

# Sport and Recreation Infrastructure Grants Program 2022/2023

## FAQs



northern  
beaches  
council



<b>Acquittal</b>	Reporting on the activities and outcomes of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance and where funding was spent.
<b>Charity</b>	Listed on the Australian Charities and Not-for-Profit Commission (ACNC) website as a registered charity and/or eligible organisation.
<b>Grant</b>	Funding for a specified purpose directed at achieving goals and objectives consistent with Council's Community Strategic Plan or other strategic documents (e.g Northern Beaches Sportsground Strategy 2017).
<b>Incorporated body</b>	A legal entity (organisation) whose status is registered with NSW Government Fair Trading and operates within the scope of the Associations Incorporation Act 2009.
<b>Infrastructure</b>	In relation to this grant program, 'infrastructure' refers to capital works on a facility such as constructing or upgrading a clubhouse. This definition also extends to capital equipment items that can be removed but will become part of the facility such as tennis court nets or shade structures.
<b>In-kind contribution</b>	A product or service provided in lieu of cash valued at actual cost or calculated at specified volunteer hourly rate.
<b>Not-for-Profit</b>	An organisation that does not operate for the profit or personal gain of its members.
<b>Partial funding</b>	When less than the requested amount is granted to the applicant organisation. It will usually specify the components of the project that are to be funded out of the grant.
<b>Partnership</b>	Eligible organisations can make a joint submission and this is encouraged. However, one organisation will need to be the lead applicant. The lead applicant will take responsibility for the project's reporting and acquittal requirements. While a partnership may also exist between an eligible and non-eligible organisation, the main applicant MUST be the eligible not-for-profit body
<b>Progress Report</b>	A report provided to Council during the funding period on the progress and expenditure of the project. A template will be provided by Council.
<b>Public company limited by guarantee</b>	Charities and not-for-profit organisations can be registered under the Corporations Act 2001 as a public company limited by guarantee. This registration is with ASIC and is an eligible organisation

### Do I need to have an incorporation number and ABN?

You will be required to identify how you meet the criterion of incorporation by either providing a valid incorporation number or if you are incorporated by the ACNC indicating this so that a search of their register can be undertaken by staff.

Incorporated not-for-profit bodies are organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading or ASIC. Organisations listed on the Australian Charities and Not-for-profits Commission (ACNC) must have a current and up-to-date record.

Evidence of your organisation's not-for-profit status must be provided in the application. See:

- NSW Fair Trading
- ACNC
- ASIC

An Australian Business Number (ABN) is not mandatory but should be provided if your organisation has one. The ABN will also assist in eligibility checks and, should your application be successful, will need to be provided as it will form part of the funding agreement and tax invoices relating to the grant. If you do not have an ABN, but meet the other eligibility requirements, you will be required to provide a Statement by Supplier Form if you are successful in receiving funding.

### What do I need to know about GST?

The grant application form requests all monetary information to be exclusive of goods and services tax (GST). If your organisation is registered for GST and you were successful in your application for funding then GST will be added to your grant amount at the point of invoicing. If your organisation is not registered for GST, then any applicable GST will be at the expense of your organisation.

For example, if your application is granted \$10,000 (excl. GST) and is registered for GST you would submit a tax invoice for \$10,000 plus GST for a total of \$11,000.

However, if your organisation is not registered for GST and requests \$10,000 (excl. GST) your invoice would be for \$10,000 with no GST component identified.

### When must my project be completed?

Your project should be implemented between November 2022 and 31 May 2023.

All funds awarded under the Sports and Recreation Infrastructure Grant Program must be spent by 30 June 2023

An inspection of the project works undertaken must be undertaken by a nominated Council staff member prior to submission of your acquittal.

### **Will my application be accepted if I haven't completed all the questions?**

While not all questions are mandatory, some questions will require an answer in order for appropriate eligibility checks and assessment to be undertaken.

Mandatory questions are marked within the application form with a red\*. You will not be able to submit your application without filling in the mandatory questions.

Every question in the application is designed to inform the assessment panel on the merits of your project. Failure to answer a question may result in an incomplete picture and subsequent lower score at assessment.

### **Do I have to submit my application online?**

Yes, you must submit your application online through the SmartyGrants application form. The link to this is on the Northern Beaches Council website. If you have problems accessing a computer or need help with the online application form please contact Jacinta Houston on 02 8495 5473 or [jacinta.houston@northernbeaches.nsw.gov.au](mailto:jacinta.houston@northernbeaches.nsw.gov.au)

### **I couldn't submit my application by the closing deadline - will you still accept it?**

SmartyGrants will close the grant round at 11:59pm on the closing date 11 September 2022. You should make every effort to submit your application prior to this deadline, ensuring you leave enough leeway to allow for slow internet or an error that the system brings up regarding your application (i.e. an unanswered mandatory question).

