

'Your Club's Future is in Your Hands' Grant Eligibility

Part of the:

*Every Club Grant Scheme from the
Department of Local Government & Cultural Industries*

Grant	'Your Club's Future is in Your Hands' - Grant
Reference	YourClub-2023-24
Deadline	Applications for 2023 must be lodged by 31 December 2023 (or until funds are exhausted)
Application Details	Applications must be submitted by SmartyGrants

© City of Mandurah

Copyright subsists in this publication and such copyright is the property of the City of Mandurah. A reproduction of this publication or any part thereof without the written consent of the Chief Executive Officer of the City of Mandurah is not permitted and will be regarded as an infringement of that copyright.

Contents

1. Your Club’s Future is in Your Hands Grant Benefits	3
2. Definitions	4
3. Grant amount and grant period	5
Grant Amount	5
Grant/Project period	5
4. Eligibility criteria	5
Who is eligible?.....	5
Who is not eligible?	5
5. How to apply	6
Attachments to the application	6
How to apply	6
Contact Officer	6
6. Assessment Process	6
Grants Assessment	6
7. Notification of application outcomes	8
8. Successful grant applications	7
Funding agreement	7
Payment of the Grant	7
Reporting Requirements.....	7
City Evaluation.....	7
9. Conditions of Grant Application	8
No obligation to enter into Agreement	8
Ownership of documentation	8
Canvassing of Councilors or Officers	8
Conflicts of Interest.....	8

1. 'Your Clubs Future is in Your Hands Grant Benefits

The benefit of this initiative is to encourage and support clubs through the process of developing a planning document such as a strategic plan, operational plan, or business plan. The program aims to address the following areas of concern:

- The importance of future planning in clubs to ensure sustainability into the future.
- Providing the opportunity to educate committee members about the importance of strategic planning.
- To address the perception that Strategic Planning or Future Planning is too hard or unnecessary.

Funding Stream	'Your Club's Future is in Your Hands' Grant
Application Rounds	Open Non-competitive
Total Fund	\$10,000 pa
Maximum Grant	\$2,500
Matching Funds	50%
Approval Process	Coordinator Recreation Services Recreation Development Officer

2. Definitions

Below is a summary of some of the important defined terms that may be used in this Grant Guidelines:

Attachments	The documents you attached as part of your application
City	City of Mandurah as the organisation responsible for issuing this Grant.
Grantee	The person or persons, corporation or corporations who is accepted by the City of Mandurah, including the executors or administrators, successors and assigns of such person or persons, corporation, or corporations.
Deadline	The deadline for lodgment of your application
Application	Your Grant Application
Grantor	City of Mandurah
Grant Guidelines	This document

3. Grant amount and grant period

Grant Amount

The maximum amount of funding available is up to \$2,500 per club with 50% matched funding required by the club.

Grants will be available until all funds (total amount annual pool of \$10,000) are exhausted or as otherwise advised by the City.

Grant/Project period

Applications for the 2022/23 Financial Year must be lodged by 31 December 2023.

The Grants must be Acquitted in accordance with the Funding Agreement.

4. Eligibility criteria

Who is eligible?

Applications must meet the eligibility criterion:

- Must be a not-for-profit organisation
- Organisations must be affiliated with a State Sporting Association
- Organisation must be incorporated
- Organisation must hold valid public liability insurance
- Maximum of one application per organisation
- Funded activity must align with the program objectives and eligible activities
- Quotes for the consultant fees must be submitted with the application
- Organisations must have attended one of the Club Connect Strategic Planning Workshops
- Club must be able to demonstrate available funds to pay for the consultant fees prior to receiving the grant funding.

Who is not eligible?

An Application will be rejected without consideration if:

- For-profit organisation or charitable entity
- Local, State, or Federal Government
- Employee or Councilor of the City of Mandurah
- Applicants who have previously received funding under this Grant Program
- Organisation that has not attended a Club Connect workshop. If this is the case, please get in touch with a club connect development officer to talk through the available options.

