

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

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|----------------------------|---------------------------------------|
| <b>Policy Owner</b>        | Executive Director Community Services |
| <b>Responsible Officer</b> | Manager Recreation Services           |
| <b>Date of Approval</b>    | 01/07/2205                            |
| <b>Amended/Revised</b>     | 03/07/2025                            |

### Objective

The objectives of this policy are to:

- Provide an equitable and transparent framework for the assessment and ranking of Grants in line with the Department of Local Government, Sporting and Cultural Industries (DLGSCI) CSRFF Small Grant Funding guidelines.
- Ensure all Capital Seed grant applications are considered as part of a strategic process to ensure the delivery of quality, sustainable facilities which align with the Councils strategic objectives.
- Provide a framework for the allocation of the Capital Seed Funds to assist with leveraging other funding opportunities and maximising the outcomes for the community.
- Provide a framework for the allocation of the Capital Seed Funds should an applicant be unsuccessful in their application to DLGSCI Small Grant Funding programs.
- Establish an assessment process that may be used to assess other project funding requests.
- Limit the City of Albany's contribution to grant eligible projects to 33% of the total project cost.

### Policy Statements

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.

The City of Albany will encourage and promote physical activity through:

- The provision or facilitation of reserves and facilities for structured community sport and recreation.
- Providing support to sporting clubs.
- Promotion of joint provision of shared and multi-use community facilities.

The City of Albany's Capital Seed Fund aligns with the DLGSCI CSRFF Small Grant Funding guidelines by:

- Developing basic infrastructure for sport and recreation.
- Supporting an increase in participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.
- Supporting joint provision and shared use of facilities.

### A. Eligibility

Applicants for CSRFF Small Grant Funding programs must:

- Be either a Local Government Authority (LGA) or not for profit sport, recreation or community organisation.
- Be incorporated under the Associations Incorporation Act 1987 (WA).
- Have an Australian Business Number (ABN).

Applicants for Capital Seed Funding must:

- Be a not-for-profit sport and recreation community organisation within the boundaries of the City of Albany municipality.
- Be incorporated under the Associations Incorporation Act 1987 (WA).
- Have an ABN.
- Be applying for the DLGSCI Small Grants Round.
- Have discussed their project with the City's Recreation Services staff.

As per the CSRFF Guidelines, the types of projects which will be strongly supported for Capital Seed Funds include:

- Upgrades and additions to existing facilities.
- Construction of new facilities to meet sport and active recreation needs.
- Lighting projects.
- Projects that are 'shovel ready'.

Priority will also be given to projects:

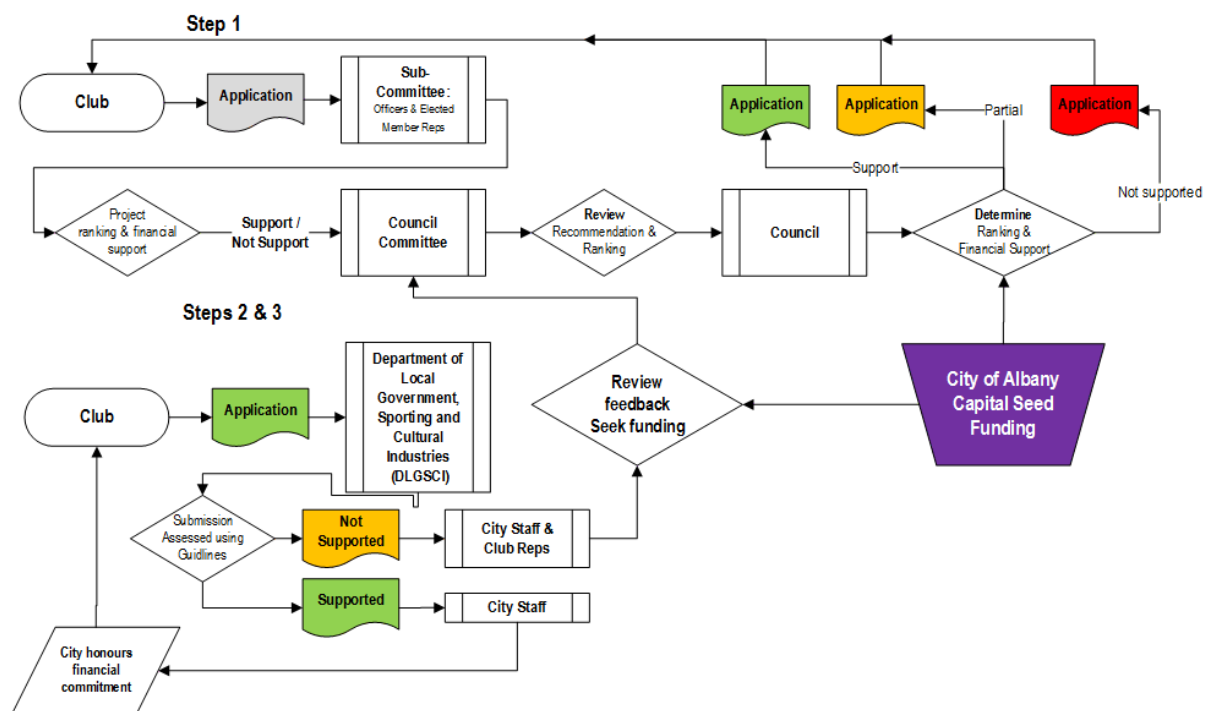
- Which lead to contemporary models of joint provision, facility sharing and rationalisation; and
- That clearly demonstrates that the project can be delivered and meets the CSRFF guidelines, clubs and communities expectations.

