

# Policy and Guidelines

## Sports Grants Programme

Program funded by Evolution Mining - Northparkes and Parkes Shire Council.  
Administered by the Parkes Sports Council

## CONTROLLED DOCUMENT INFORMATION

<b>ECM Number</b>	1880734
<b>Document Owner</b>	Director Operations
<b>Development Officer</b>	Secretary, Parkes Sports Council
<b>Review Timeframe</b>	3 years or at program renewal
<b>Last Review Date</b>	27 February 2024
<b>Next Scheduled Review</b>	1 October 2026

Document History		
Date	Version No.	Details/Comments
June 2013		Initial document created
September 2019		Updated for new program
March 2023		Modified section 7 - Funding Available to clarify the total available for a single project.
May 2023		Modified section 10.1 to clarify whether uniforms are included or excluded from the program. Modified section 11.1 to include items that will not be funded including travel, accommodation, uniforms, maintenance of equipment or fields, and prize money. Other formatting and branding changes.
27 February 2024	4	Updated for new contract with Evolution Mining-Northparkes. Included CMOC Northparkes Mines naming correction, and then Evolution Mining-Northparkes, inclusion of an Evolution Mining-Northparkes representative on the Selection Committee, adjustment to the insurance requirements. Included a new program targeting individuals. Added links to forms.

Further Document Information and Relationships	
<b>Related Legislation*</b>	<ul style="list-style-type: none"> <li><a href="#">Local Government Act 1993 - Section 356</a></li> </ul>
<b>Related Policies</b>	<ul style="list-style-type: none"> <li><a href="#">Parkes Shire Council Community Infrastructure Projects Policy</a></li> </ul>
<b>Related Documents</b>	<ul style="list-style-type: none"> <li><a href="#">Our community   Northparkes</a></li> <li><a href="#">Council's Grants Programs Parkes Shire Council (nsw.gov.au)</a></li> </ul>
<p><b>Note:</b> Any reference to Legislation will be updated in this Policy as required. See website <a href="http://www.legislation.nsw.gov.au/">http://www.legislation.nsw.gov.au/</a> for current Acts, Regulations and Environmental Planning Instruments.</p>	

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## 1. INTRODUCTION

Evolution Mining- Northparkes (Northparkes) believe 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.

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

## 2. PURPOSE

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

There are two grant programs available including:

1. Northparkes and Parkes Shire Council Sports Grants Program ("Sports Grants Program") and the
2. Rising Star Award (formerly Ron Harrison Sports Bursary)

## 3. POLICY

To provide clarity and guidance on how Northparkes and Parkes Shire Council, through the administration by the Parkes Sports Council, will provide financial assistance to sporting groups and individuals to:

- assist in the continuation of existing local projects, or
- assist in funding a new project that helps meet the needs of our growing sporting associations, or
- assist talented junior sportspersons in reaching their potential.

## 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 auspice 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. RESPONSIBILITIES

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

Northparkes will provide funding for the program and provide a representative to the Selection Panel.

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

## **6. GENERAL GUIDELINES FOR APPLICANTS**

1. Any individual or incorporated groups may apply, depending on the grant program.
2. The decision by the [Sports Grants Selection Committee](#) is final, however feedback is to be provided to those organisations that were not successful.
3. Parkes Shire Council will manage funds in trust and report back to Northparkes on allocations. (Interest received will be retained by Parkes Shire Council)
4. Successful applicants will formally recognise the contribution provided by Northparkes and Parkes Shire Council, including use of branding and acknowledgement in any media released.
5. The project(s) or activities must be current or proposed.
6. Organisations or individuals that have not previously received grants and meet all other selection criteria will be assessed more favourably over others that have previously received grants.
7. Organisations or individuals who contribute to the cost 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.

## **Sports Grants Program**

There are two distinct project types within the Sports Grants 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.

1. Applications must clearly demonstrate an identified need for the project and articulate how the project outcomes will be achieved.
2. Funding must be expended within 12 months of the date of receiving advice that the project application was successful.
3. 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 three months of completion of the project. The Project Report will report against the outputs and outcomes information that was provided by the applicant.
4. Applicants that do not provide an Expenditure Declaration and Project Report by the required date will may be ineligible for future Sport grants.

