

The City of Newcastle

# Policy

# Recreation Facilities Grant Program

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Relevant legislation/codes	Local Government Act 1993 (NSW)
Related policies/documents	Parkland and Recreation Strategy (2014) Newcastle 2030 Community Strategic Plan (2013) Sportlands Plan of Management (2003) Letter of Agreement Recreation Facilities Grant Program
Related forms	Recreation Facilities Grant Program Application Form
Authorisations	Functions authorised under this policy including Council Officers authorised to perform the function

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# Part A Preliminary

## 1 Purpose

- 1.1 The purpose of this policy is to provide a framework for Council to provide grants for sporting clubs and associations, known as the Recreation Facilities Grant Program, to promote and enhance *Vibrant and Activated Public Places, A Caring and Inclusive Community and a Liveable and Distinctive Built Environment*. Suitable projects will include sport or recreation projects that demonstrate;

### 1.1.1 *Vibrant and Activated Public Places*

- A city of great public places and neighbourhoods promoting people's health, happiness and wellbeing.
- Public places that provide for diverse activity and strengthen our social connections.
- Safe and activated places that are used by people day and night.

### 1.1.2 *A Caring and Inclusive Community*

- A thriving community where diversity is embraced, everyone is valued and has the opportunity to contribute and belong.
- Active and healthy communities with physical, mental and spiritual wellbeing.

### 1.1.3 *Liveable and Distinctive Built Environment*

- Best practice energy and water efficient buildings and infrastructure.

## 2 Scope

- 2.1 The policy applies to all applications received under the Recreation Facilities Grant Program.

## 3 Principles

- 3.1 Council commits itself to the following principles;
- 3.1.1 **Accountability and transparency** - The policy provides a framework for the transparent and merit-based provision of support and a system of accountability for the recipient.
- 3.1.2 **Alignment with Council strategies** - The policy aligns with Council priorities outlined in the Parkland and Recreation Strategy (2014), Newcastle 2030 Community Strategic Plan (2013) and Sportlands Plan of Management (2003).
- 3.1.3 **Value for money** – The policy ensures Council considers the value for money received in return for Council's investment.

## 4 Definitions

- 4.1 **Agreement** means the agreement entered into by Council and an applicant whose application for Recreation Facilities Grant Program has been successful.
- 4.2 **Council** means Newcastle City Council.
- 4.3 **Recreation Facilities Grant Program** means individual grants of up to \$5,000 provided by Council as a financial contribution to meet the objectives of the program identified.

- 4.4 **Recreation Facilities Grant Program Panel** means the panel comprising of representatives from;
- 4.4.1 Up to three members of staff from Council's Facilities and Recreation team as determined by the Business Unit Manager.
  - 4.4.2 Independent representative from Council with relevant experience approved by the Business Unit Manager.
- 4.5 **Financial Assistance** means payments given to individuals or organisations that are not commensurate with a reciprocal benefit received by Council.
- 4.6 **Guidelines** means any guidelines published in connection with Council's Recreation Facilities Grant Program in any year.
- 4.7 **Relevant Council Officer** means the Council employee responsible for administering the Recreation Facilities Grant Program.

## **Part B Scope of Program**

### **5 Amount of Grant Funding Available**

- 5.1 The total amount available under the Recreation Facilities Grant Program will be determined annually by the elected Council in connection with the Operational Plan and Delivery Program.
- 5.2 The maximum Recreation Facilities Grant Program available in a competitive round of the Recreation Facilities Grant Program will be set by the Relevant Director. Support may comprise cash and/or value-in-kind.
- 5.3 Council may decide to offer to an applicant a Recreation Facilities Grant Program Grant in an amount less, or in a combination different to, what is applied for.
- 5.4 A monetary figure will be allocated to all value-in-kind awarded under the Recreation Facilities Grant Program, in accordance with its true cost to Council. This amount will be included in the total amount of Recreation Facilities Grant Program allocated to any successful applicant.
- 5.5 Any amendments to the total budget allocated to the Recreation Facilities Grant Program must be approved by the elected Council.
- 5.6 Only single year commitments may be approved under this policy.

### **6 Program Structure**

- 6.1 Council will offer one round of Recreation Facilities Grants each financial year.
- 6.2 Council will advertise the details of the Recreation Facilities Grant Program on Council's website and in the Newcastle Herald.
- 6.3 Council will liaise with applications if it is felt a more appropriate sponsorship or grant program is available and will transfer the application if the applicant agrees.
- 6.4 Application forms and funding agreements will contain information relating to the acknowledgement of funding/in kind support from Council. The recipient of funding/in kind support must abide by the following set of principles:
  - 6.4.1 Acknowledge Council's contribution in written material relating to the project;
  - 6.4.2 Use Council's logo and name in accordance with the requirements of the funding agreement;
  - 6.4.3 Issue an invitation to the Lord Mayor, or representative, to any announcement or public event associated with the funding, and whether they are able to attend, be acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event.
  - 6.4.4 Successful applicants will be required to provide evidence in acquittal reporting.

