



PARKES SHIRE COUNCIL

**Northparkes Mine
and
Parkes Shire Council**

Sports Grants Program

Policy, Procedures and Guidelines

28 August 2019



Program Administered by the Parkes Sports Council

CONTENTS

1	INTRODUCTION	1
2	PURPOSE	1
3	POLICY	1
4	DEFINITIONS.....	1
5	RESPONSIBILITY	2
6	GUIDELINES FOR APPLICANTS	2
7	FUNDING AVAILABLE	3
8	WHO IS ELIGIBLE TO APPLY?.....	3
9	WHO IS NOT ELIGIBLE TO APPLY?	3
10	WHAT TYPES OF PROJECTS WILL BE FUNDED?.....	4
	10.1 Participation Projects	4
	10.2 Facility Development Projects.....	4
11	WHAT COSTS WILL NOT BE FUNDED?.....	4
	11.1 Participation Projects	4
	11.2 Facility Development Projects.....	5
12	ASSESSMENT OF APPLICATIONS	5
	Selection Committee	6
13	INSURANCE REQUIREMENTS.....	6
14	DISCLAIMER	6
15	GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009.....	6
16	PRIVACY POLICY	7
17	DISCLOSURE OF PROJECT INFORMATION.....	7
18	DECLARATION BY APPLICANT	7
19	ASSISTANCE.....	7
20	FURTHER INFORMATION.....	7
21	PROCEDURE.....	7
	21.1 How to Apply.....	7
	21.2 Notification	8
	21.3 Closing Dates.....	8
	21.4 Reporting.....	8
22	RELATED DOCUMENTATION	8

DOCUMENT VERSION CONTROL

Ref No.	Created by	First Adopted	Last Reviewed	Review Period
Doc No PSC0001	Anthony McGrath & Owen Jensen on 11/06/2013 12:49 PM	11 June 2013	Anthony McGrath on 28/08/2019 11:47 AM	Twelve months

1 INTRODUCTION

The Parkes Sports Council aims to maintain and improve the sporting recreation areas allocated to the Council's sole care by the Parkes Shire Council. It also strives to foster, where possible, active participation of the people of Parkes Shire in all forms of athletic sports.

Parkes Sports Council in administering this Sports Grants Policy, in partnership with Northparkes Mine and Parkes Shire Council, will increase opportunities for participation in sport at all levels and will also be investing in community sporting facilities.

CMOC Northparkes believes that to maintain a strong social license to operate they must have a positive influence on the long-term development of the communities that their operations may impact. Northparkes has sponsorship and donation programs focused on community-based initiatives aimed at building community capacity.

Parkes Shire Council assists people of the Parkes Shire, to participate in sport and recreation as a contribution to community wellbeing. Council advocate community benefits including developing self-esteem, maintaining health and fitness, nurturing talented athletes and contributing to individual enjoyment of life.

2 PURPOSE

This Sports Grant Policy aims to increase regular and on-going participation opportunities in sport and to improve the sporting infrastructure within the Parkes Shire.

There are two distinct project types within the Participation and Facility Program, these being:

1. Participation projects – that deliver a sport or physical activity participation experience to an identified group of people, and;
2. Facility development projects – building new or upgrading sport and recreation facilities to support increased participation.

Applicants will be required to identify upfront the type of project for which they are applying as different information is required for different project types, for example information confirming planning consent and quotes is required for a facility development project type.

3 POLICY

To provide clarity and guidance on how CMOC Northparkes Mine and Parkes Shire Council, through the administration by the Parkes Sports Council, will provide financial assistance to sporting groups to assist in the continuation of existing local projects or to assist in funding a new project that helps meet the needs of our growing sporting associations.

4 DEFINITIONS

Sporting Group is a non-profit; sports-based group, located within the Parkes Shire area. The sporting group must be an incorporated body or auspiced by an incorporated organisation.

Sport is an activity involving physical exertion and skill in which an individual or a team competes against themselves or others.



5 RESPONSIBILITY

The Parkes Sports Council executive will be responsible for the administration of the Sports Grant Policy.

CMOC Northparkes Mine will provide funding for the program.

Parkes Shire Council will also provide funding and will provide representatives to the assessment panel and assist with facility improvements.

