

## **FINANCE POLICY 4**

### **Sport and Recreation Grants**

#### **1. Policy Purpose**

The purpose of this policy is detail Council's commitment towards providing a range of recreational and sporting opportunities within the Shire of Jerramungup.

#### **2. Policy Objectives**

- To provide a regular funding opportunity for sporting and community groups for the improvement of community infrastructure.
- To follow a consistent approach towards the allocation of funds to community and sporting groups for the upgrading of their facilities.
- To encourage community and sporting groups to play a leading role in the development of their facilities.
- To promote the development of strong and sustainable clubs and associations in the Shire of Jerramungup.
- To support residents who are selected to represent their chosen sporting activity at a National or International level at an event held outside of Western Australia.
- To encourage volunteerism in the Shire of Jerramungup.

#### **3. Policy**

It is Council policy that a Budget provision of up to 2.5% of the previous year's Levied Rates is provided for in each year is made available to individuals, community and sporting organisations upon application to the Council.

##### **3.1 Distribution of Funds to Community and Sporting Bodies**

The following guidelines for distribution of funds to Community and Sporting Bodies are to apply.

###### **a) Fund Objective**

Funds from Council may be made available for the following purpose; Establishment or improvement of playing areas or buildings necessary for the conduct of sport or for community use, to assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.

###### **b) Application Procedure**

- i. Applications for funding close at the Council Office on 31<sup>st</sup> May to be considered in the following financial year.
- ii. Applications should only be made when the applicant group is confident that all the cash that the applicant proposes to contribute will be readily available if a grant is approved.

### **c) Limitations**

- i. Funds not to be used for equipment, trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or in community activities.
- ii. Community and Sporting Bodies must submit an application, where eligible to the CSRFF Grants round and comply with the funding criteria.
- iii. Council's general philosophy is to fund 1/3 of the total project cost. It is anticipated that the applicant group will contribute 1/3 and will obtain grant funding or some other kind of funding for the remaining 1/3. Voluntary labour and equipment may be included in the applicant's contribution.
- iv. Council Employees or Equipment may be used in lieu of a cash contribution from Council.
- v. On completion of projects, the Chief Executive Officer or his delegate shall carry out an inspection prior to closing the job file.

### **d) Voluntary Contributions**

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project.

The voluntary work should be described and valued at the rate of \$20.00 per hour, or the rate approved by the appropriate agency.

### **e) General Guidelines**

- i. All applications must be on the appropriate form.
- ii. Applications must be submitted no later than 31st May each year for funds under \$2,000.
- iii. Applications must be supported by two written quotes for materials or other goods included in the funding submission.
- iv. Applications will be acknowledged by Council.
- v. Council reserves the right to consider and allocate funds without the right of appeal.
- vi. Council reserves the right to request further information on demand.
- vii. All monies allocated must be spent and claimed by the 30th June in the financial year for which it was allocated.
- viii. No project requiring funding shall commence without the written consent of Council.
- ix. Money granted must be spent on the project allocated.
- x. No money will be allocated for completed projects.
- xi. Council reserve the right to inspect Reserves and Buildings without prior notification to the respective Committee.
- xii. Council may consider applications from Community Groups other than Sporting Bodies.
- xiii. Applications will be considered at Council's sole discretion.

- xiv. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.
- xv. All applications for funding to Council by groups or organisations must be accompanied by a copy of the organisations/groups most recent set of financial reports, along with any planning documents, (maps etc) and other proposed funding sources for the project. All applications to be assessed on their merits.
- xvi. Applicants should ensure that their project forms part of their sporting or community groups business plan and where applicable the Shire's Sport and Recreation Facilities Plan.

### **3.2 Distribution of Funds to Individuals**

The following guidelines for distribution of funds to individuals apply.

#### **a) Fund Objective**

Funds from Council may be made available for the following purpose; To provide a travel/accommodation subsidy donation when residents are selected to represent their chosen sporting activity at a National or International event held outside of Western Australia:

#### **b) Application Procedure**

Donations are not funded retrospectively. All applications must be received at least two weeks PRIOR to competition for consideration. Applicants must supply proof of selection and representation level from an approved governing body.

#### **c) Limitations**

- i. Applicants must be a resident of the Shire of Jerramungup.
- ii. Funding will only be considered after all other funding opportunities have been exhausted e.g. State and Federal Government funding.
- iii. Funding will only be provided for up to 50% of travel and accommodation costs to a maximum of \$500.
- iv. The travel/accommodation subsidy donation is only available to participants. Coaches, support staff and chaperones are not eligible to apply for funding.
- v. Selected representatives are entitled to one subsidy donation per activity in any one financial year.

#### **d) General Guidelines**

- i. Consideration will only be given upon written request.
- ii. Confirmation by an approved governing body of travel/representation details must accompany written requests.
- iii. If the situation arises that the successful competitor does not attend the competition the monies shall be reimbursed to the Shire.