

## AlburyCity Sport and Recreation Grants - 2024/25

Dear Community Member,

Welcome to the AlburyCity Sport and Recreation Grants program.

The grant program accepts applications all year round.

Before completing your application, please make sure you familiarise yourself with the following policies and guidelines:

- Sport and Recreation Grant Guidelines - [Sport and Recreation Grant Program | AlburyCity \(nsw.gov.au\)](#)
- AlburyCity's Financial Assistance Policy - [Financial Assistance Policy | AlburyCity \(nsw.gov.au\)](#)

**Important:** Organisations must contact AlburyCity's Recreation Officer prior to submitting an application.

### Applicant Details

\* indicates a required field

#### Organisation Details

Name of Organisation \*

Postal Address \*

Address

Suburb    State    Postcode

#### Primary Contact Person

The primary contact person will be the point of call regarding this application.

Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position in Organisation \*

Phone Number \*

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Form Preview

Email Address \*

## Secondary Contact Person

Name *	Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Position in Organisation \*

Phone Number \*

Email Address \*

## Organisation Details

Does your organisation have an Australian Business Number? \*

☐ Yes

☐ No

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	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Is your organisation registered for GST? \*

☐ Yes

☐ No

Is your organisation incorporated? \*

☐ Yes

☐ No

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## Form Preview

**Please attach Certificate of Incorporation \***

Attach a file:

**What is the annual financial turnover of your organisation? \***

- ☐ \$1 to \$20,000  
☐ \$20,001 to \$50,000  
☐ \$50,001 to \$100,000  
☐ \$100,001 plus

## Good Sports

**Does your club have a Good Sports accreditation? \***

- ☐ Yes ☐ No

**What Good Sports level has your organisation achieved?**

  
Please select.

**If you do not have Good Sports accreditation, please explain why.**

## Project Details

\* indicates a required field

### General Project Information

Projects that are not considered to be able to be completed within the required timeframe of the grant program will not be considered.

An application which is not sufficiently completed and does not sufficiently meet the requirements of the guidelines for the grants will not be considered.

Generally, **higher priority** will be given to projects:

- Where multi-purpose or flexible usage is planned
- Which will be used by and are accessible to a wide cross section of the community
- Which are developed in response to expressed or obvious local recreation needs
- Which are supported by Council and the community
- Where the applicant has demonstrated their long term viability through either consistent historical use of a facility, a long term tenancy arrangement or where a long term management plan is in place.
- Where the applicant has demonstrated significant community development initiatives such as being a Good Sports club
- That promote health and safety, sun smart principles or environmental causes

Generally, grant applications will receive a **lower priority** if:

- The project is for a private facility

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## Form Preview

- The project is of a commercial nature
- The project is associated with a licensed premises

### Project Summary

<b>Name of Project *</b>	<input type="text"/>
<b>Location of Project *</b>	<input type="text"/>
	Facility name
<b>Address of Project *</b>	Address
	<input type="text"/>
	<input type="text"/>
	Suburb    State    Postcode
	<input type="text"/> <input type="text"/> <input type="text"/>
<b>Please specify the owner of the land where the project will occur? *</b>	<input type="text"/>
<b>Please list your co-tenants or other stakeholders at this project location</b>	<input type="text"/>

### Detailed Project Information

<b>Please give full details of the project *</b>	<input type="text"/>
<b>Please attach documents relevant to this project *</b>	<div>Attach a file: <input type="text"/></div> <div>Examples: Facility improvement projects should provide at least a location plan, construction plans and specifications of the improvements. Strategic planning projects should provide at least a scope of the project to be undertaken.</div>
<b>Please detail how your organisation has identified this project as a need *</b>	<div><input type="text"/></div> <div>You will need to provide evidence of how this project has been identified as a need.</div>

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## Form Preview

**Please attach evidence of how your organisation identified this project as a need \***

Attach a file:

Examples: your organisation's strategic plan, business plan and/or committee meeting minutes identifying this project as a priority.