5. Apart from organisational and applicant contact details, information provided in applications cannot be changed after the closing date.
6. 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.
7. Where grants are being used to purchase equipment or materials the organisation may 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.
8. 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, less funds granted under the program and excluding GST.
9. Parkes Sports Council encourages applications which target communities in the outlying villages as well as the indigenous community needs.

## **Rising Star Award**

The Rising Star Award was originally introduced to perpetuate the memory of the late Ron Harrison OAM, who passed away in 1985, for his contribution to the community of Parkes and district, particularly in the development of sport.

The purpose of the Award is to provide financial assistance to sportspersons of the Parkes Shire, particularly those at junior level, who demonstrate the need for such assistance to develop their career. To be eligible, applicants must complete the online application form and include:

1. A statement from a coach, club representative or school representative recommending the applicant for the award.
2. A statement demonstrating the financial hardship.
3. A statement indicating how the applicant will benefit from the grant.

At the end of the year, all the Rising Star Award recipients will then be automatically nominated for the Parkes Shire Australia Day Sports Award – The Ron Harrison Rising Star Award.

## **7. FUNDING AVAILABLE**

1. Together Parkes Shire Council and Northparkes will provide \$35,000 each for a total of \$70,000 per year, over a three-year period, providing a total of \$210k. Terms and conditions will be as per a Funding Agreement between Parkes Shire Council and Northparkes
  - a. There will be \$60,000 allocated to a Sports Grant Program.
  - b. There will be \$10,000 allocated to a Rising Star Award (grant program).
2. There will be two (2) rounds in each program per year as follows:

- a. \$30,000 per round in the Sports Awards Program for a total of \$60,000 each year.
  - b. \$5,000 per round in the Rising Star Award for a total of \$10,000 each year.
3. Unallocated funds in a round are carried over and added to the next round.

## **Sports Grants Project Funding**

1. There will be categories of grant projects in the Sporting Grants program including:
  - a. Facility Development and
  - b. Participation
2. The amount that can be allocated to the facility development category is capped at \$15,000. However more projects in the participation category can be funded over the category limit of \$15,000 if the grants provided to facility projects is less than \$15,000, subject to the limit of the funds available for the round.
3. Organisations may apply for multiple projects or under different project categories; however, the maximum available for a single project is \$15,000 and the total that can be provided to any one organisation is \$30,000 in a financial year. The amount organisations request should reflect the scale of the project.
4. Projects that include purchase of equipment or construction of facilities, where the cost is \$2,000 or more, may be eligible for a reduction of the GST component of the cost under Parkes Shire Council's Community Infrastructure Purchasing Policy.

## **Rising Star Award Funding**

1. The amount allocated for the Rising Star Award will be \$10,000 per year.
2. The selection committee will determine which individuals will be shortlisted for funding based on the information provided in their application.
3. The selection committee will then determine how much is allocated to each.

## **8. ELIGIBILITIES**

### **Who is Eligible to Apply?**

1. Incorporated not-for-profit organisations, associations or individuals (Rising Star Award).
2. Applicants must be in the Parkes Shire Local Government Area.
3. Educational institutions including schools and their P & Cs.

### **Who is Not Eligible to Apply?**

1. Unincorporated organisations.
2. For profit, commercial organisations.
3. Government departments and agencies.
4. Projects or organisations that are for religious or political activities, events or appeals.

## **Sports Grants Guidelines**

### ***What Participation Projects will be funded?***

1. Costs associated with overcoming a barrier to participation for a disadvantaged group e.g. subsidised registration, equipment, modified equipment or specific training programs.
2. 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.
3. Costs associated with providing a new sport (excluding recurring fees and charges such as registration, insurance, etc).
4. Funds may be sought for direct costs involved in delivering the project such as lecturer, coach or presenter fees.
5. 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.
6. Funds for the purchase of training or playing equipment such as pads, posts, nets, balls, training bibs, etc (excluding uniforms).

### ***What Facility Development Projects will be funded?***

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

### ***What Participation Costs will NOT be Funded?***

1. Wages for administrative and executive staff
2. Administration costs.
3. Expenditure of a recurrent nature (e.g. affiliation fees, seasonal field usage fees, registration fees, entry fees, insurance, etc.)
4. Uniforms.
5. Cash prizes or prizemoney.
6. Travel and accommodation costs.
7. General maintenance of sports equipment, mowing, etc.
8. Projects that have already been completed.
9. Rental of office premises.
10. Office equipment (e.g. computers, printers, photocopiers etc.)