5. How to apply

Attachments to the application

The following documents must be attached to your application:

- Copies of any quotes obtained for consultant fees
- Copy of organisation's public liability insurance
- Copy of current financials showing available bank funds

How to apply

Applications must be submitted electronically via SmartyGrants, with applicants completing the questions and attaching documentation as required.

Contact Officer

Laura Billingsley

9550 3624

clubconnect@mandurah.wa.gov.au

6. Assessment Process

Applications will be assessed progressively as they are received during the course of the financial year.

Grants Assessment

The process for grants assessment is below:

Applications will be initially reviewed by the City to ensure the application meets the eligibility criteria. Applications that do not meet the eligibility may be set aside at this stage. The City may request additional information from the applicant during this phase.

The initial grant assessment ensures that the application meets the eligibility criteria, and will address the following matters:

- Application meeting the eligibility criteria;
- Application for an eligible activity; and
- Application responded to all questions and provided attachments as requested.

7. Notification of application outcomes

The City will endeavor to notify Applicants within 4 weeks of the outcome of their Application via the email address provided in the Application form submitted through Smarty Grants.

All Applicants will be offered an opportunity to request feedback on their Application.

8. Successful grant applications

Funding agreement

Approval of funding is subject to the Applicant agreeing to reporting requirements and entering into a Funding Agreement with the City.

Payment of the grant

The Your Clubs Future is in Your Hands Grant is a reimbursement grant and therefore successful applicants will need to pay for the activity before making a claim for the approved grant.

Payment will be made on submission of a Tax Invoice to the City of Mandurah for the GST-exclusive value of the grant amount being applied for. This must be accompanied by copies of invoices and a copy of the final planning document adopted by the club, as proof that the activity was paid for in line with the Application and the Funding Agreement.

The City must receive the claim for payment by 30 June 2024. If a claim for payment is not received by this date, the grant approval may lapse and the funding agreement terminated. The City at its discretion may extend the program.

Payment will be made by the City of Mandurah within 7 days.

Reporting Requirements

All funding recipients will be required to submit their completed strategic planning documents to the City upon completion. Successful applicants will be required to evaluate their strategic plan on an annual basis and report their progress to the City.

All reporting requirements and timeframes will be included in the funding agreement.

City Evaluation

The City may contact the successful grant recipient up to 12 months after the completion of the grant to obtain additional information to ensure objectives were met.

9. Conditions of Grant Application

No obligation to enter into an Agreement

This document is not to be construed as making any express or implied representation, undertaking, or commitment by the City that it will enter into a binding agreement with any Grant Applicant.

The City may discontinue or suspend the Grant process at its sole discretion, at any point of the Grant Application or Evaluation process. The City may determine there are no suitable Grant Applicants.

Ownership of documentation

With the exception of a Grant Applicant's existing copyright and other intellectual property rights, all documents and information submitted by a Grant Applicant as part of or in support of an Application shall become, on submission, the absolute property of the City and will not be returned to the Grant Applicant at the conclusion of the grant process.

Canvassing of Councilors or Officers

If a Grant Applicant, whether personally or by an agent, canvasses any of the City's Councilors or Officers with a view to influencing the acceptance of the Application made by it or by any other Applicant, then regardless of whether the canvassing had or may have had any influence on the acceptance of such Application, the City may at its discretion omit the Application from further consideration.

Conflicts of interest

By completing the Application, the Applicant warrants that unless otherwise stated in its Application, to the best of its knowledge at the date of applying, no conflict of interest exists or is likely to arise in relation to the Grant during the evaluation period or (if the Applicant is awarded the Grant) during the Project period between the City and the Grantee, its employees or any proposed consultants.

Should a conflict of interest or risk of conflict of interest arise at any time during the Assessment or Project period the Applicant must immediately notify the City in writing of that conflict of interest or risk of conflict of interest. The Applicant acknowledges that the City may, in its absolute discretion, determine that such a conflict of interest renders the Applicant's application not eligible to continue in the process.