**What are the likely benefits to your organisation should you be funded for this project? \***

**Project start date \***

**Project end date \***

Must be within 12 months of start date

**If this application is for one stage of a multi-staged project, please give details of each stage of development**

## Project Approvals

### 1. Landowners Consent.

**Have you received the consent of the land owner to complete this project? \***

- ☐ Yes  
☐ No

If your project is on AlburyCity managed or private land, you will need to provide evidence of land owners consent for this project.

**Please attach evidence of landowners consent \***

Attach a file:

### 2. Development Approval

**Does your project require a development approval from Council? \***

- ☐ Yes  
☐ No

If you are unsure, please contact AlburyCity's Planning team on (02) 6023 8111 to clarify if your project will require a Development Approval before you answer this question.

**If yes, has development approval been granted?**

- ☐ Yes, please attach a copy of your development consent in the next question  
☐ No, not yet, application has been lodged and is pending determination  
☐ No, not yet, have not submitted a development application to Council yet

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**Please attach evidence of your project's development approval status**

Attach a file:

## Project Budget

\* indicates a required field

### Budget Introduction

Note: All sources of funding must be accompanied by supporting documentation. **Please ensure all costs are inclusive of GST.**

**Expenditure** must include costs for each part of the Grant.

**Sources of Funding** should include the following:

- Amount of Grant requested (Max 50% of total cost)
- Cash contribution from the organisation (At least 25% of total cost)
- In-kind contribution from the organisation
- Voluntary labour by the organisation. Must match the volunteer labour identified in the expenditure table.
- Other Sources of funding.

**Voluntary labour** is valued at \$50 per hour (includes GST) for basic labour and \$100 per hour (includes GST) for skilled trades.

Projects where an applicant can contribute a significant amount of the project cost through in-kind or voluntary labour may be eligible for funding, however the grant amount will be in proportion to the amount of cash contributed by the application. No more than 200% of the total cash contribution of the applicant will be awarded in a grant.

### Total Project Cost

**Please provide the total cost of the project (Inclusive of GST) \***

Must be a whole dollar amount and include GST.

### Expenses

Please ensure all costs are **inclusive of GST**.

Expenditure items could include purchase of building materials, obtained quotes, delivery costs.

Please list all expenses in the below table.

Expense Items	Cost (including GST)
Volunteer Labour Total Value (if applicable)	\$
In Kind Donations Total Value (if applicable)	\$
	\$
	\$

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	\$
	\$
	\$
	\$
Total Cost of Expenses must equal Total Project Cost	

### Expenses - Supporting Documents

#### Cash Expenses

Attach a file:

Please attach all quotes for costs that will be paid for in cash by your organisation.

#### In-kind donations

Attach a file:

Please provide evidence of all in-kind donations. For example, if you receive free timber from a sponsor you will need to provide a letter (on their company letterhead) identifying the donation and its value.

#### Volunteer labour contribution

Attach a file:

Please provide evidence of the volunteer labour that will be used in this project. This may be a simple table with jobs listed with an approximate number of hours required multiplied by our standard volunteer labour value. Basic labour is valued at \$30 per hour, skilled trade labour is valued at \$80 per hour.

### Sources of Funding

Please ensure that the total in your **Sources of Funding** table equals the total cost of your project.

Please ensure all costs are **inclusive of GST**.

Source of Funding	Amount of Funding
Grant (Max 50%)	\$
Applicant Cash Contribution (Min 25%)	\$
Applicant In Kind Contribution	\$
Applicant Volunteer Labour (Basic Labour - \$30 per hour)	\$
Applicant Volunteer Labour (Skilled Trade Labour - \$80 per hour)	\$
Other Sources of Income	\$
	\$
	\$
Total Cost of Sources of Funding must equal Total Project Cost	

### Sources of Funding - Supporting Documents

**Applicant cash contribution** - The applicant must provide evidence of their ability to finance their cash contribution. This will include a budget for the current year showing expected profit and loss and the most recent bank statement showing sufficient cash reserves to finance the contribution to this project.

**Applicant Cash Contribution \***

Attach a file:

Please provide evidence of your ability to finance your cash contribution. This should include a budget for the current year showing expected profit and loss and the most recent bank statement showing sufficient cash reserves.

