

RECREATION AND ACTIVE LIVING CAPITAL DEVELOPMENT GRANT PROGRAM



Woori Yallock Cricket Net upgrade 2020-2021 Capital Development Grant Project

FUNDING GUIDELINES 2021/22

What is the Capital Development Grant Program?

Yarra Ranges Council will provide funding to not-for-profit recreation and sporting organisations within the municipality to improve their existing facilities. This can be achieved through improvements to buildings, outdoor spaces and outdoor facilities as long as the building/area is owned and/or maintained by council.

The objective of the Capital Development Program is to support the local community to carry out projects that will improve and benefit not only sport and recreation Clubs in the Yarra Ranges, but also the wider community.

Why Yarra Ranges Council funds the Capital Development Grants

Yarra Ranges Council is committed to:

- Improving the physical and mental health of its community through sport and recreation
- Increasing participation across all sports and recreation activities.
- Support active living
- Improving the safety of the community

Important dates

Event	Date
Applications open:	9am, Monday 14 th June 2021
Applications close:	12am, Sunday 25 th July 2021
Evaluation process:	August 2021 to September 2021
Projects to be completed:	October 2021 to 30 June 2022

****the project should be completed no later than 30 June***

About the Grant?

- Grants are up to \$30,000
- Club contributions will constitute a minimum 50% of the total project cost (In-kind contributions will be accepted based on valid quotations)
- Total project cost can be no more than \$80,000 - which would consist of \$30,000 from Council and \$50,000 from the sport and active recreation organisation
- Funding is provided as a one-off grant for a capital improvement, to buildings, facilities or land managed/maintained by Yarra Rages Council under a lease/licence or annual/seasonal tenancy
- Only one application per organisation will be accepted.

Who Can Apply

- Not-for-profit sporting or active recreation organisations that have a current lease/license or tenancy agreement with Yarra Ranges Council.

Who Cannot Apply

- Individuals
- Profit making organisations (Businesses).
- Sport or active recreation organisations without a current lease/license or tenancy agreement with Yarra Ranges Council

Eligible Projects

- Improvements to pavilions and club rooms, including kitchens, bathrooms and social space
- Improvements to sporting and recreational facilities
- New infrastructure initiatives to encourage active living
- Projects that reduce risk/improve safety
- Storage improvements
- Fencing

Priority will be given to projects that address the following objectives:

- Improve opportunities and/or the environment for female participation in sport and recreation
- Improve access for disadvantaged groups (e.g. disability, cultural, low socio-economic) to sport and recreation facilities
- Projects that incorporate sustainability elements in design, materials or outcomes ie. environmental, economic or social

Ineligible Projects

- Maintenance works considered as your organisation/ clubs' responsibility under the current Tenancy or Lease agreement with Council
- Projects which exclude access to the public or community groups
- Ongoing administration/operational costs
- Works that have already been started or completed
- Sports Lighting Upgrades
- Appliances and/or non-permanent equipment.

Assessment Criteria

Criteria	Weighting
1. Clear evidence of demand for the project and the ongoing benefits to community participation.	40%
2. The degree to which the organisation has provided the required project documentation and can demonstrate the ability to deliver the project	30%
3. Demonstrated increased opportunities for female participation and/or disadvantaged groups.	25%
4. Sustainability elements incorporated in design, materials or outcomes.	5%

Prior to applying

Please consider the following prior to completing your application;

1. Discuss the grant opportunity with the Club Committee
2. Is there a project that will meet the criteria and enhance the Club?
3. Do you have the required funds to contribute?
4. Are you capable of delivering the project within the timeline?
5. Is there someone who can arrange the project and has the required time/skills?
6. Contact Recreation & Active Living (Sport Team) to discuss the project and ensure it is eligible
7. Commence planning and research your project in detail.
8. Develop a clear project plan & collect required project information outlined in the online application form

Supporting documentation required as part of application:

Quotes and/or cost estimates	Mandatory
Draft plans/design/project details	Mandatory
Evidence of funds ie. Bank statement or letter from funding provider	Mandatory
Council's Project Management Framework	Mandatory
Letters of support	Desired
Current Annual Report or Business plan	Desired

If your project is successful you will need to provide the below documentation before commencement:

Updated Project Management Framework	Mandatory
Signed Council funding agreement	Mandatory
Evidence of Permit application only if required ie. Building or planning	Mandatory
Confirmation of tradesperson/contractor/supplier for project	Mandatory

How to Apply

- Head to the link: [Apply for a Capital Development Grant Yarra Ranges Council](#)
- Follow all the information and prompts on the online form
- Save as you go, to reduce the risk of losing your work
- You may save you application mid-way through and come back to it at another time
- If you have trouble attaching any supporting documents to the application form, email them through separately to recreation@yarraranges.vic.gov.au with your application number no later than 5 business days after the closing date of the grant program

Successful Applicants

Council will review applications after **25th July** and notify applicants of the outcome by **1st October**. All applicants will be notified via email.

Payments

- Payments of grants will be done via EFT
- **80%** of the monies will be transferred once the above mandatory requirements for Council have been received
- The remaining **20%** will be transferred upon competition and inspection of works by Council.

Variations

- Approval for any variation to projects outside of the completion timeframe must be received in writing to be considered by Council.

Further information

If you require further information or have questions, please contact;

Name	Position	Contact details
Jason Young	Recreational Development & Liaison Officer	p 9294 6773 m 0456 781 725 e j.young@yarraranges.vic.gov.au
Kat McDonald	Project Support Officer	p 9294 6390 e k.mcdonald@yarraranges.vic.gov.au
General enquiries	Yarra Ranges Council Customer Service Team	p 1300 368 333 e recreation@yarraranges.vic.gov.au