



City of Ipswich **Sport and Recreation Grants**

Applicant guidelines

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GUIDELINES

GRANTS PROGRAM OVERVIEW

Sport and recreation is an integral part of life in Ipswich City. The city has a proud sporting heritage and has produced many sporting champions participating in a wide range of sports.

Ipswich City Council's Sport and Recreation Grants Program includes two categories of funding that provides support to sport and recreation organisations to ensure they continue to provide opportunities for community participation in sport:

- Sport and Recreation Event Grant
- Sport and Recreation Participation Grant.

SPORT AND RECREATION EVENT GRANT

The Sporting and Recreation Event Grant aims to assist organisations to host local, regional, state, national and international sporting events within the boundaries of the city.

OBJECTIVES

The objectives of the Sport and Recreation Event Grant are:

- to increase physical activity for community benefit
- activate public spaces and facilities
- create partnerships with local, state and national sporting organisations
- attract visitors to the City of Ipswich.

TIMEFRAME

Two funding rounds per year (February and July).

Applications will open for one month from 1 February, for the first funding round each year to be considered at council's April meeting. Applications will open for one month from 1 July, for the second funding round each year to be considered at council's September meeting.

Event must be held within 12 months of funding being approved.

FUNDING RANGE

Maximum funding of up to \$10,000 is available per event.

Applicants are eligible to apply for a maximum \$15,000 per financial year across the three categories of Sport and Recreation Grants.

FUNDING AVAILABLE

The total funding amount available for Sport and Recreation Event Grants each year is subject to variation, depending on council's annual budget allocation.

ELIGIBILITY CRITERIA

Organisations that apply for support under the Sporting and Recreation Event Grant program must meet the following criteria:

- events must be within the geographic boundaries of Ipswich City Council
- must be an incorporated and not for profit organisation
- must be covered by a Public Liability Insurance Policy with a minimum value of \$20,000,000 (The insurance company must be licensed to operate in Australia)
- have satisfactorily accounted to council for the expenditure of any previous council grants or other funding (as required)
- must have no outstanding debts with Ipswich City Council.

NOT ELIGIBLE

The following will not be funded:

- individuals and private profit-making organisations
- applications from schools
- applications from unincorporated groups
- events that don't involve sport or recreation
- events run by or involved with political or religious groups seeking to promote their core beliefs
- repeat applications in consecutive years for the same event where evidence of efforts made to ensure sustainability of the event has not been provided to council
- organisations who have outstanding acquittals or debts with Ipswich City Council
- events that have already been completed
- applications received outside the applications timeframes.

SPORT AND RECREATION PARTICIPATION GRANT

The Sport and Recreation Participation Grant aims to assist local organisations to conduct a program to increase participation and/or membership in their organisation.

OBJECTIVES

The objectives of the Sport and Recreation Participation Grant are:

- to increase physical activity for community benefit
- activate public spaces and facilities
- create partnerships with local, state and national sporting organisations.

TIMEFRAME

Two funding rounds per year (February and July)

Applications will open for one month from 1 February, for the first funding round each year to be considered at Council's April meeting. Applications will open for one month from 1 July, for the second funding round each year to be considered at Council's Septemebr meeting.

Participation program must be completed within 12 months of funding being approved.

FUNDING RANGE

Maximum funding of up to \$2,000 is available per application.

Applicants are eligible to apply for a maximum \$15,000 per financial year across the three categories of Sport and Recreation Grants.

FUNDING AVAILABLE

The total funding amount available for Sport and Recreation Participation Grant each year is subject to variation, depending on council's annual budget allocation.

ELIGIBILITY CRITERIA

Organisations that apply for support under the Sporting and Recreation Participation Grant program must meet the following criteria:

- participation program must be within the geographic boundaries of Ipswich City Council
- must be an incorporated and not for profit organisation
- must be covered by a Public Liability Insurance Policy with a minimum value of \$20,000,000 (The insurance company must be licensed to operate in Australia)
- have satisfactorily accounted to council for the expenditure of any previous council grants or other funding (as required)
- must have no outstanding debts with Ipswich City Council
- cost to participants in the program must not exceed \$10 per hour.