**Other Sources of Income**

Attach a file:

**What other avenues of funding has your organisation applied for or looked at for this project? \***

**How do these impact on the project:**

**a) if successful?**

**b) if not successful?**

Project Support

**Please attach any letters of support from your governing bodies**

Attach a file:

Where applicable, the governing body of the applicant should provide a written endorsement of the application. Where applications are received by multiple organisations from within a single governing body, that governing body may be required to advise Council of their priorities in respect to those applications.

**Please attach any letters of support from any/all of your co-tenants at the project location**

Attach a file:



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**Please attach any letters of support from any other organisation**

Attach a file:

## Towards Albury 2050

\* indicates a required field

Towards Albury 2050 is Albury's community strategic plan developed in conjunction with the community and identifies community aspirations. Funding under the AlburyCity Sport and Recreation Grant program will be directed towards projects which help achieve these aspirations.

[Click here to read Towards Albury 2050.](#)

**Please select which Towards Albury 2050 goals your project will achieve: \***

- ☐ Support initiatives and facilities that encourage social inclusion and community connections to achieve better mental health outcomes.
- ☐ Partner and advocate to improve, promote and facilitate equitable access to human services and facilities for all with a focus on our seniors.
- ☐ Our spaces will provide a safe, inclusive and welcoming environment for our community to enjoy.
- ☐ Plan and develop infrastructure that supports youth-centric activities across our city.
- ☐ Advocate for improved access to formal and informal lifelong learning opportunities, facilities and services.
- ☐ Our buildings and spaces are designed to be inclusive and accessible to all community members.
- ☐ AlburyCity will create safe spaces and places by using the latest technology and approaches available.
- ☐ Albury will provide a diverse range of experiences - including entertainment, art and cultural experiences, sport and community driven events.

You can select one or more options

**Please describe how your project will achieve each goal you have identified: \***

## Supporting Information

\* indicates a required field

**How will this project benefit your co-tenants at the project location? \***

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**How will this project benefit other sections of the community besides your organisation? \***

**What other projects have been identified in the short and long term? \***

**Does your club run special events or become involved in community wide activities? \***

☐ Yes

☐ No

**If Yes, what are some of the unique initiatives that your organisation undertakes within the community?**

## Feedback and Applicant Declaration

**\* indicates a required field**

### Feedback - Information Provision

AlburyCity is committed to providing the best possible service for community organisations and we need your help to identify how we can do this better. Please answer the following questions to help us provide a better service in the future.

**Please select from the list, how your organisation became aware of this program: \***

- ☐ Social Media
- ☐ AlburyCity Parks and Recreation Newsletter
- ☐ Discussions with Council Staff
- ☐ Local TV
- ☐ Local Radio
- ☐ Word of Mouth

**How do you rate your organisation's awareness of grant programs available to your organisation? \***

- ☐ 1 (very unaware)
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 (very aware)

### Feedback - Online Application

We understand that grant applications can be difficult and we want to find out how we are doing and if we can improve the process for you. Please answer the following questions to help us provide a better service in the future.

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**How many hours did your application take to complete? \***

- ☐ Less than 2 hours  
☐ 2 hours to 4 hours  
☐ 4 hours or more

**Did you experience any problems or can you suggest any improvements we could make to this application process? \***

**Will you apply for an AlburyCity online grant in the future? \***

- ☐ Yes ☐ No ☐ Maybe

**How many other grants has your organisation applied for in the previous 12 months? \***

- ☐ 0  
☐ 1  
☐ 2-3  
☐ 4-5  
☐ More than 5

## Applicant Declaration

- I certify that to the best of my knowledge the statements made in this application are true.
- I understand that if the Council approves a grant, I will be required to accept the conditions of grant in accordance with the Council audit requirements.
- I consent to the information contained within this application being disclosed to or by the Council for the purpose of assessing, administering and monitoring my current and any future the Council grant applications.
- I understand that if the Council approves a grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with the Council.

\*

☐ I have discussed the project included in this application with AlburyCity's Parks and Recreation team.

**Your Name \***

Title

First Name

Last Name

**Position in organisation \***

**Date of Declaration \***

