



GREATER SHEPPARTON CITY COUNCIL  
OUR SPORTING FUTURE  
GRANT PROGRAM  
GUIDELINES

## About this grant program

The Our Sporting Future Grant Program has been established to assist community organisations with the implementation of small to medium sized facility development projects and development programs for new and developing sporting organisations throughout the Greater Shepparton Municipality.

The Program aligns with the Greater Shepparton City Council's strategic objectives by fostering community well-being, enhancing sporting infrastructure, and promoting inclusivity and participation in sports, in accordance with the Council's Plan and development strategies.

For the 2024/2025 Financial Year there was a total funding pool of \$80,000 available across 5 categories. For Round 3 of this program there is a total funding pool of \$13,000 available across 4 categories.

Council strongly advises you to make contact with the Sporting Clubs Officer (Program Coordinator) at Greater Shepparton City Council prior to making an application to discuss your proposed activity and eligibility. Contact details are as follows:

Telephone: (03) 5832 9594

Email: [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)

## Expected timing for this grant program

Applications will be accepted until 5:00pm on the closing date.

Applications open: 24 February 2025 at 9:00am

Applications close: 31 March 2025 at 5:00pm

Notification of outcome: May 2025

Activity timeframes: May 2025 to May 2026

Late applications will **not** be accepted.

## How to Apply

Applications for this grant program must be submitted via Greater Shepparton City Council's SmartyGrants online portal. You can access this portal via the following link:

<https://greatershepparton.smartygrants.com.au/>

## Who can and can't apply?

All applicants' activities must be primarily based in Greater Shepparton.

APPLICANT TYPE	YES	NO
Not-for-profits, incorporated bodies, co-operatives or associations	✓	
Registered charitable organisations (refer to the Australian Charities and Not-for-profits Commission)	✓	
Unincorporated bodies with an auspice	✓	
Schools and learning institutions – only for activities that are not curriculum based and the primary benefit is for the wider community	✓	
Applicants that have received funding from this grant in the current financial year that are applying for more than one activity		X
Individuals without an ABN		X
Individual / Sole Traders (entity type with Australian Business Register)		X
For profits, commercial entities, registered businesses		X
Applicants with outstanding acquittals for grant funding from Greater Shepparton City Council (including auspices)		X
Applicants with outstanding debts or arrears to Greater Shepparton City Council or in legal proceedings with Council		X
An organisation involved in legal proceedings relating to winding up its operations, or experiencing insolvency or bankruptcy (this includes any legal bankruptcy – related actions against the organisations directors or officers).		X

### What if you are NOT incorporated?

If you are a not-for-profit organisation, you can still make an application by using an auspice. An auspice is an organisation that meets our eligibility criteria and agrees to support your application.

If you're successful, the auspice receives the grant money on your behalf so you can undertake the project work.

If you are intending to make an application using an auspice you must obtain written approval from your proposed auspice before you submit your application, and attach this to your application form.

### Insurance

Applicants must have Public Liability Insurance with a minimum amount of \$20 million. The Certificate of Currency for this insurance, will be required as part of the application process.

Applicants using an auspice would include a Certificate from the auspice organisation. A policy statement or receipt of payment is not an acceptable substitute for the Certificate of Currency.

### Permits and Approvals

Activities may require permits and approvals.

These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying for the grant, however obtaining these approvals will be a condition of the funding.

You must also be able to demonstrate that you are aware of the necessary permits and approvals in your application.

## What if my activity does not proceed?

If you are successful in obtaining a grant for your activity and it does not proceed, you must contact the Sporting Clubs Officer (Program Coordinator) at Greater Shepparton City Council in a timely manner to discuss the circumstances of the activity not proceeding, and organise returning the grant funds provided.

Failure to notify Greater Shepparton City Council of your activity not proceeding will deem future applications for all grants available ineligible.

## Program Categories

There are four categories of funding under the Our Sporting Future Grant Program. Please note an organisation/group cannot obtain funding in more than one category per round.

### Category 1: Minor

Our Sporting Future – **Minor** will accommodate projects on a \$1 to \$1 basis requesting assistance from Council of up to, but not exceeding \$13,000. Organisations may include up to 25% of the project cost as in-kind costs. Maximum of one successful funding application every two financial years per organisation.

