and recreation club is successful in Round 1, they can submit a new application in Round 2 only if it aligns with a different focus area from their Round 1 application. Please note that, due to limited funding available, a second application from the same applicant in the same financial year would be considered as lower priority.

Applicants can only be funded for an activity/purchase which is similar to previous successful applications for a maximum of once in a two-financial-year period. The grant is not intended

to support recurrent purchases or the continuous/ongoing delivery of an activity/program.

Applicants who achieve the minimum score of 60% may still be unsuccessful where a round is highly competitive and funding is limited. Where multiple applications receive the same score, priority will be given to applicants who regularly engage with PAE Sport Network workshops and programs.

Successful applicants will be expected to acknowledge Council's grant in any publications or publicity.

The City of PAE may choose to report on activities that have been funded as part of its marketing and communications.

Change of Scope

Any changes to the scope of the activity or purchase under the funding agreement must be re-submitted to the City of PAE for assessment. The same criteria will apply to the re-submitted application, and the assessment process may take up to two weeks from the date of submission. While the City of PAE strives to fast track the review of re-submitted applications to minimise club disruption, it is essential that applicants discuss the rationale for the scope change with City of PAE staff before spending any awarded funds.

Grants will not be provided for:

- State or Federal Government Departments and services
- Profit making organisations including commercial entities, businesses and sole traders
- Sporting clubs with gambling facilities
- Individuals
- Applicants with outstanding debts such as rates, fees or charges to the City of PAE
- Applicants where an Evaluation/Acquittal report in relation to previous funding received by the City of PAE is overdue or unsatisfactory
- Retrospective payments (including where the activity or purchase occurred prior to the grant assessment)
- Budget deficit payments
- Fundraising activities
- Costs associated with the running of an organisation (e.g. salaries, operational costs, utility bills, etc.)
- Activities that seek to generate profit for the applicant or an executive/committee member, unless the club committee has formally endorsed the activity and evidence (e.g. minutes) is supplied.

How to apply.

We provide an online application tool for you to prepare and submit your application:

It's available from our website, just visit  cityofpae.sa.gov.au and search:

 Sport and Recreation Grant

You are strongly encouraged to contact our Sport & Recreation Development Coordinator to discuss your proposed activity/purchase prior to submitting an application.

 sport@cityofpae.sa.gov.au  8405 6088