6 GUIDELINES FOR APPLICANTS

- Funds can be used for capital improvements, equipment and other related projects for the development of participation in sport in the Parkes Shire.
- Any incorporated sporting groups may apply.
- Membership of decision committee to include Parkes Sports Council, Parkes Shire Council and a community representative.
- Parkes Shire Council will manage funds in trust and report back to CMOC Northparkes Mine on allocations. (Interest received will be retained by Parkes Shire Council)
- Successful applicants will formally recognise the contribution provided by CMOC Northparkes Mine wherever required.
- The project(s) must be current or proposed facilities, services or activities. Retrospective funding will not be provided.
- Organisations that have not previously received grants and meet all other selection criteria will be assessed more favourably over others that have previously received grants.
- Organisations which contribute to the project will be assessed more favourably. This can include voluntary labour, donated materials and/or equipment or other resources. It is expected that the applicant will cover any administration costs incurred with the project.
- Applications for either project type must clearly demonstrate an identified need for the project and articulate how the project outcomes will be achieved.
- Funding should be expended within 12 months of the date of receiving advice that the project application was successful.
- Successful applicants are to provide feedback as to how the funds were spent. An Expenditure Declaration and project report, including photos will be required within 3 months of completion of the project. The Project Report will report against the outputs and outcomes information provided by the applicant.
- Applicants that do not provide an Expenditure Declaration and Project Report by the required date will be ineligible for future Sport grants.
- Apart from organisational and applicant contact details, information provided in applications cannot be changed after the closing date.
- The purpose for which the grant is approved may only be altered with the prior written approval as determined by a resolution of Selection Committee. If the money is expended on a purpose other than that approved by the Selection Committee, Parkes Shire Council



retains the right to demand repayment and exclude the applicant from any future assistance from the Sports Grants program.

- Where grants are being used to purchase equipment or materials the organisation is required to provide Parkes Shire Council with a quote prior to the release of funds. With the concurrence of the applicant, Parkes Shire Council may organise to pay the supplier directly.
- Where the project is for facilities and it meets the criteria as set out in Parkes Shire Council's Community Infrastructure Purchasing Policy, then Parkes Shire Council may retain the grant funds and pay the supplier direct. The Sporting Group is then invoiced for their contribution, excluding GST and after taking into account the funds granted under the program.
- Parkes Sports Council encourages applications which target communities in the outlying villages as well as the indigenous community needs.

7 FUNDING AVAILABLE

- Together Parkes Shire Council and Northparkes Mines will provide \$30,000 each for a total of \$60,000 per year, which will be available for distribution to successful projects over two rounds. Terms and conditions will be as per an MOU between Parkes Shire Council and Northparkes Mine.
- Organisations may apply for multiple projects or project types; however the maximum available to any one organisation is \$30,000 in a financial year. The amount organisations request should reflect the scale of the project.
- Projects that include purchase of equipment or construction of facilities, where the cost is \$2000 or more, may be eligible for a reduction of the GST component of the cost under Parkes Shire Council's Community Infrastructure Purchasing Policy.
- There will be two (2) rounds of application each year offering a minimum of \$15,000 for each type of project or \$30,000 for each round or \$60,000 in total.
- Unallocated funds are carried over and added to the next round.

8 WHO IS ELIGIBLE TO APPLY?

- Incorporated, sports based not-for-profit organisations.
- Applicants must be located in the Parkes Shire area.
- Educational institutions including schools and their P & Cs.

9 WHO IS NOT ELIGIBLE TO APPLY?

- Individuals, groups of individuals and unincorporated organisations.
- For profit, commercial organisations.
- Government departments and agencies.
- Projects or organisations that are for religious or political activities, events or appeals.



10 WHAT TYPES OF PROJECTS WILL BE FUNDED?

10.1 Participation Projects

- Costs associated with overcoming a barrier to participation for a disadvantaged group e.g. subsidised registration, equipment, uniforms, modified equipment or specific training programs.
- Training costs that will lead to increased and/or improved participation opportunities e.g. costs associated with volunteers gaining required education and accreditation to enable them to provide services to people with a disability.
- Costs associated with providing a new sport (excluding recurring fees and charges such as registration, insurance, etc).
- Funds may be sought for direct costs involved in delivering the project such as lecturer, coach or presenter fees.
- Sporting groups may apply for funding so that they may offer a scholarship or apply for a scholarship on behalf of an individual member to increase their participation at regional, state or national events; or to improve their skills to a higher level.
- Funds for the purchase of training or playing equipment such as pads, uniforms, posts, nets, balls, etc.

10.2 Facility Development Projects

- Construction of new fixed and portable facilities and infrastructure including capital equipment with a life expectancy of 15+ years.
- Enhancement of existing facilities e.g. watering systems, safety netting, lighting and upgrade of surfaces.
- Provision of ancillary facilities at established facilities e.g. sun protection shelters, change rooms, grandstands, seating, showers and toilet blocks.
- Projects that have received development consent from Parkes Shire Council or can demonstrate that such consent is not required.

11 WHAT COSTS WILL NOT BE FUNDED?

11.1 Participation Projects

- Wages for administrative and executive staff
- Administration costs
- Expenditure of a recurrent nature (e.g. affiliation fees, registration fees, entry fees, insurance, etc.)



- Projects that have already been completed
- Rental of office premises
- Office equipment (e.g. computers, printers, photocopiers etc)
- Activities or services which do not attempt to become self-supporting where the potential exists through fees or other feasible income producing activities
- Activities which are eligible for support from state-wide or regional parent bodies
- Projects where there will be gambling
- Debt servicing.