### Category 2: Sports Aid

Our Sporting Future - **Sports Aid** will provide funding between \$500 and \$5,000 (without matching contributions) for the following types of projects:

- projects that provide support to new and developing sporting organisations.
- projects for special access and/or participation projects (that have not been tried before) i.e. a junior program to attract more members or a program that targets a specific group that have not been involved before with the organisation.
- planning initiatives that address the future sport and recreation needs of the club/organisation i.e. strategic or business plan, facility plan or detailed design work on a facility improvement.

A maximum of 3 projects over five years, or a maximum contribution of \$10,000 over a three year period per organisation.

### Category 3: Women & Girls

Our Sporting Future – **Women & Girls** will provide funding towards programs that increase participation opportunities for women and girls in sports clubs for development programs or training between \$500 and \$10,000 (without matching contributions) for the following types of programs:

- Leadership development programs including governance and leadership programs or training.
- Development programs aimed at increasing participation skills or official accreditation/training i.e. Female football umpires course, netball umpires courses for junior girls, swimming coaching accreditation.

A maximum contribution of \$10,000 over a five year period per organisation.

#### **Category 4: Junior and Youth Participation**

Our Sporting Future – **Junior and Youth Participation** will provide funding towards initiatives to increase participation in sport for teams/sport between eight and eighteen years of age where a significant decrease in participation has occurred over the previous 1-3 years, for between \$500 and \$5,000 (without matching contributions) for the following types of projects;

- Development programs or skills training to assist the engagement of junior and youth participation in community sport where participation has decreased (decreased participation levels to be demonstrated).
- Purchase of uniforms to help increase participation in junior and youth aged teams where participation has significantly decreased (decreased participation levels to be demonstrated with evidence provided from State Sporting Association's or Leagues).

A maximum contribution of \$10,000 over a five year period per organisation.

*Note: Any work or project that contributes to a Council asset must be discussed with the Sporting Clubs Officer (Program Coordinator) prior to application.*

#### **The following activities may be funded:**

Some examples of projects that the Our Sporting Future Grant Program may support:

- Sports surface development (Minor)
- OHS and Public Safety Improvements (Minor)
- Lighting Upgrades (Minor)
- Pavilion upgrades (Minor)
- Shade for participants and spectators (Minor)
- Disability Access (Minor)
- Purchase of modified equipment (Sports Aid)
- Establishment grants for new sporting groups and organisations (Sports Aid)
- Grounds maintenance equipment (Minor)
- Sports development programs or skills training (Women's and Girls)
- Coaching accreditation (Women's and Girls)
- Sports development programs or skills training (Junior and Youth participation)
- Purchase of uniforms (Junior and Youth participation)

#### **The following activities will NOT be funded:**

- Projects that require ongoing funding or support other than the initial grant.
- Requests for retrospective funding, where projects have commenced or are completed prior to receiving funding approval.
- The purchase of land.
- Routine or cyclical maintenance works to existing facilities.
- Project areas designated for gaming machine operations within a proposed facility. In addition, applications where the recipient organisations receive revenue from electronic gaming machines will not be funded.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance.

- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, utilities and other outgoings.
- Requests for the purchase of recreation, entertainment and sporting equipment i.e. Bats, balls, uniforms (with the exception of projects under the Sports Aid and Junior and Youth Participation categories).
- Community transport or any other type of vehicle.
- Projects and activities not held within the activity timeframes.
- Projects and activities held outside the Greater Shepparton municipality.
- Applications received after the closing date.
- Projects that are clearly a duplication of an existing service.
- Fundraising activities.
- Funding is NOT available for ongoing expenses or for projects which have already commenced or have been completed.
- Projects and activities that are discriminatory in any way, or contravene any legislation.

## Budget

The budget must include details on all income (all sources of funding which will be used to deliver the project, including the requested amount from this grant) and all expenditure (costs involved in the project). Income and expenditure must be equal. Below is an example of the budget table within the application form.

Please provide a copy of quotes with your application for expenses exceeding \$1,000.

Income	\$	Expenditure	\$
Council Event Grant	\$2,000.00	Face Painting	\$80.00
Market Stall	\$600.00	Community group payments	\$500.00
Cars and Public Entry	\$1,000.00	Bar	\$560.00
Bar	\$800.00	Canteen and BBQ	\$1,750.00
Canteen and BBQ	\$2,000.00	Jumping Castle	\$250.00
	\$	Musicians	\$500.00
	\$	Music equipment hire	\$250.00
	\$	Prizes for Colouring Competition	\$60.00
	\$	Prizes for Car Competition	\$550.00
	\$	Marque Hire	\$300.00
	\$	Craft Table	\$100.00
	\$	Flyers Printing	\$700.00
	\$	Folding of Flyers and distribution	\$100.00
	\$	Advertisement	\$700.00
	\$6,400.00		\$6,400.00

It is also necessary to detail the in-kind contributions, if any, that will be made to the activity in the In-Kind section of the application form. Below is an example of this table within the application form.

If you have volunteers working on the project, include their contribution at the following values:

- \$25 per hour for unskilled labour
- \$40 per hour for qualified trades person
- \$65 per hour for machinery hire, including driver

## In-Kind

Please include details of any contributions to the project that you would normally pay for, but are being received at no cost to the project.

If you have volunteers working on the project, include their contribution valued at:

- \$25 per hour for unskilled labour
- \$40 per hour qualified trades person
- \$65 per hour machinery hire including driver

Person or organisation*	Task	Hours/Rate	Amount In-Kind*
Committee	Labour set up and remove display	10 hrs/\$25	\$250
Recreation Reserve	Loan of tables and chairs		\$100
Joe Blough	Sound equipment and tech support	4 hrs/\$40	\$160
Mary's Newsagents	Photo copy flyers		\$100
			Total* \$610

If your organisation is registered for GST the budget should be filled in GST exclusive. If your organisation is not registered for GST you should fill in the budget GST inclusive. Please refer to the [www.ato.gov.au](http://www.ato.gov.au) website for further details.

## Approvals

In some cases, approvals to carry out the proposed project may be required from Council or external organisations.

- **Crown Land:** If the project is to take place on Crown Land, approval may be required from various Victorian Government Departments.
- **Council Land:** Approval may also be required from Council to carry out a project on Council owned land.
- **Building and planning permits** may also be required before your project can commence.

In these cases, applicants can elect to either obtain approvals prior to submitting their application, or may wait until funding is granted to seek approvals. Applicants should note that although funding may be secured, this does not constitute approval to start the project.

All necessary approvals and permits must be obtained prior to the initial onsite meeting, following funding, and prior to the commencement of any works.

Council Officers can assist applicants with the process of gaining approvals either before submission of an application, or following granting of funds.

## Playgrounds and sport facilities on school grounds

The following specific guidelines apply for playground or sports facilities at schools (Government or Private) on non-Council land.

The Council will consider the provision of financial assistance for playgrounds or sports facilities at local schools on non-Council land, where it can be demonstrated that there will be a significant benefit to the community, residents will have reasonable access to the facility

and the proposal is consistent with the Council's Playspace Strategy 2020 - 2030. The Council's contribution will be up to 25% of the total project cost.

To assess requests from schools, the Council will use the following criteria:

- How it aligns with the Council's Playspace Strategy 2020 – 2030.
- Estimated usage of the facility out of school hours.
- School policy on community access.
- Presence of features or barriers that restrict community access (i.e. locked gates, close proximity to area excluded from community use); and
- Pedestrian and cycling access to the facility.

Where the Council makes a financial contribution to a playground or sports facilities within school grounds on non-Council land, a written agreement between the Council and the relevant landowner will be entered into, inclusive of the following:

- That the Council be excluded from future ongoing maintenance and replacement costs associated with the playground or sports facility.
- That the relevant authority maintain the playground or sports facility at all times according to relevant Australian Safety Standards for Playground and Play Equipment, and be responsible for all costs incurred in doing so.
- That the playground or sports facility will be open to use by the general community after school hours.

### **How will applications be assessed?**

All applications received will go through the following assessment process:

- Eligibility checks against criteria for the funding of this program
- Panel Assessment with broad representation from Council Departments

The Assessment Panel will consider the following:

- Does the activity meet the objectives and activities of the program
- Does the activity have a broad community benefit
- Is the activity well planned and feasible within the timeframes provided
- Evidence that the activity will be well supported by the community
- Evidence that the activity will be inclusive and accessible for the whole community
- Does the intended activity align with the following strategic documents:
  - Greater Shepparton City Council Plan 2021-2025
  - Greater Shepparton City Council Sport 2050 Strategic Plan

The Council Plan and other Strategies can be accessed at [www.greatershepparton.com.au](http://www.greatershepparton.com.au)

Once applications have been assessed by the panel, a recommendation of funding will be presented to the relevant Department Director to provide final award of the grant funding under delegated authority.

### **Notification of outcome**

All applicants will be notified as to the outcome of their application via the email address provided in the application.

Please refer to the timetable on the website to confirm the date we aim to notify you of the outcome of your application.

Multiple applications from one organisation will not be funded under this program.



## **If your application is successful**

Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement.
- Spend the grant money in accordance with the conditions stated in the funding agreement and provided for in the application.
- Return any unspent funds at the completion of the activity, or at the end of the agreement unless prior written approval has been obtained to expend the funds in another way.
- Complete in full detail an acquittal form to the satisfaction of Council.
- Acknowledge Greater Shepparton City Council sponsors of the project receiving funding.

## **If your application is NOT successful**

If your application is not successful you will be notified in writing and provided with an opportunity to discuss the outcome with the Program Coordinator and Grants Coordinator.

In some cases, the assessment panel may consider your application more suited to one of Council's other grant programs. If your application is more aligned with another funding program, Council will contact you and let you know.

If an application is made to an alternative funding stream within Council, only one funding application may be considered per financial year for the same activity.

If there are funds remaining in the grant pool, we may choose to offer a second round of funding. Whilst unsuccessful applicants are eligible to reapply, we would recommend revising the application prior to ensure it fits the objectives of the program and assessment criteria before doing so.

## **Diversity and Inclusion**

Council acknowledges, celebrates and supports the diversity of the Greater Shepparton community, as a tool to ensure activities and programs are inclusive of all. It is therefore important applicants demonstrate a range of diversity strategies within their application.

Below are examples of ways in which you may demonstrate inclusion of all in your program/activities. Please note, these are examples ONLY and we encourage your group to develop a range of inclusion practices unique to your application.

- Aboriginal and Torres Strait Islander communities
- Migrant and refugee communities
- People with a disability
- Lesbian, Gay, Bisexual, Transgender and Gender Diverse, Intersex, Queer, Asexual communities (LGBTIQA+)
- Women, young people and seniors
- Provision of accessible facilities such as parking, toilets, ramp access and accessible seating
- Gender inclusion
- Information available in accessible formats, such as large print, alternative language, plain English, the use of interpreters, such as Auslan for people who are Deaf

- Availability of a broad range of foods
- Ensuring all published materials avoids acronyms and jargon
- Take religious and cultural occasions into consideration when planning events.

Council Officers are available to support you with identifying, capturing and reflecting diversity within your application through the following contacts:

- Aboriginal Engagement Officer
- Access and Inclusion Officer
- Multicultural Development Officer
- Youth Development Officer
- Positive Ageing Officer
- Social Equity and Safety Coordinator.

Please contact Customer Service on (03) 5832 9700 and ask to speak to the relevant Officer/s. Alternatively, you can contact the relevant Officer via [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)

Greater Shepparton City Council will consider the equitable reach of this funding program during the assessment and final decision-making processes. Projects should support diverse communities including:

### **Gender Equality**

Council has a duty to promote gender equality through the Gender Equality Act 2020.

Applicants to Council's grant programs are encouraged to demonstrate evidence of how your organisation considers and promotes gender equality within their policies, programs and services.

### **Sustainability and Environment**

Council has declared a climate emergency and adopted a 2030 Zero Emissions target to address the causes and impacts of climate change that are already affecting our communities.

Applicants to Council's grant programs are encouraged to consider sustainability outcomes and the impact of their project on carbon emissions and minimise carbon emissions i.e. by using recycled products, reducing or eliminating waste, using local products or using renewable energy.

Applications that support communities to thrive under a changing climate will be highly regarded.

You are encouraged to visit the Greater Shepparton City Council website for more information on Council's commitment to the environment:

<https://greatershepparton.com.au/animals-environment-and-waste/environment>

### **Final Acquittal**

You will be required to report back to Council when your project is completed. The Acquittal process is important because it enables Council to continuously evaluate the success of the program.

You must report back to Council within the timeframe provided in your funding agreement. The financial acquittal is an income and expenditure statement for the grant confirming that funding has been spent on the activity in accordance with the funding agreement.

Council officers may request meetings with you to check the progress or undertake an independent audit of the records of the applicant as they relate directly to the grant.

