



# DEPARTMENT OF TERRITORY AND MUNICIPAL SERVICES

## Sport and Recreation Grant Program

### CAPITAL ASSISTANCE PROGRAM (CAP)

## 2010 Guidelines

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## 1.0 About the Program

These guidelines provide details for organisations wishing to apply for financial assistance of up to \$250,000 from the Capital Assistance Program (CAP), typically for projects to be completed during the relevant calendar year. This is an ACT Government grant program administered by Sport and Recreation Services.

The funding provided by Sport and Recreation Services is limited and as such, all applications will be assessed on relative merit. It is not possible to approve all requests for assistance, therefore grant funding should not be deemed automatic or anticipated.

These guidelines supersede all terms and conditions contained in previous guidelines administered by Sport and Recreation Services. **All funding is subject to the appropriation of funds through the ACT Government budget process.**

## 2.0 Primary Objective

The primary objective of the CAP is to provide financial assistance to eligible organisations for capital developments that will support participation in active lifestyles through the delivery of quality programs and services for the benefit of the Canberra community.

## 3.0 Outcomes

The intended outcomes of the CAP are:

- To develop sport and recreation facilities that will assist to increase community access and participation opportunities in sport and physical recreation activity in the ACT;
- To enhance health and well being through active participation in sport and physical recreation;
- To maximise and broaden access to sport and recreation facilities in the ACT;
- To encourage the development of practical, multi-functional, energy and water efficient, low maintenance facilities that are not harmful to the environment;
- To encourage a planned and innovative approach in the development of sport and recreation facilities in the ACT; and
- To improve the safety of existing facilities in the ACT.

The Minister for Sport and Recreation is responsible for the final endorsement of all recommendations for the CAP. In special circumstances the Minister has the opportunity to waive any of the conditions of the CAP to allow funding of a worthy activity to proceed.

## 4.0 General Eligibility

Any organisation applying for funding under the CAP must:

- **Provide a minimum of one quote (preferably two) outlining all costs associated with the proposed capital development;**
- Be a not for profit organisation;
- Be incorporated in the ACT under, either the *Associations Incorporation Act 1991*, or the *Corporations Act 2001 (Commonwealth)*;
- Deliver programs within the ACT;
- Have current Public Liability Insurance coverage to a minimum level of \$10,000,000;
- Have an Australian Business Number (ABN);

- Be registered for the Goods and Services Tax (GST) if applicable (if turnover is greater than \$100,000 per annum); and
- **Have satisfactorily acquitted all previous grants provided by Sport and Recreation Services (except for current year's funding).**

## 5.0 Who is not Eligible to Apply?

The following organisations or groups are not eligible to receive funding from the CAP:

- Commercial entities;
- Schools;
- Tertiary education institutions;
- Parents and citizens associations; and
- Student community groups.

## 6.0 Conditions of Funding

1. The declaration on the application form certifies that all information provided in the application is true and correct. Action may be taken for repayment of any grant made where information contained in the application is subsequently found to be false or the grant is not used for its approved purpose.
2. All organisations are accountable for funds received from Sport and Recreation Services and must adhere to all conditions and guidelines of the CAP.
3. All organisations must provide suitable acknowledgment for the financial support provided by Sport and Recreation Services under this program as outlined in the Acknowledgement Guidelines. Failure to do so may result in reduced funding in subsequent years. This document can be accessed on the Sport and Recreation Services website ([http://www.tams.act.gov.au/play/sport\\_and\\_recreation/funding](http://www.tams.act.gov.au/play/sport_and_recreation/funding)).
4. All organisations that receive public funding from Sport and Recreation Services must comply with the ACT Government Policy on Equal Employment Opportunity (EEO).
5. All organisations must be able to demonstrate that all principles and guidelines of the National Junior Sport Policy are guiding its directions in junior sport development.
6. All organisations must be able to demonstrate that every effort is being made to ensure that the principles of access and equity are guiding the development of the organisation and any programs that it conducts.
7. Successful applicants will need to seek written approval from Sport and Recreation Services to make any variation to the project, as detailed in the application form. Requests to amend the scope of the project need to be addressed to the Director, Sport and Recreation Services, clearly outlining why the change of purpose is required. Organisations should not assume that a change of purpose request will be approved.
8. All organisations seeking financial assistance must maintain/update their organisational profile on the Sport and Recreation Services Database ([http://www.tams.act.gov.au/play/sport\\_and\\_recreation/funding](http://www.tams.act.gov.au/play/sport_and_recreation/funding)).