11. Activities or services which do not attempt to become self-supporting where the potential exists through fees or other feasible income producing activities.
12. Activities which are eligible for support from state-wide or regional parent bodies.
13. Projects where there will be gambling.
14. Debt servicing.

***What Facility Development Costs will NOT be Funded?***

1. Purchase of land.
2. General maintenance or replacement through normal wear and tear (e.g. painting, running costs and minor repairs to existing facilities).
3. Office and other equipment (e.g. computers, printers, flagpoles, etc).
4. Projects that have already commenced or been completed.
5. Projects that involve the development of private or commercial ventures including licensed areas of registered clubs.
6. Projects that provide no public benefit.
7. Construction or sealing of car parks or roads.
8. Projects not based in the Parkes Shire Council Local Government Area.
9. Projects that are in the planning phase and yet to receive development consent from Council.
10. Projects where there will be gambling.
11. Debt servicing.

## **9. ASSESSMENT OF APPLICATIONS**

Applications may be deemed ineligible if all information is not provided. The Parkes Sports Council will undertake an initial eligibility assessment to determine that:

1. The applicant organisation is eligible to apply.
2. The application is complete, submitted by the closing date and meets program requirements regarding project type, commencement and completion dates and amount of funds requested.
3. There is sufficient supporting documentation including quotes for goods and services.

### **Selection Committee**

Applications that pass the initial assessment will then be assessed by a panel of five (6) 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) Parkes Shire Councillor representatives
- One (1) community representative

- One (1) representative from Northparkes

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 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. (30 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. (20 Points).

## **10. INSURANCE REQUIREMENTS**

Organisations or associations applying for funding via this program are advised to have Public Liability Insurance cover. 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).

Individuals should be registered with the peak sporting body to ensure that they are covered by that body's insurance.

## **11. DISCLAIMER AND SUBMISSION COSTS**

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

## **12. 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.

## **13. 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.

## **14. DISCLOSURE OF INFORMATION**

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

## **15. 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. If the applicant is an individual, then the declaration must be made by a person over 18 years of age.

## **16. 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 0268612333 or by email to [grants@parkes.nsw.gov.au](mailto:grants@parkes.nsw.gov.au).

## **17. FURTHER INFORMATION**

Parkes Sports Council executive is available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. Parkes Sports Council executive is 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](mailto:sport@parkes.nsw.gov.au).

## **18. EXPENDITURE DECLARATION**

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.

## **19. RELATED DOCUMENTATION**

[Our community | Northparkes](#)

[Council's Grants Programs Parkes Shire Council \(nsw.gov.au\)](#)

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

[Parkes Shire Council Financial Assistance Policy](#)

## 20. PROCEDURE

### Advertising

Parkes Shire Council, via the Sports Council, will advise upcoming grants programs through their website, social media channels and other local advertising.

### How to Apply

There are five steps in the application process:

1. Visit the Council webpage: [Council's Grants Programs Parkes Shire Council \(nsw.gov.au\)](https://www.parkes.nsw.gov.au/council/grants) 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 2333) or email to [grants@parkes.nsw.gov.au](mailto:grants@parkes.nsw.gov.au)
4. Complete the [online application form](#).
5. Submit the application and additional information by the closing date and time.

### 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 applicants will be published on the Parkes Council website ([www.parkes.nsw.gov.au](https://www.parkes.nsw.gov.au)).

### Closing Dates

Closing dates are as follows:

- Round 1            Midnight 31 March
- Round 2            Midnight 30 September

The closing date may be extended for up to two weeks, from time to time, if there are insufficient applications received during the open period.

### Presentation

The Panel Chairperson, a representative of Parkes Shire Council and a representative from Northparkes will be invited present the grants to the successful applicants following determination by the Selection Committee at a time and place determined. A media release will be sent out to advise the community of the grants distributed.

### Acquittal

Upon expenditure of the funds, the applicant must complete a declaration certifying that the grant was expended for the purpose for which it was granted. This is completed using the online form on Council's web site: [Acquitting your grant Parkes Shire Council \(nsw.gov.au\)](#)