

# Sport and Recreation Grant - Online Application Form

## Form Preview

### Introduction

\* indicates a required field

The Sport & Recreation Grant Program aims to build strong and sustainable sport and recreation clubs through good governance practices as well as participation programs and pathways for the benefit of the PAE community.

**Grants of up to \$2,500** are available for activities that support sport and recreation clubs to deliver on the following focus areas:

- **Club Development / Governance** including: strategic planning; succession planning; financial planning/budgeting; constitution review; policies development; club platforms to support efficiencies in club administration (i.e. TidyHQ, Rev Sport, Get Chatty etc); club members, parents, volunteer, coach and/or official development and education; youth leadership.
- **Programs** including: activities that support growth in members and participation; targeting vulnerable and diverse communities; establishment of new initiatives (i.e. social competitions, informal activity, introductory programs, etc).

**Grants of up to \$1,000** are available for activities that support sport and recreation clubs to deliver on the following focus area:

- **Purchase of Sport Equipment and Uniforms** to support a brand new junior and/or women's team(s).

Please read the [Sport & Recreation Grant Guidelines](#) carefully before applying.

Please note:

1. **Applicants must complete all sections of this application form and attach relevant documentation to this application to be eligible to be funded.**
2. **All grants are subject to availability of funds, eligibility and assessment requirements.**
3. **A submission of an online application for the City of Port Adelaide Enfield's grants programs is an acknowledgement that applicants will abide by the conditions of any grant approval.**

### Who can I talk to?

Sport & Recreation Development Coordinator

8405 6088

[sport@cityofpae.sa.gov.au](mailto:sport@cityofpae.sa.gov.au)

PAE Grants Team

8405 6600

[grants@cityofpae.sa.gov.au](mailto:grants@cityofpae.sa.gov.au)

### Assessment

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There are two funding rounds per year with opening and closing dates listed on the website. All online applications will be assessed on comparative merit after each round has closed.

Applications will be assessed by City of PAE staff against the criteria outlined in the [Sport & Recreation Grant Guidelines](#).

The decision of awarding grants will be made by City of PAE staff with appropriate delegations.

Applicants will be notified of the outcome of their application within four weeks of the round closing date.

## Eligibility Checklist

Before submitting your application, please check that you meet the eligibility criteria - all boxes must be ticked for your application to be eligible for funding.

### The applicant \*

- ☐ is a sport and recreation club based within the City of Port Adelaide Enfield
- ☐ is a not-for-profit, incorporated association/organisation or is a legal entity with comparable status (including State/National sporting organisations based in PAE)
- ☐ has an active ABN
- ☐ has appropriate public liability insurance
- ☐ is a member of the PAE Sports Network
- ☐ does not have gambling facilities
- ☐ is not applying for retrospective payments, fundraising activities, or budget deficit payments
- ☐ is not applying to cover ongoing costs associated with the running of the organisation (eg. administration costs or overheads, salaries/wages, operational costs, utility bills, insurance, etc)
- ☐ does not have any outstanding debts (such as rates, fees, or charges) to the City of PAE
- ☐ does not have any outstanding acquittals for any previous funding received from the City of PAE

## Applicant Details

\* indicates a required field

### Sport and Recreation Club \*

Organisation Name

This should be the name of the Sport and Recreation Club applying for the grant.