## 7.0 Goods and Services Tax (GST)

GST is payable to organisations that receive financial assistance under this program if they are GST registered with the Australian Tax Office (ATO) and can provide an Australian Business Number (ABN). For successful applicant organisations, Sport and Recreation Services will gross up the grant/s by 10% after receipt of a Tax Invoice. Organisations that are not registered for the GST will not have their grants grossed up.

## 8.0 Funding Parameters

All organisations must be aware of the following funding parameters:

- **Organisations can apply for a maximum of \$250,000 and a minimum of \$1,000 under the CAP;**
- In consultation with Sport and Recreation Services consideration may be given to providing a three year funding commitment to any one capital works project;
- All organisations must demonstrate a financial commitment to the project. Any requirement for match funding (dollar for dollar) or otherwise is at the Territory's discretion;
- The organisations financial contribution towards the project **must be exclusive of GST**; and
- Organisations must be able to demonstrate that they have sufficient funds to commence and complete the project.

## 9.0 Assessment Criteria

Applications that meet all the general eligibility requirements will be assessed against the following criteria in meeting the primary objective and outcomes of the CAP:

- Demonstrated need;
- Demonstrated benefits;
- Value for money; and
- Application quality and organisation history.

Even though an application may meet the above criteria, approval will depend on the number of applications received, the relative merit of the application, government priorities and available funds.

## 10.0 Voluntary Labour & In-kind Support

Sport and Recreation Services recognises that some organisations may need to utilise voluntary labour and in-kind support to minimise costs associated with its application. A maximum of 20% of the net total cost of the project can be attributed to costs associated with voluntary labour and/or in-kind support.

Organisations must provide documentation to support their claim for voluntary labour and/or in-kind support. The following outlines the necessary requirements:

### 10.1 Voluntary Labour

Documentation will need to be provided outlining the components of the project that will be completed utilising voluntary labour. The cost of voluntary labour can be calculated at a maximum of \$15.00 per hour per individual.

### 10.2 In-kind Support

Organisations will need to provide a copy of a letter from the applicable organisation/s outlining their commitment to the capital development and the monetary value of the in-kind support.

## 11.0 What may be Considered for Funding?

- Facilities that will increase or enhance participation opportunities in sport and physical recreation activity in the ACT;
- Projects that will maximise and broaden access to sport and recreation facilities in the ACT, including groups that have been traditionally disadvantaged;

- Projects that will enhance the water and environmental efficiency of the sport and recreation industry;
- Projects that demonstrate a planned and innovative approach in the development of sport and recreation facilities in the ACT; and
- Projects that will improve the safety of existing facilities in the ACT.

## 12.0 What will not be Considered for Funding?

- Requests for retrospective funding;
- A facility used primarily by commercial entities;
- A facility located on land owned or leased by a commercial entity;
- A facility where little or no public access is available;
- Projects where the application fails to sufficiently address the relevant planning/development issues;
- Purchase of land;
- Equipment;
- Development of playgrounds;
- Development of bikeways/pathways that have the primary purpose of providing a transport route;
- Development of car parks and driveways, unless there is clear indication how such a development will increase participation opportunities;
- Landscaping;
- Requests for routine maintenance, replacement or repair work;
- Repair of a facility damaged by vandalism, fire, or any natural disaster where that facility should have been covered by the appropriate insurance; and
- Requests for the development or upgrade to kitchen facilities as a singular project.

## 13.0 Provision of Quotes

As outlined in General Eligibility (page 2) of this document, all organisations must submit a **MINIMUM** of one quote (preferably two) for each component of the CAP application. Failure to submit this information may jeopardise any offer of funding.

## 14.0 Acquittal of CAP Funding

Within three months after the termination date of the grant period, organisations must provide Sport and Recreation Services with the following:

- A signed "Acquittal Form" certifying that the organisation has utilised the financial assistance in accordance with the Conditions and Guidelines of the CAP; and
- A copy of the relevant audited financial statement or invoices, receipts, bank statements or other financial documentation that **CLEARLY** identifies the income and expenditure of the grant, in accordance with the matching funding requirement; or
- Documentation that **CLEARLY** identifies the income and expenditure of the grant signed by the official auditor of the organisation.

**No further financial assistance will be provided until all outstanding grants have been successfully acquitted**