If you have made every effort to submit your application on time and there are exceptional circumstances that prevented the submission from being accepted, please contact the Grants Coordinator immediately either on 9970 1628 or [grants.officer@northernbeaches.nsw.gov.au](mailto:grants.officer@northernbeaches.nsw.gov.au)

If the circumstances regarding your failed submission are accepted as beyond your control and unforeseen, your application may still be accepted however this window is valid only for 12 hours after the closing deadline.

Exceptional circumstances could include but are not limited to:

- Northern Beaches Council SmartyGrants software failures
- Natural Disasters
- Power outages affecting the ability of the applicant to submit their application by the deadline
- Death or disability of key personnel.

### How should I enter information into the budget tables?

You need to include as much detail and be as accurate as possible when filling in the budget details.

The budget should be broken down into identifiable and realistic components so that the assessment panel can determine where you are planning to spend the grant money and any other financial contribution to the project and their status.

Similarly, you should clearly identify all sources of funding income for the project. This grant application is one source of unconfirmed income; other sources could include your organisation's contribution or other grants/ contributions from other organisations. Your total income should equal the total expenditure. In-kind contributions are captured separately. You will need to provide quotes to substantiate the funding amount requested. Quotes should align with and substantiate information provided in the project budget.

### For example:

Income (Cash)	Amount \$ - GST Exclusive
Amount of funding sought in this application	\$13,000
Cash contribution from State Government confirmed	\$10,000
Cash contribution from Federal Government – confirmed	NIL
Cash contribution from applicant organisation	\$6,000
Cash contribution from other source	NIL
<b>Total Income</b>	<b>\$29,000</b>

Income (Cash)	Source	Amount \$ - GST Exclusive
Materials including XYZ	Council grant	\$9,100
Labour/consultants/Contractor	Council grant	\$13,900
Promotional materials – printing	Applicant contribution	\$6,000
<b>Total Expenditure</b>		<b>\$29,000</b>

### **In-kind contributions**

You can separately identify in-kind contributions such as donated goods and (professional) services or volunteer hours in a separate table.

Donated goods and services should reflect the actual value should you have had to pay for them. Volunteer hours should be calculated at \$25 per hour. Where you are claiming Professional Services (i.e. an electrician) the professional must be able to demonstrate appropriate qualifications, licenses and insurance to be able to undertake work on Council facilities.

### **How do you manage conflicts of interest?**

A conflict of interest may be declared by an applicant and/or an assessor.

If a potential or actual conflict is identified by an assessor, this is referred to the relevant Executive Manager for review and to determine the appropriate course of action. All relevant Council policies also apply.

### **Who oversees the assessment process?**

The assessment process is overseen by an independent person who will advise the panel on their deliberations to ensure a fair and equitable process is undertaken in line with assessment criteria.

### **What does 'risk assessment' mean?**

#### **Why do you need it?**

A risk assessment identifies any risk to your project. It would be anything that would impact the delivery/implementation of your project. Identifying risks to your project and having measures in place to mitigate them demonstrates that you have considered your project in its entirety and are more likely to be prepared should a risk become a reality.

### **Can I upload additional and supporting materials?**

You will be able to attach additional documentation to support your application however it should be in support of your application, not form the basis of it. You will primarily be assessed on the information you enter in response to the questions. (Do not answer simply with 'see attachment'.)

### **How do I print or make a PDF of the application form?**

Your application is contained within the SmartyGrants system. Once you have started your application you can 'download to PDF' at any time. You can then print the PDF in hard copy.

### **I have previously received a grant, donation or sponsorship from Northern Beaches Council.**

#### **Can I still apply to this program?**

Yes. But you must have all relevant reporting up-to-date on any previous grant provided by Northern Beaches Council.

**What happens to unspent grant funds?**

If your approved project expenses come in at a lower than expected amount, Council will determine whether the remaining funds are to be returned to Council or allocated to another expense within your approved project. This will be done on a case-by-case basis. Applicants should notify the grant team as soon as they are aware of the cost variation.

**When will I know if my application is successful or not?**

It is expected that a recommendation by the assessment panel will go to a Council Meeting for adoption at the end of 2022. All applicants will be notified in writing regarding the outcome of their application for funding.

**Are previous applications available to view?**

No. Applications submitted to Council remain confidential and are not available for public review.