



2020/21 Minor Capital Works Grants Program - Application Form

Before you begin

Before completing this application form you should read the **Minor Capital Works Grant Program – Guidelines and Eligibility Criteria** booklet.

Making a valid application

- Use the form provided or the online Application Form
- Make sure you include all attachments and essential documentation where requested.
- Putting together a strong application takes time and energy, so it is important that you read the guidelines carefully, complete this application in full, and ensure that all of the information to be submitted with your application is provided.
- Applicants are encouraged to contact the Community Planner: Sport & Recreation prior to submitting an application to determine suitability for funding.
- Have the Declaration section of the Application Form signed by two authorised representatives of the organisation; one signature must be the current President/Chairperson.
- Email, Post or personally deliver the completed application form with all of the essential supporting documentation to the City of Salisbury.

Address for submission of applications

Minor Capital Works Grant Program
City of Salisbury
PO Box 8
SALISBURY SA 5108
city@salisbury.sa.gov.au

Essential Contact Information

It is essential that all applicants confirm the eligibility of projects prior to commencing their application.

All applicants must contact the Community Planner: Sport & Recreation to assess the eligibility of projects.

Ph. 8406 8280 or Email sport@salisbury.sa.gov.au

*To avoid delays please ensure that your application form is completed in its entirety - **all questions must be answered***

Information to be submitted with your pre-screening application

	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input type="checkbox"/>
A copy of building works drawings or concept plans for the project	<input type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input type="checkbox"/>
Provide photos that clearly demonstrate why the works are needed	<input type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the project, authorising an application</u> to the MCW Grants Program and documenting the <u>authorised project contact</u>	<input type="checkbox"/>
Where applicable provide letters of support for the project from each of the user groups	<input type="checkbox"/>
Where applicable provide a letter/email from the head lessee supporting the application	<input type="checkbox"/>

Information to be submitted after approval of pre-screening application

3 (three) valid quotes for the project works for all components of proposed work from qualified individuals or businesses including 1 (one) quote from a Council preferred contractor	<input type="checkbox"/>
Complete project works drawings included with quotes	<input type="checkbox"/>

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for funding.

The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

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Organisation Information

1. GROUP / ORGANISATION DETAILS

Name of the organisation: As it appears on the Certificate of Incorporation	Enter Name of Organisation	
Club Incorporation Number or ASIC Registration Number:	Enter Incorporation Number or ASIC Number	
ABN:	Enter Australian Business Number if applicable	
Facility Name/Address:	Enter Venue Name and Address	
Postal Address: Registered postal address of the organisation	Enter Registered Postal Address	
Suburb:	Enter Suburb	Postcode: Postcode

2. CONTACT PERSON DETAILS

Person Responsible for the Grant: (all communication will be directed to this person)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Enter Name of Person
Role / Position within Organisation:	Enter Role within Organisation
Phone:	Landline: Enter Landline Phone Number Mobile: Enter Mobile Phone Number
Email: Please use an e-mail address that will be checked at least once a week.	Enter Email Address

3. ABOUT YOUR MEMBERSHIP

	Junior	Senior / Master
Male	Number of Members	Number of Members
Female	Number of Members	Number of Members
Social	Number of Members	Number of Members
Total membership	Total Number of Members	

Funding Category

4. FUNDING CATEGORY

Category A – up to \$50,000 Clubs that meet <u>one</u> of the following may apply for Category A funding: <ul style="list-style-type: none"> • have a current lease or sub-lease of a Council owned building; or • licence or sub-license over Council owned land; or • have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or • operate from facilities located on land where the City of Salisbury maintains an interest to purchase that land. 	<input type="checkbox"/>	
Category B – up to \$25,000 Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for Category B funding.	<input type="checkbox"/>	
Have you sought, or intend to seek funds from another source for this project? <i>(If Yes – Where from and the amount of funding requested)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Source/s: Enter Source	Amount/s: Enter Amount
About the Project	
5. PROJECT DETAILS	
Name of Project	Enter Name of Project
What does your project involve? Describe what you are planning to do	Enter details of project and what you are planning to do
Are there any time constraints for the project? Please provide details about: <ul style="list-style-type: none"> - When the project is due to commence; - Required completion time; or - Whether there are any other works, events, or programs that may impact on the delivery of the project 	Enter details about time constraints for the project
Why is the project needed? Eg. Does the proposed works: <ul style="list-style-type: none"> - eliminate/reduce risk - increase safety of participants, spectators, officials - meet a required sport/building standard - address a gap in the current facility - increase participation opportunities - provide additional avenue for revenue (please include photographs)	Enter details about why the project is needed

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<p>How will your project increase participation opportunities for sport and recreation?</p> <p>Eg. Does the proposed works:</p> <ul style="list-style-type: none"> - address a gap in participation - increase safety/reduce risk for participants, spectators, and officials - provide facilities to cater for participation growth - allow club to increase teams, programs, and/or officiating opportunities 	<p>Enter details about how the project will increase participation opportunities for sport and recreation</p>	
<p>How will the project increase inclusive opportunities for diverse people in the community and how does the project address Universal Design Principles?</p> <p>Diversity includes but is not limited to cultural, age, ability, religion, gender, and socio-economic status.</p> <p>The Principles of Universal Design include:</p> <ul style="list-style-type: none"> ● Equitable Use ● Flexibility in Use ● Simple and Intuitive to Use ● Perceptible Information ● Tolerance for Error ● Low Physical Effort ● Size and Space for Approach and Use <p>Further information can be found here: http://universaldesignaustralia.net.au/7-principles-of-universal-design/</p>	<p>Enter details about how the project will increase inclusive opportunities for diverse people in the community and how it addresses Universal Design Principles</p>	
<p>Apart from your organisation and its members, are there any other groups within the community that will benefit from the project?</p> <p>Attach letters of support where applicable.</p> <p>Head Lease holders must provide support for the project and application.</p>	<p style="text-align: center;">Community Group</p>	<p style="text-align: center;">How they will benefit</p>
	<p>Enter Name of Group</p>	<p>Enter details about how this group will benefit</p>
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Terms and Conditions of Funding

All applications are administered according to the following conditions.

1. MCWGP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of funding must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
3. City of Salisbury is not responsible for any loss or expense endured during project implementation or in relation to the completed project.

Category A Applications

4. All applicants must, at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted right to first right of refusal to purchase the property.
5. City of Salisbury will make all reasonable efforts to complete projects to the standards and requirements as documented by the applicant within the MCWGP.
6. The City of Salisbury will project manage the implementation of funded projects.
7. All works will be carried out by licensed trades' people appointed by the City of Salisbury within the allocated financial year.
8. Any costs incurred resulting from interference with contractors by applicants will be passed on to the applicant in full.
9. The City of Salisbury reserves the right to appoint and utilise contractors where a contractual obligation is in effect.
10. The timing of the works will be programmed in accordance with all other capital works projects of the City, and where possible in sympathy with the operating timeframes of the applicant.
11. Grant funds are paid directly to the appointed contractor by the City of Salisbury on satisfactory completion of the works.
12. Unspent funds may be retained by the City of Salisbury for future projects.
13. All reasonable efforts will be made by the City of Salisbury to complete the project within the allocated budget and timeframe.
14. Where the value of works exceeds the value of the grant, monies of the Club, additional grants or any other external funds are being used in conjunction with MCWGP funding, applicants may be required to enter in to a Capital Works Agreement prior to the commencement of works. Applicants will be invoiced for the balance of funds prior to the commencement of works.

Category B Applications

15. Applicants must be able to demonstrate, if requested, their ownership of the property.
16. It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.
17. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
18. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
19. Organisations that are not registered for the GST will not have the grant grossed up.
20. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
21. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant funding.
22. Unspent funds are to be returned to City of Salisbury.

We agree to abide by the terms and conditions of funding

Yes

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