## B. Financial Contribution

Local government is not obliged to contribute to any successful CSRFF grant.

Request for the Capital Seed Fund may be considered with the following conditions: Capital Seed Fund will only be awarded in support of successful CSRFF applications.

- Capital Seed Funding of a maximum of one-third of the total estimated project costs (excluding GST), may be awarded to unsuccessful applicants providing that the applicant can source the remaining two-thirds of the total estimated project costs (excluding GST) to enable completion of the project.
- The City's contribution will not exceed a maximum of one-third of the total estimated project costs (excluding GST).
- If quotes are inaccurate applicants are responsible for sourcing additional costs.
- Applicants are responsible for understanding and managing the GST component of their grant application.
- Applicants must make at least one attempt to leverage CSRFF funding and demonstrate that other alternate funding opportunities have been explored.



Application Process Map

## D. Budget Allocation and Timeframe

The total Capital Seed Funds budget to be allocated each financial year to be determined on an annual basis by the Council.

Unallocated Capital Seed Funds to be carried forward to the following financial year.

## E. Out of Scope

It is not the intent of this policy to reference, influence or impact other funding or financial assistance programs delivered by the City, through City Business Units or other programs that may be delivered from time to time, however, the assessment process may be used to assess other project funding categories (refer to Definitions).

## Legislative and Strategic Context

The CSRFF and Capital Seed Funds for community sport and recreation groups directly relate to the City of Albany Community Strategic Plan (As amended) as outlined in the table below:

| Strategic Plan Theme              | Objective  | Community Priorities  |
|-----------------------------------|--|---|
| <b>Health &amp; Participation</b> | <i>To develop and support a healthy, inclusive, and accessible community</i> | <i>Develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages. Community Sporting Infrastructure Support Programs (Capital Seed Funds).</i> |

## Review Position and Date

- Oversight and delivery of activity generated by this Policy is within the Community Services Directorate.
- This policy and procedure is to be reviewed by the document owner every two years.
- This forms part of the future Sport and Recreation Futures Plan suite of documents (2015 – 2030).

## Associated Documents

All the following documents relate to this policy:

- Sport and Recreation Futures Plan (2015 – 2030) – Working Draft
- DLGSCI CSRFF Guidelines and Application Form
- DLGSCI Project Assessment Sheet
- City of Albany Public Health Plan

## Acronyms

- **CSRFF:** Community Sport and Recreation Facility Fund
- **DLGSCA:** Department of Local Government, Sporting and Cultural Industries
- **SSA:** State Sporting Association
- **LGA:** Local Government Authority

## Definitions

- **Health:** the World Health Organisation defines health as 'a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity.' Health and well-being take into account the places people live and the policies that shape their lives, as well as the individual lifestyles people pursue.
- **Organised Sport and Recreation:** involves participation in fixtured sporting events (e.g. netball/hockey/football) or activities that require the supervision or expertise of an instructor (e.g. aerobics).
- **Sport Spaces:** provide a setting for formal structured activities. Sports spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training. Sports spaces are designed to accommodate playing surfaces, buffer zones and infrastructure requirements of specific or general sporting activity. Players and spectators attend with the express purpose of engaging in organised sporting activity, training, and competition or watching the game. Most sports spaces can be accessed by community members for informal sports and recreation.
- **Recreation:** an activity of leisure for free time often done for enjoyment and can be considered healthy, fun and social.
- **Recreation Spaces:** Provide a setting for informal play and physical activity, relaxation and social interaction. Recreation spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward.
- **Active Public Open Space:** typically provides for more formal recreational pursuits and organised sporting activities (e.g. ovals, soccer pitches, netball courts). Active spaces within parks may also be hard non-green spaces, such as basketball and tennis courts which are important facilities for physical activity and exercise.
- **Incidental Activity:** includes active play and recreation, for example walking the dog, swimming, walking and cycling for recreation, walking for public transport.
- **Open Space Classification (from DLGSCI):** based on the function and catchment hierarchy. The function of the space refers to its primary use and expected activities:
  - **Recreation spaces** – provide a setting for informal play and physical activity, relaxation and social interaction
  - **Sports spaces** – provide a setting for formal structured sporting activities
- **Nature spaces:** provide a setting where people can enjoy nearby nature and protect local biodiversity and natural area values
- **Co-Location:** Locating/integrating two or more facilities on the same or adjacent sites
- **Facility Sharing:** Locating/integrating two or more groups that utilise the same facility and operate under a shared management structure.
- **Categorisation of Projects:**
  - **Small Grant Projects:** Value of total projects **up to \$300,000**. Projects of this scale are usually local in scale; planning is generally simple and does not require a project/facility manager. The annual and forward planning grants are more complex and require greater planning and consideration through the annual budget process. The financial total project costs for these types of grants are beyond the budget allocation and scope of the capital seed funding policy.
  - **Annual Grants Projects:** Value of total project costs of between **\$300,000 to \$500,000**. Beyond the scope of the financial support provided through the Capital Seed Funding Allocation. Projects of this scale are usually at a district level and require significant planning and project management skills. Clubs engage more closely with local government authorities. Annual Grants Projects are usually considered during the Council budget process. Examples – Large floodlighting projects, clubroom upgrades, reticulation systems, and new playing services.
  - **Forward Planning Category:** These are complex projects with total project costs **over \$500,000**. Complex projects of this nature are usually considered during the Council budget process. Example: Swimming pool, large synthetic fields, new clubrooms, and leisure/recreation centres.