### Contact Person \*

Title

First Name

Last Name

### Position (role) within the Sport Club \*

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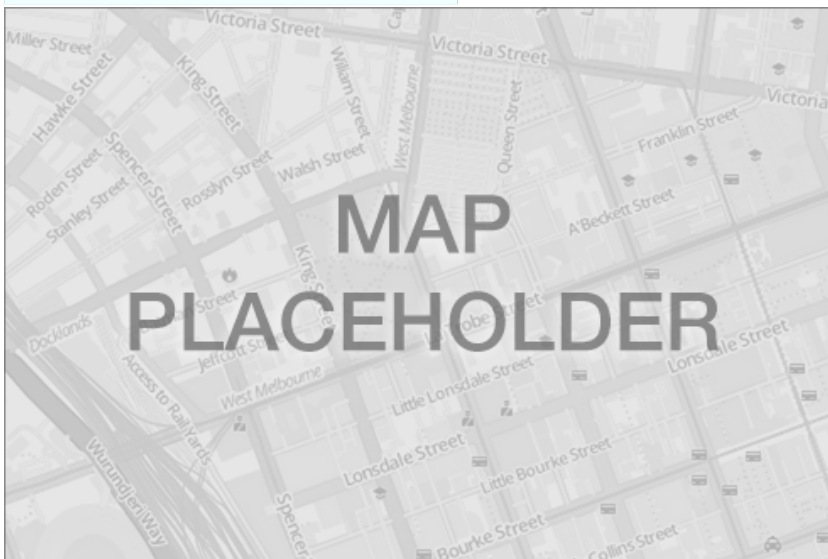
## Form Preview

**Phone Number \***

Where the number is not a mobile please put "08" at the beginning to help with validation.

**Email address \*****Where is the Sport Club based? \***

Address

This must be within the City of Port Adelaide Enfield Area to be eligible for funding.

**Postal Address \***

Address

  
**Website**

If applicable

**Sport Club ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	

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ABN status  
Entity type  
Goods & Services Tax (GST)  
DGR Endorsed  
ATO Charity Type [More information](#)  
ACNC Registration  
Tax Concessions  
Main business location

### Please upload the sport club's current Public Liability Insurance \*

Attach a file:

### Please upload the sport club's most recent Audited Financial Statement (or equivalent) \*

Attach a file:

Bank Statements will NOT be accepted. If your organisation is not required to provide audited financial statements as part of your incorporation, please upload your most recent financial statement/report completed by your treasurer. The treasurer's report is the one that is presented at your AGM. An annual general meeting (AGM) is a meeting of all the members of an incorporated association which must be held once during each calendar year. The annual general meeting must be convened in accordance with the law, using the procedures in the organisation's rules. If you are a newly established incorporated organisation, you will have 18 months to hold your first AGM.

### Does the sport club have gambling facilities? \*

- ☐ Yes  
☐ No

Sport clubs with gambling facilities are ineligible for funding.

### Is the sport club a member of the PAE Sport Network? \*

- ☐ Yes  
☐ No

Sport clubs that are not members of the PAE Sport Network are ineligible for funding. To join the network please visit <https://www.cityofpae.sa.gov.au/get-involved/pae-sport-network>

## Proposed activity or purchase

\* indicates a required field

### Overview

#### What are you applying for? \*

Word count:

Must be no more than 10 words.

This is the name of your project/activity/purchase.

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## Form Preview

### Activity/purchase description \*

Word count:

Must be no more than 200 words.

Provide a short description of your proposed activity/purchase.

### When do you need the funding? \*

The activity/purchase must start/happen at least four weeks after the grant round closes.

### When do you expect to finish? \*

The activity/purchase must be completed within a 6-month period.

### Who are the primary beneficiaries of this project/program? \*

Please select from the list who the main group is that will benefit from the activity/purchase. You can select more than one if applicable.

### How many people will be involved or benefit directly from the proposed activity/purchase? \*

## Outcomes

### Which of the grant focus areas does your activity/purchase align with? \*

- ☐ Club Development / Governance - grants of up to \$2,500
- ☐ Programs - grants of up to \$2,500
- ☐ Purchase of sport equipment and uniforms (to support a brand new junior and/or women's team) - grants of up to \$1,000

### Please describe in detail how your proposed activity/purchase aligns with the grant focus area selected above. \*

Word count:

Must be no more than 200 words.

### Why is the proposed activity/purchase needed and how does it align with the club's strategic intent? \*

Word count:

Must be no more than 200 words.

### How will you make sure the activity/purchase can continue and be sustainable after the grant has been spent? \*

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Word count:

Must be no more than 200 words.

