

Leisure Minor Capital Works Grant Scheme Guidelines 2024/2025

What is the Leisure Minor Capital Works Grant Scheme?

Council provides funding for leisure and sporting organisations based in Knox to upgrade Council facilities in which they tenant. This can be either building improvements or upgrades to their outdoor areas, as long as the land and/or building is managed by Council.

The aim of the Leisure Minor Capital Works Grant Scheme (LMCWGS) is to support leisure and sporting organisations to carry out improvement projects that will provide a benefit to its members and the wider community.

Why does Knox City Council fund leisure and sporting organisations?

The LMCWGS aims to:

- Improve the physical and mental health and wellbeing of Knox residents by supporting the provision of leisure and sporting activities;
- Support Knox residents to become involved and engaged in their local community; and
- Protect and promote public health, safety and amenity.

What grants are available?

- Grants of up to \$10,000 (excluding GST) are available;
- Council can fund up to 50% of the total project cost; and
- Council can therefore fund up to 50% of the total project cost (up to \$10,000) for the 2024/25 year.

How do the grants work?

- Applications open on Thursday 1 February 2024 and close at midnight on Friday 15 March 2024;
- These are one-off grants for capital improvements to land or buildings managed by Council which the organisation uses under a lease, licence, or annual/seasonal licence agreement;
- Only one application per organisation may be submitted; and
- Funded projects must be completed between 15 August 2024 and 31 May 2025.

Who can apply to the LMCWGS?

- Leisure, sporting and community organisations which are registered as not-for-profit, with a committee of management, or similar, with its own legal identity; and
- An organisation that is part of a larger state or national not for profit organisation.

Who cannot apply for funding?

- Individuals or profit making organisations;
- Organisations that:
 - owe money to Council that has not been paid by the due date where there isn't a payment plan in place;
 - have outstanding paperwork for any Council grant previously awarded;
 - are ineligible under Council's Breach of Tenancy Agreement for Sporting Clubs Policy;
 - have not met the Conditions of Funding for LMCWGS projects funded in the previous two years; and
 - have abandoned a grant from Council in the previous two years or have had Council withdraw a grant.

What are the eligibility requirements?

To be eligible for funding, applicants must:

- Have a lease, licence or annual/seasonal licence agreement with Council to use land and/or buildings managed by Council for leisure or sporting activities and programs;
- Have discussed the proposed project with the Council's Leisure Contracts and Projects Officer on ph: 03 9298 8883;
- Provide their most recent annual financial statement;
- Provide bank statements for the previous three months; and
- Provide a minimum of one quotation for the work and the required Public Liability Insurance coverage (\$20M) for contractors undertaking the proposed work.

What projects can be funded?

- Improvements to the facility, including social space, bathrooms and kitchens;
- Improvements to sporting pavilions and clubrooms;
- Sportsfield lighting to Australian standards;
- Installation of associated sporting infrastructure, including coaches' boxes, scoreboards, goal posts, shade structures;
- Fencing;
- Playing surfaces;
- Internal sporting facilities and equipment (non-portable equipment permanently located at the facility only);
- Practice facilities;
- Sustainability improvements;
- Projects to mitigate risk; and
- Projects to resolve storage issues.

What will not be funded?

- Ongoing administration and/or operational costs;
- Personal sporting goods, electrical appliances or other portable equipment;
- Projects that can be funded under [Council's Community Development Fund](#);
- Projects which have been funded under any other Council funding program;
- Projects that have already been started or completed;
- Works to existing, new or temporary bar facilities; and
- Improvements that exceed the Guidelines for Developing Sports Facilities there is an exceptional circumstance.

What happens if your application is successful?

Decision Making Process

Council will make a final decision at the July Council meeting and all applicants will be notified of the outcome.

Prior to Commencing Work

Successful applicants will need to follow these steps prior to commencing work on the project:

- confirm acceptance of the grant offer by completing a form on SmartyGrants;
- collate and submit relevant project documentation (plans, public liability insurance, safe work methods statement, building permits, schedule of works, etc.) to allow Council to assess how the works will be carried out; and
- sign a formal funding agreement with Council, which will clearly define accountability of the funded organisation for the achievement of agreed outcomes and specify terms and conditions of the grant.

Payment of Grants

Grant monies will be paid by electronic funds transfer. The grant will be paid in full upon signing the formal funding agreement and associated project documentation approved.

Monitoring and Evaluation

When the project is completed, a Project Evaluation Form must be submitted, including receipts for expenditure, photographs of the works, and certificate/s of completion. Evaluation documentation must be submitted within one month of project completion.

What happens if your application is unsuccessful?

After the July Council meeting, a letter will be sent to the contact person for each unsuccessful application, notifying them of the outcome. Groups are encouraged to seek feedback and make further applications in the future.

The decision of Council is final, however, if you have any questions about the outcome of your grant application, you are encouraged to contact the Leisure Contracts and Projects Officer, on ph: 9298 8883.

Before you apply

Before you apply for a Leisure Minor Capital Works Grant, Council recommends organisations do the following:

- ensure all relevant people within your organisation are informed and committed to doing the project and applying for a grant;
- ensure your organisation and project or event meet the eligibility criteria; and
- discuss your application with Council's Leisure Contracts and Projects Officer (this is an eligibility requirement).

Assessment criteria

Assessment of all eligible applications will be undertaken by the Leisure Minor Capital Works Grant Scheme Assessment Panel. The assessment panel will make recommendations for consideration by Council at its July Council meeting.

Applications are assessed on the following criteria:

- the level of need and benefit to the Knox community;
- the project outcomes align with Council's strategic priorities;
- the project addresses a risk or safety need;

- the degree to which the applicant can demonstrate financial need; and
- the degree to which the applicant has provided the required project documentation and can demonstrate the ability to deliver the project.

How to apply

Complete the online application form via our user-friendly SmartyGrants program. To access the application form, please visit www.knoxcouncil.smartygrants.com.au.

Council suggests you do not leave the lodgment of your application to the last moment to avoid any unanticipated technical difficulties or unforeseen errors with your application form that will prevent submission.

Late applications will not be accepted. Imprecise applications may disadvantage you in the assessment process.

I need help!

Templates to assist with calculating the value of in kind contributions and the schedule of works are available on Council's [website](#).

If you require any additional help or advice, please contact Council's Leisure Contracts and Project Officer on 9298 8883.

Please note that all applicants must contact Council's Leisure Contracts and Projects Officer before submitting their application, as this is an eligibility requirement.

Privacy statement

As part of the Information Privacy Act Statement of Consent, Council collects information from LMCWGS applicants for the purpose of registering and administering grant applications for the specified funding period. The information may also be used to send you information and to ascertain satisfaction with our services. The information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes.