

1.16 Community Sports & Recreation Facilities (CSRFF) Small Grant Funding Policy

Document Owner	Executive Director Community Services
Responsible Officer	Manager Recreation Services
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Objective

The Council Community Sports & Recreation Facility Funding (CSRFF) Policy is to guide the equitable and sustainable distribution of municipal funds to support eligible community sporting and recreational projects.

Scope

The City of Albany recognises the importance of providing or facilitating physical activity opportunities through accessible, safe and affordable facilities that meet the identified needs of the community.

Community-driven sport and recreational projects that assist to meet this need can access funding through the following the Department of Creative Industries, Tourism and Sport (DCITS) funding streams:

- Community Sports and Recreation Facility Funding (CSRFF); and
- Club Night Lights.

The City of Albany is identified as a potential funding partner for CSRFF and Club Night Lights applications but is not obligated to make any contribution.

This Policy outlines the City of Albany's framework for the contribution to, and assessment and ranking of CSRFF and Club Night Lights grant applications in line with the DCITS guidelines.

Policy Statements

Eligibility & Ranking

- A.** The City of Albany will consider requests for funding support from community sporting clubs and associations applying to CSRFF or Club Night Lights funding rounds that:
 - Meet the DCITS eligibility criteria;
 - Promote joint provision; shared and multi-use community facilities; and
 - Align with Council's strategic objectives.
- B.** Applicants for CSRFF and Club Night Lights funding must:
 - Be an LGA or not-for-profit sport, recreation or community organisation;
 - Be incorporated under the WA Associations Incorporation Act 1987; and
 - Have an Australian Business Number (ABN).
- C.** The City of Albany will rank applications based on DCITS guidelines and will seek an independent assessment of those rankings.

Financial Contribution

- D. The City of Albany's contribution to a community sporting club or association for a grant-eligible project will not exceed 33% (ex GST), to a maximum of \$600,000 of the total project cost.
- E. Funding can be staged over multiple years but will not exceed the maximum contribution for a grant-eligible project and does not reset for each stage of a project.
- F. If Council does not approve the full amount of City of Albany funding requested, or CSRFF funding is less than requested, the applicant is responsible for sourcing the balance of funding.
- G. If project costs exceed the quotes associated with the funding application at any stage of the project, the applicant is responsible for funding the shortfall.
- H. Applicants are responsible for understanding and managing the GST component of their grant.
- I. If an applicant is unsuccessful for CSRFF funding, Council may still consider making its approved contribution to an applicant's project, subject to:
 - The applicant making at least two (2) attempts to leverage CSRFF funding; and/or
 - The applicant demonstrates it can source the remaining project funding.
- J. Council will not provide self-supporting loans to sport and recreation projects.

Budget Allocation and Timeframe

- K. Council will include an annual allocation in its budget for the purpose of supporting CSRFF Small Grant Round and Club Night Lights applications, known as the "Capital Seed Fund".
- L. The annual allocation to the "Capital Seed Fund" will be determined by Council as part of its annual budget process.
- M. Council will maintain the "Parks and Recreation" Reserve to assist with providing Council financial capacity to consider contributions towards community sporting club and association projects that are eligible for the Forward Planning Grants, or which exceed the funding capacity of the Capital Seed Fund.
- N. Council will consider requests for funding from community sporting clubs and associations towards CSRFF Forward Planning Grant Round applications, or applications that exceed the capacity of its Capital Seed Fund, in its absolute discretion and subject to:
 - Budget capacity;
 - Council priorities; and
 - Policy Statements 'B' and "D".
- O. City of Albany applications to CSRFF or Club Night Lights grants for City-owned or managed sporting and recreational facilities will require Council-approved budget allocations and will not draw on the Capital Seed Fund.

Capital Seed Fund

- P. Unallocated Capital Seed Funding in any financial year will be carried forward in the budget to the following financial year.
- Q. Projects receiving Capital Seed Funding must:
 - Meet the CSRFF and Club Night Lights eligibility criteria;
 - Be within the boundaries of the City of Albany municipality; and
 - Discuss their project with the City Manager Recreation Services and DCITS Regional Manager prior to application.
- R. Consistent with CSRFF and Club Night Lights guidelines, and Policy Statement 'A', the types of projects which will be strongly supported for Capital Seed Funding include:
 - Upgrades and additions to existing facilities;
 - Construction of new facilities to meet community sport and active recreation needs;
 - Lighting projects;
 - Projects which are 'shovel ready'.

- S. Funds allocated to a project through the Capital Seed Fund can be accessed by the applicant up to 16 months from the date Council approves the contribution, subject to the conditions of Policy Statement 'I'.

Application & Assessment

- T. The process for considering CSRFF small grant round applications within the 'Capital Seed Fund' is detailed within Appendix A (Process Map for applications for Capital Seed Funding).
- U. Where a project exceeds the funding capacity of the Capital Seed Fund (refer to Policy Statement 'N'), the application will follow a separate process that includes:
- Club meets with City officers to present project and seek guidance on progressing an application;
 - City officers receive formal project and funding proposal from Club and briefs City executive management;
 - Club meets with Elected Members and City executive management (March/April) to present proposal and seek financial support via a budget allocation;
 - Club is notified of outcome of budget request and, if supported, continues the CSRFF application process.
- V. Assessment of applications will be made based on the key principles of facility provision outlined by DCITS in the CSRFF guidelines. In addition, assessments will consider the following criteria:
- Project justification;
 - Planned approach;
 - Community consultation;
 - Management planning;
 - Access and opportunity;
 - Design;
 - Financial viability;
 - Coordination;
 - Potential to increase physical activity; and
 - Sustainability.

Out of scope

- W. This policy does not reference, influence or impact other funding or financial assistance programs delivered by the City.

Legislative and Strategic Context

The legislative and regulatory context that governs the delivery of sport and recreation funding in the City of Albany includes:

- The Local Government Act enables Councils to plan and provide for wellbeing within the community and respond to community needs.
- The DCITS CSRFF Guidelines, and Club Night Lights Guidelines.

The City of Albany Strategic context (Community Strategic Plan) that provides the broad framework within which this Policy operates and/or needs to comply:

- **Strategy:** Strategic Community Plan 2032
 - **Pillar:** People
 - **Outcome 2:** A happy, healthy and resilient community.
 - **Objective 2.2:** Improve access to sport, recreation and fitness facilities and programs.

Review Position and Date

- This document is to be reviewed every three years.

Associated Documents

The following documents that have a bearing on this policy and that may be useful reference material for users of this policy, follows:

- City of Albany Strategic Community Plan 2032
- DCITS CSRFF Guidelines

Definitions

Key terms and acronyms used in the policy, and their definitions:

- **CSRFF** means the Community Sport and Recreation Facility Fund.
- **DCITS** means Department of Creative Industries, Tourism and Sport (*formally known as the DLGSC (Department of Local Government, Sport, and Cultural Industries)*).
- **LGA** means a Local Government Authority.
- **Recreation:** an activity of leisure for free time often done for enjoyment and can be considered healthy, fun, and social.
- **Shared / multi-use:** Locating/integrating two or more groups which utilise the same facility and operate under a shared management structure.