**If available, please upload any additional documents to support this application.**

Attach a file:

For example, you can upload your club's strategic plan, volunteers management plan, alignment to relevant State Sport Body directions, etc.

## Let's talk dollars

\* indicates a required field

How much is the proposed activity/purchase going to cost?

Please itemise your expenses and provide a \$ amount for each expense item. More rows can be added if you need them.

**Where are your expenses?**

**\$ Amount**

Where are your expenses?	\$ Amount
	\$

**Please upload a quote for each expense listed above \***

Attach a file:

Quotes are critical to ascertain the cost of the proposed activity/purchase. Please note that applications without relevant quotes will not be considered for funding.

**Total Cost for activity/purchase \***

\$

This number/amount is calculated.

**How much do you need from Council? \***

\$

What is the total financial support you are requesting in this application? You can apply for up to \$2,500 for Club Development/Governance and Programs. You can apply for up to \$1,000 for Sport Equipment and Uniforms.

**Difference \***

\$

This number/amount is calculated.

This number should equal zero if you are requesting the full amount from Council.

**Do you need additional money to Council's grant? \***

- ☐ No, Council grant will cover all costs
- ☐ No, our organisation will cover remaining costs

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☐ No, difference relates to in-kind or material support that is a contribution from our organisation

☐ Yes, we have submitted a grant application to another funding provider

☐ Yes, a grant application to another funding provider is yet to be submitted

You will need to tell us where the additional money is coming from if your difference is more than zero. Please note that a financial co-contribution from the applicant of no less than 50% is required for the purchase of Sport Equipment and Uniforms. For initiatives aligned to Cub Development/Governance and Programs a financial co-contribution from the applicant is not required but highly desirable.

### Other grants

**How much have you applied for OR how much will you apply for? \***

\$

**Has it been approved? \***

☐ Yes

☐ No

**Date of approval OR when do you expect to be notified? \***

**Please upload the approval letter they sent to you. \***

Attach a file:

If you have not been approved as yet, please upload your application form that you submitted to the other funding body.

### Bank details

Council's payment method is only by Electronic Funds Transfer (EFT). **Council will not provide cheques.** Grant funds will be automatically deposited into the following nominated account and must be in the name of the **applicant organisation/sport club** who accepts the Terms and Conditions section of this application form.

**Name of Bank / Credit Union \***

**Account details \***

Account Name

BSB Number

Account Number

### Terms and Conditions

\* indicates a required field

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I, being the authorised officer of the organisation making this declaration, confirm and agree to the following:

1. That failure to comply with these conditions may preclude our organisation from accessing further grant funds in the future.
2. To abide by the conditions under which the City of Port Adelaide Enfield may approve funding of this request.
3. To submit an evaluation and acquittal report to Council, no more than **two months** after the activity/purchase is completed.
4. I certify that the statements and information provided (including attachments) in this application are true and correct in every particular.
5. I confirm that I have read and understood the conditions for funding as outlined within and accept and agree to abide by these conditions.
6. I also agree to acknowledge Council's funding of the activity/purchase in any publicity or promotion.
7. I further agree that monies received from the City of Port Adelaide Enfield will be expended within six months as outlined in this application and in accordance with Council's approval letter. Any monies not expended will be returned to the City of Port Adelaide Enfield.
8. I agree that should my application for funding be approved, Council may provide any information contained herein to the public in any form and/or use this information to promote their grant and sponsorship programs.
9. Any changes to the agreed expenditure of Council's grant funds must be negotiated in writing with Council's Sport & Recreation Development Coordinator.
10. I agree to abide by any Terms and Conditions as outlined in the [Sport & Recreation Grant Guidelines](#).

### **I agree to abide by the above Terms and Conditions \***

☐ Yes, I agree

A submission of an online application for the City of Port Adelaide Enfield's grants program is an acknowledgement that applicants will abide by the conditions of any grant approval.

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in the City of Port Adelaide Enfield's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles City of Port Adelaide Enfield's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.