11.2 Facility Development Projects

- Purchase of land
- General maintenance or replacement through normal wear and tear (e.g. painting, running costs and minor repairs to existing facilities)
- Office and Other Equipment (e.g. computers, printers, flagpoles, etc)
- Projects that have already commenced or been completed
- Projects that involve the development of private or commercial ventures including licensed areas of registered clubs
- Projects that provide little or no public benefit
- Construction or sealing of car parks or roads
- Projects not based in Parkes Shire
- Projects that are in the planning phase and yet to receive development consent from Council
- Projects where there will be gambling.
- Debt servicing.

12 ASSESSMENT OF APPLICATIONS

Parkes Sports Council capacity to efficiently assess your application is conditional upon you submitting a completed, accurate application. Applications may be deemed ineligible if all information is not provided. The Executive of the Parkes Sports Council will undertake an initial eligibility assessment to determine that:

- The applicant organisation is eligible to apply and has Public Liability Insurance with a minimum \$5m cover
- The application is complete, submitted by the closing date and meets program requirements in regards to project type, commencement and completion dates and amount of funds requested.



Selection Committee

Applications that pass the initial assessment will then be assessed by a panel of five (5) persons made up of:

- The Chairperson of the Parkes Sports Council or their delegate
- One (1) Parkes Sports Council member, appointed by the Sports Council
- Two (2) Council representatives from the Sporting Facilities Development Committee
- One (1) community representative

The Executive of the Parkes Sports Council will provide a summary of the applications to the panel and will present an assessment of the applications including:

- 1) Eligibility under the program's objectives and criteria
- 2) Assessment of the amount requested
- 3) Any other information relevant to the application
- 4) A list of applications assessed on merit and scored against the following criteria:
 - a) The project will deliver one or both of the program's overall objectives and project type specific objective/s effectively if provided. (30 Points)
 - b) The project will meet an identified need effectively, create value for the community and be sustainable. (35 Points)
 - c) The applicant organisation demonstrates the capacity and experience to deliver the project. Evidence of project partners will be considered as adding to your capacity to deliver the project. (20 Points)
 - d) The budget is reasonable and cost effective. (15 Points)

13 INSURANCE REQUIREMENTS

Organisations applying for funding via this program are required to have a minimum Public Liability Insurance cover of \$5m.

It is recommended, but not a condition of funding, that applicant organisations have Personal Accident, Professional Indemnity and Directors and Officers insurance. Organisations that employ staff must comply with the Workplace Injury Management and Workers Compensation Act 1998 (NSW).

14 DISCLAIMER

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.

15 GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of Parkes Shire Council are subject to the provisions of the Government Information (Public Access) Act 2009. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.



16 PRIVACY POLICY

Parkes Shire Council will collect and store the information you voluntarily provide to enable processing of the grant application. Any information provided will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. Parkes Shire Council is required to comply with the Privacy and Personal Information Protection Act 1998. Parkes Shire Council collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application. Applicants must ensure that people whose personal details are supplied with applications are aware that Parkes Shire Council is being supplied with this information and how this information will be used.

17 DISCLOSURE OF PROJECT INFORMATION

Should your application be successful, Parkes Shire Council will provide certain information to the media for promotional purposes. This information will include project name and description, town and amount of the grant.

18 DECLARATION BY APPLICANT

The declaration section of the application should be approved by a person who has delegated authority to sign on behalf of the organisation e.g. CEO, General Manager or authorised member of the Board of Management or Executive of the Committee.

19 ASSISTANCE

The Parkes Shire Grants Officers can be contacted to provide advice on your project and assistance to complete the online application form. They can be contacted at Parkes Shire Council on 0268612398.

20 FURTHER INFORMATION

Parkes Sports Council executive are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. Parkes Sports Council executive are available to provide feedback on unsuccessful applications. Please direct enquiries to Parkes Sports Council on 02 6861 2333 or email to sport@parkes.nsw.gov.au.

21 PROCEDURE

21.1 How to Apply

There are four steps in the application process:

- 1) Visit the Sports Council webpage: www.parkes.nsw.gov.au and read the information about the grant programs and determine if you are eligible.



- 2) Read the Guidelines to familiarise yourself with the program requirements and determine your application project type.
- 3) Seek help from the Parkes Shire Council Grant Officers (02 6861 2398)
- 4) Complete the online application form.
- 5) Submit the application and additional information by the closing date and time.

21.2 Notification

Applicants will receive an email to confirm that the application has been submitted successfully. Once the recommendations have been made all applicants will be notified in writing and details of successful projects will be published on the Parkes Council website (www.parkes.nsw.gov.au). The Chairperson, a representative of Parkes Shire Council and a representative from CMOC Northparkes Mine will present the grants to the successful applicants following determination by the Selection Committee at a time and place determined.

21.3 Closing Dates

Closing dates are as follows:

- Round 1 Midnight 30 March
- Round 2 Midnight 30 September

21.4 Reporting

All applicants must upon expenditure of the funds, complete a declaration in the prescribed format certifying that the grant was expended for the purpose for which it was granted.

22 RELATED DOCUMENTATION

<http://www.northparkes.com.au/communities.aspx>.

<https://www.parkes.nsw.gov.au/your-council/grants-funding/>

[Parkes Shire Council Community Infrastructure Projects Policy](#)