## **Part C Assessment, Eligibility and Criteria**

### **7 Eligibility Criteria**

- 7.1 Applicant must be an incorporated association, not for profit group, and/or a registered organisation with an ABN (or ACN). Applications will not be accepted from individuals or government agencies.
- 7.2 Applicants must lodge a completed application using Council's standard Recreation Facilities Grant Program Application Form in accordance with any published Guidelines.
- 7.3 Applications must be received on or before the advertised due date.
- 7.4 Applicants must provide evidence that they have appropriate insurances in place.
- 7.5 The project must be scheduled to occur within the financial year stipulated on the application form.
- 7.6 Applicants must have complied with, to Council's satisfaction, the conditions of any previous grant received from Council. In addition, applicants must not have any outstanding fees and charges owing.
- 7.7 The project must be located on land owned or managed by the Newcastle City Council. The applicant must also be based in the Newcastle local government area.
- 7.8 The project must be consistent with the community values defined in the 2030 Community Strategic Plan.
- 7.9 The Applicant must be capable of obtaining all regulatory approvals for the project.
- 7.10 Applications for support for travel, salaries or private expenses will not be supported.
- 7.11 Applicants may be required to submit a preliminary risk assessment for any projects or activities with potential high risk. Applicants will be notified of the requirements prior to the assessment process commencing.
- 7.12 Applications will need to include the following support information;
  - 7.12.1 Statement of supplier.
  - 7.12.2 Quotation from suppliers.
  - 7.12.3 Project location sketch.
  - 7.12.4 Project specification sketch.

### **8 Assessment Criteria**

- 8.1 Applications that satisfy the Eligibility Criteria will then be assessed against the following in alignment with Council's with projects that demonstrate consistency with the purpose of the policy as outlined in Section 1 of this policy and the strategic objectives from the Council's Parkland and Recreation Strategy (2014).
  - 8.1.1 Equitable Provision and Development of Facilities.
  - 8.1.2 Efficient Management of Facilities.
  - 8.1.3 Partnerships Development.
  - 8.1.4 Promotion of Facilities.

## **9 Assessment of Applications**

- 9.1 The Relevant Council Officer will conduct a preliminary assessment against the Eligibility and Assessment Criteria set out in sections 7 and 8. Council will not support applications that do not meet all of the Eligibility Criteria.
- 9.2 It is open to the Relevant Council Officer to amend estimates and projections included in the application prior to assessment, based on information available to Council or Council's past experience. Any changes should be notified to the applicant with the reasoning documented.
- 9.3 If the applicant does not agree with amendments suggested by the Relevant Council Officer, the application will still be presented to the Recreation Facilities Grant Panel for assessment with information from the Relevant Council Officer as to why amendments are recommended.
- 9.4 The weighting allocated to each assessment criteria will be determined and approved by the Business Unit Manager prior to applications being called. These weightings must be made available to applicants upon request.
- 9.5 Following a preliminary assessment, the Relevant Council Officer will present all applications to the Recreation Facilities Grant Panel with a recommendation on eligibility.
- 9.6 The Recreation Facilities Grant Panel will be convened to assess applications. The Recreation Facilities Grant Panel's assessment must be recorded on an evaluation form and retained in Council's records management system. The evaluation form will be signed by all members of the Recreation Facilities Grant Panel.
- 9.7 Any deviation from the approach set out in clauses 9.1 - 9.6 must be approved by the Chief Executive Officer with the reasoning documented.
- 9.8 Each Council Officer involved in the assessment and approval of applications under Section 8 and 9 must comply with Council's Code of Conduct, in particular, the provisions covering Conflicts of Interest.
- 9.9 In the event the panel cannot reach agreement, the panel recommendations will be forwarded to the relevant Business Unit Manager for determination.
- 9.10 Successful and unsuccessful applicants will be notified of the assessment process outcomes in writing. Successful projects will be published on Council's website.



## **Part D Agreements, Payments and Acquittals**

### **10 Agreement**

- 10.1 Successful applicants may be required to provide further detail including scope of works; milestones and timeframe; risk assessment; work method statement; project supervisor details.
- 10.2 Applicants planning on providing volunteer labour must provide safety and risk management plans.
- 10.3 Successful applicants and Council must sign an Agreement, containing Council's terms and conditions for the Recreation Facilities Grant Program, prior to any monies being released.
- 10.4 Council may terminate the Agreement at any time but will pay for commitments made, subject to milestones being met, to the date of termination.
- 10.5 The Agreement will provide that Council is able to withhold the final payment under the Agreement pending receipt of a satisfactory acquittal report.
- 10.6 The Agreement may include a statement relating to how Council will conduct any regulatory activities with the applicant.
- 10.7 The Agreement will require the applicant to comply with Council's Statement of Business Ethics and Code of Conduct.
- 10.8 The agreement will specify that applicants are required to obtain all necessary approvals for their activity. In the event that approval is not granted, the grant will be returned to Council.

### **11 Payments**

- 11.1 Payments will be made in accordance with the milestones agreed with the applicant and documented in the Agreement.
- 11.2 All payments under the Agreement must be invoiced to Council in accordance with achievement of the milestones documented in the Agreement.
- 11.3 All invoices must be received before the end of the financial year in which the Recreation Facilities Grant Program was awarded.
- 11.4 Council will not be liable for any amounts over and above the Recreation Facilities Grant amount as set out in the Agreement.

### **12 Acquittal**

- 12.1 Successful applicants must provide acquittal information to Council within the timeframe specified in the Agreement.
- 12.2 The information required will be specified in the Agreement and may include;
  - 12.2.1 Final accounts (audited, if appropriate).
  - 12.2.2 Evidence of how Council was acknowledged in the project.
  - 12.2.3 An assessment of the benefits realised against the benefits anticipated or estimated in the application form.
  - 12.2.4 Evidence of compliance with the Agreement.
  - 12.2.5 Formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to Council).

## Schedule 1 Authorisations

Authority	Position
Determine and approve weightings for assessment criteria	Business Unit Manager
Assess and determine applications	Recreation Facilities Grant Panel
Execute Agreements to allocated Grants consistent with the Recreation Facility Grant Program Panel's recommendation and in accordance with this policy	Business Unit Manager

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Interim Chief Executive Officer