It is the responsibility of the applicant to maintain accurate financial records for the grant and make them available in the event of an audit by the Council into the use of the grant. An organisation which fails to submit their acquittal documents is deemed ineligible to apply for any future funding from Council, until their acquittal is completed and approved by Council.

## **Mandatory Requirements**

There are several mandatory requirements specific to the Our Sporting Future Grant Program. Organisations must provide copies/evidence of the following mandatory requirements with their application for the Our Sporting Future Grant program. Please note that applications will not be assessed until all mandatory requirements are attached, a table below outlines the mandatory requirements for each category.

### **Evidence of Liquor Licence**

Where a Sporting Clubs sells or serves alcohol, they must submit a copy of their current liquor licence.

### **Evidence of Code of Conduct**

Evidence of the development and use of a Code of Conduct policy for players, spectators and officials must be provided.

A fun and safe sports club promotes and enforces appropriate codes of behaviour. Codes can be developed through your state sporting associations or visit Sport and Recreation Victoria at [www.sport.vic.gov.au](http://www.sport.vic.gov.au) and visit 'Fair Play Code' that provides codes of behaviour for user friendly junior sports clubs.

### **Evidence of a Risk Management Plan**

Risk Management plays a major role in sporting clubs. The development of a Risk Management Plan assists your club in identifying any potential risks that may affect your club. The Risk Management Plan required needs to be a plan that covers the organisations and its operations and not a project specific risk management plan. For support with a Risk Management Plans for individual sports contact your State Sporting Association.

### **Evidence of the development and use of an Access for All policy**

Is your club inclusive for all members of our community?

Include evidence that your club has a considered approach to inclusion for people of all abilities. Culturally and Linguistically Diverse communities, and Aboriginal and Torres Strait Islander peoples to ensure your club is an inclusive and culturally safe environment for all to volunteer or participate in sport.

For further information please contact Valley Sport on (03) 5831 8456.

## Volunteers undertaking Working With Children Checks

The Working With Children Check (WWCC) is one mechanism to help keep children safe. It is designed to complement good recruitment, selection (including reference checking), supervision and training practices for staff and volunteers who work with children. For further details contact Department of Justice on 1300 652 879 or visit <https://www.workingwithchildren.vic.gov.au/>

## Financial Information

Organisations must provide a recent Audited Financial Statement **or** Committee endorsed Balance Sheet and a copy of a current Bank Statement/s to ensure that the organisation has matching funds required to complete the project.

## Public Liability Insurance Certificate from your organisation

Organisations must provide a copy of their current Public Liability Insurance to the value of \$20 million (most sporting clubs can obtain this through their state sporting body).

## Quotation for works

Organisations applying for funding must provide written quotes as part of their application, as specified in the table below;

Category	Quotes Required
Sports Aid	One (1) written quote
Junior and Youth Participation	One (1) written quote
Women and Girls	One (1) written quote
Minor	Two (2) written quotes

Where multiple quotes are provided it is suggested the applicant specify their preferred quote in the application and that the budget matches the quoted amount.

## Mandatory Requirements Table

	Sports Aid	Junior and Youth Participation	Women & Girls	Minor
Liquor Licence ( <i>where alcohol is served or sold</i> )	✓	✓	✓	✓
Code of Conduct	✓	✓	✓	✓
Risk Management Plan	✓	✓	✓	✓
Access for All Policy	✓	✓	✓	✓
Working with Children Checks	✓	✓	✓	✓
Financial Information	✓	✓	✓	✓
Public Liability	✓	✓	✓	✓
Quotes	✓ 1	✓ 1	✓ 1	✓ 2

We welcome your application for the next Round of the Our Sporting Future Grant Program and encourage you to make contact with the Sporting Clubs Officer to discuss your application prior to submission.

### Contact Details

Greater Shepparton City Council  
Parks Sport & Recreation – Sporting Clubs Officer  
Phone: (03) 5832 9594  
Email: [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)  
Website: [greater-shepparton.com.au](http://greater-shepparton.com.au)



## CONTACT US

**Business hours:** 8.15am to 5pm weekdays

**In person:** 90 Welsford Street, Shepparton

**Mail:** Locked Bag 1000, Shepparton, VIC, 3632

**Phone:** (03) 5832 9700

**SMS:** 0427 767 846

**Fax:** (03) 5831 1987

**Email:** [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)

**Web:** [www.greatershepparton.com.au](http://www.greatershepparton.com.au)

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