NOT ELIGIBLE

The following will not be funded:

- applications from individuals and private profit-making organisations
- applications from schools
- applications from unincorporated groups
- programs that don't involve sport, recreation or physical activity
- programs run by or involved with political or religious groups seeking to promote their core beliefs
- repeat applications in consecutive years for the same program where evidence of efforts made to ensure sustainability of the program has not been provided to council
- organisations who have outstanding acquittals or debts with Ipswich City Council
- programs that have already commenced or have been completed
- applications received outside the applications timeframes.

EXAMPLES OF ELIGIBLE PROGRAMS:

An AFL club wishes to increase its female membership therefore offers a six week girl's only introduction to the sport. Participants are able to try the sport through this six week program and can then sign up for a full season membership if they enjoy the program.

A triathlon club would like to attract younger members to the organisation. The club develops a 10 week introduction program to the sport of triathlon which culminates in the participants competing in a small triathlon to put into practice what they have learnt.

If your organisation would like assistance with implementing a program please speak to one of council's Sport and Recreation Officers on (07) 3810 6666 or sportrecreation@ipswich.qld.gov.au

ASSESSMENT PROCESS

Once submitted, applications will be assessed via a competitive process according to:

- the eligibility criteria
- assessment criteria and
- available funding.

ASSESSMENT CRITERIA

Applications will be scored and assessed according to the following criteria:

SPORT AND RECREATION EVENT GRANT

Criteria	Consideration	Weighting
Community benefit	<p>The application outlines how the event will lead to an increase in participation in community level sport, recreation or physical activity.</p> <p>The application outlines evidence for why the event has been developed.</p> <p>The application outlines key target group/s for the event and how they will be engaged.</p>	30%
Organisational capacity	<p>The application is well planned and achievable within the allotted timeframe.</p> <p>The applicant has developed other partnerships and collaborations to assist with the event.</p> <p>The application outlines how the event will be sustainable beyond council funding.</p>	30%
Tourism	<p>The application outlines how the event will economically benefit the Ipswich community including local businesses.</p> <p>The application outlines the visitation to the city that will occur due to the event.</p>	20%
Financial	<p>The budget clearly outlines all income and expenditure.</p> <p>The application represents good value for money.</p> <p>The application outlines a clear level of investment from the applicant and/or other organisations (financial and in-kind).</p> <p>The application has a clear evaluation plan to measure success in achieving stated outcomes.</p>	20%

SPORT AND RECREATION PARTICIPATION GRANT

Criteria	Consideration	Weighting
Community benefit	<p>The application outlines how the program will result in an increase in sport, recreation or physical activity both during and beyond the initial program.</p> <p>The application represents good value for money for participants.</p> <p>The application outlines evidence for why the program has been developed.</p> <p>The application outlines key target group/s for the program and how they will be engaged.</p>	40%
Organisational capacity	<p>The application is well planned and achievable within the allotted timeframe.</p> <p>The applicant has developed other partnerships and collaborations to assist with the program.</p> <p>The application outlines how the program will be sustainable beyond council funding.</p>	35%
Financial	<p>The budget clearly outlines all income and expenditure.</p> <p>The application represents good value for money.</p> <p>The application outlines a clear level of investment from the applicant and/or other organisations (financial and in-kind).</p> <p>The application has a clear evaluation plan to measure success in achieving stated outcomes.</p>	25%

APPLICATION PROCESS

Applications must be made via the online application form links at lpswich.qld.gov.au/sportgrants

Once the application is submitted, applicants will receive an electronic confirmation notice.

Applicants will be notified via email of the outcome of their application.

Please contact council on (07) 3810 6666 if you have any questions regarding the Sport and Recreation Grants Program.

TERMS AND CONDITIONS THAT APPLY TO SUCCESSFUL APPLICANTS

All successful applicants will receive the approved funding from council subject to the following terms and conditions:

- The applicants proposed initiative must be completed within 12 months.
- The applicant will be required to enter into a funding agreement which details all grant conditions and agreed outcomes.
- This must be signed before grant funds are issued.
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features.
- The applicant is required to provide an evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all successful applicants.
- Applicants are required to complete an acquittal at the completion of the funding period. If council grant funds are not spent, all remaining funds must be returned to council.
- Council may make funding conditional on other specific conditions being met.




City of
Ipswich


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