



ACT
Government

Chief Minister, Treasury and
Economic Development

SPORT AND RECREATION GRANT PROGRAM

CAPITAL ASSISTANCE PROGRAM (CAP)

GUIDELINES

SPORT AND RECREATION

Table of Contents

1. *ABOUT THE PROGRAM*
2. PRIMARY OBJECTIVE
3. OUTCOMES
4. GENERAL ELIGIBILITY
5. WHO IS NOT ELIGIBLE TO APPLY
6. CONDITIONS OF FUNDING
7. GOODS AND SERVICES TAX (GST)
8. FUNDING PARAMETERS
9. ASSESSMENT
10. WHAT MAY BE CONSIDERED FOR FUNDING
11. WHAT WILL NOT BE CONSIDERED FOR FUNDING
12. PROVISION OF QUOTES
13. ACQUITTAL OF CAP FUNDING

1. 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.

The funding provided by Sport and Recreation 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. **All funding is subject to the appropriation of funds through the ACT Government budget process.**

2. PRIMARY OBJECTIVE

The primary objective of the CAP is to, in accordance with the Active 2020 Strategy, provide financial assistance to eligible sport and physical recreation 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. 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;
- ➔ Enhance sports infrastructure to ensure amenities are female friendly – see www.sport.act.gov.au for guidelines.
- ➔ enhance health and well being through active participation in sport and physical recreation;
- ➔ maximise and broaden access to Sport and Recreation facilities in the ACT;
- ➔ encourage the development of practical, multi-functional, energy and water efficient, low maintenance facilities that are not harmful to the environment;
- ➔ encourage a planned and innovative approach in the development of Sport and Recreation facilities in the ACT; and
- ➔ Improve the storage, security and safety capability 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. 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)* with its principal place of business in the ACT;
- ➔ 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 \$150,000 per annum); and
- ➔ have compliance requirements under the Associations Incorporation Act 1991 up to date; and
- ➔ **have satisfactorily acquitted all previous grants** provided by Sport and Recreation (except for current year's funding), including financial acquittals for any other ACT Government agency grant.

5. 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; (community groups working in partnership with ACT Public Schools to improve access and use of school facilities will be considered for funding).
- ➔ Parents and citizens associations; and
- ➔ Student community groups.

6. 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 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 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 website: <http://www.sport.act.gov.au/grants/grants-acknowledgement>
4. All organisations that receive public funding from Sport and Recreation 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 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, clearly outlining why the change of purpose is required. Organisations should not assume that a change of purpose request will be approved.

7. 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), i.e. if turnover is greater than \$150,000 per annum.

For successful applicant organisations, Sport and Recreation will gross up the grant/s by 10% if registered for GST and after receipt of a Tax Invoice. Organisations that are not registered for the GST will not have their grants grossed up.

8. 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 in funding under the CAP;
- ➔ in consultation with Sport and Recreation consideration may be given to providing a three year funding commitment to any one capital works project;
- ➔ Any requirement for match funding (dollar for dollar) or otherwise is at the Territory's discretion however all organisations must demonstrate a financial commitment to the project;
- ➔ 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. ASSESSMENT

When Sport and Recreation receives your application, it will be checked to ensure eligibility for funding (please refer to Item 4 for eligibility requirements). All eligible applications are then provided to an assessment officer and a panel to be rated. The assessment panel is chaired by a senior staff member of Sport and Recreation.

Each application will be assessed against the guidelines and selection criteria on the application form. In addition, the assessment panel will consider the application as a whole

and make an assessment as to the merit of the application in meeting the aims and objectives of the assessment round and its overall ability to address priority for the ACT community.

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.

Recommendation for funding will then be made to the Minister for Sport and Recreation for final approval. Applicants will be advised of the outcome of their application as soon as possible after Ministerial approval has been given. Sport and Recreation is unable to provide feedback on the outcome of your application prior to the conclusion of the assessment process.

10. WHAT MAY BE CONSIDERED FOR FUNDING

- ➔ facilities that will increase or enhance participation opportunities in sport and physical recreation activity in the ACT;
- ➔ facilities and infrastructure upgrades that are female friendly – see www.sport.act.gov.au for guidelines.
- ➔ 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 storage, security and safety of existing facilities in the ACT; and
- ➔ enhancement of ACT Public School facilities that improve access and use by community sporting and recreation organisations.

11. 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;
- costs associated with voluntary labour and in-kind support;
- repair of a facility damaged by vandalism, theft, 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.

12. PROVISION OF QUOTES

As outlined in General Eligibility (Item 4) 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.

13. ACQUITTAL OF CAP FUNDING

Within three months after the termination date of the grant period, organisations must provide Sport and Recreation 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 provided by Sport and Recreation(except for current year’s funding) have been successfully acquitted, including financial acquittals for any other ACT Government agency grant and organisations are compliant under the *Associations Incorporation Act 1991*.

For further information on Capital Assistance Program contact the Senior Project Officer on Ph (02) 6207 6195.