

Sport and Recreation Small Capital Grants Program Guidelines

1. Grant applications will be considered from “not for profit” sporting and community groups in the Muswellbrook Shire Local Government Area that have an ABN
2. All applicants will be notified of the funding round outcome within 10 working days of determination
3. Grants are available on a matched funding (dollar for dollar) basis, up to a value of \$2,000 per project
4. Grants will be payable to successful applicants on the provision of an invoice from the applicant
5. Donated materials or voluntary labour will generally not be considered in assessing applicant contributions. However, if the applicant can provide independent evidence of their value such submissions will be considered on a case-by-case basis
6. The successful applicant will be responsible for project management and all project costs in excess of the approved grant, with all works undertaken required complying with Council policy, including but not limited to Workplace Health and Safety, Volunteer and procurement policies. Works will be subject to inspection and verification
7. Grants are for construction, maintenance, refurbishment, capital improvements or replacement of public sport or recreation facilities only. Applications to purchase sporting equipment, small capital items such as administration materials or software, or uniforms will not be considered for funding
8. Applications may not be submitted for work that has already taken place
9. The number of grants given in any funding period is subject to the total annual funding pool
10. Applicants will be required to acknowledge the funding provided by Council to be approved by Council Staff
11. Evidence of sufficient funds being held by the applicant to match the grant will be required before the grant is funded
12. Council has the authority to approve grants of less than the amount being sought to applicant organisations
13. Accurate cost estimates/quotes must be submitted as part of an application
14. Successful applicants must provide an acquittal of the monies received with evidence of expenses and photos of the project before and after submitted to Council’s General Manager within 1 month of project completion
15. The grant may only be used for the purpose specified in the funding agreement, unless written approval is received from Council
16. Council reserves the right to publicise approved projects in any media form it chooses
17. Funded projects must be completed within 12 months of the grant being approved
18. These guidelines are subject to change from time to time
19. If grants are for structures, relevant approvals must be in evidence before funding will be made available
20. Funding received from Council must at a minimum be matched by the successful applicant
21. Councillors Spokespersons for Sport, Recreation and Well-Being have the authority to prioritise applications following consideration of advice from Council staff officers and reference to the Guidelines
22. Funding received under Council’s Large Capital Grants program may not be used as the applicant contribution in an application to the Large Capital Grants Program
23. Applications involving partnerships between clubs will be considered if the total funding provided is not the entire cost of the project; applicants must match funding requested of Council
24. Grant application period is from December 2024 to 31 January 2025

Sport and Recreation Small Capital Grants Program Application

Your Organisation

Name of Organisation:

Contact name:

Position or office within Organisation:

Postal address:

Email address:

Phone number:

Organisation Facebook (optional):

Australian Business Number (ABN):


Application details

Where is your project located?

Please describe your project:

Why is this project needed?


Alternatively, please **attach** a detailed document describing your project and why it is needed for the Organisation.

 *Maximum 500 words – attach document*



What is the total cost of your project?

NOTE the total project cost must be at least double the amount of funding requested

 attach cost estimates/quotes

Amount of grant funding requested?

NOTE the maximum funding for one project is \$2,000 and ALL funding must be matched by the applicant

Does your Organisation have the available funds to match the grant amount?

 If yes, attached evidence

☐ Yes ☐ No

Does your project need Development Approval?

☐ Yes ☐ No☐ Yes ☐ No

If yes, does your project have Development Approval yet?

I certify that the information provided in and supporting this application is true and correct and that I am legally authorised to sign this application for and on behalf of the applicant Organisation.

Applicant's signature

Position

Date