

Active Spaces

Maintenance Guidelines



About the Program

Logan City Council is committed to improving the health and wellbeing of the Logan Community and by partnering with sport and recreation organisations a real change can be achieved. The Active Spaces - Maintenance provides organisations with an opportunity to apply for financial assistance towards your highest priority maintenance project/s.

Who can apply?

Any not-for-profit sport and recreation organisation operating on Council owned or controlled land, based in Logan and incorporated under the Associations Incorporation Act 1981 (Qld) or similar legislation are eligible to apply.

If your organisation is not the Head Lessee of the Council facility you will be required to submit a letter of support for your project from the Head Lessee.

Organisations **NOT** eligible to apply include:

- Organisations that are not operating on Council owned or controlled land
- Organisations that are outside the Logan City Council boundary
- For-profit organisations
- Schools
- Non-incorporated organisations
- National sport and recreation bodies
- Political organisations
- Government departments - State or Federal
- Organisations that have an outstanding debt to Logan City Council of 30 days or more at closing date of funding program
- Organisations that have not acquitted previous Active Logan Maintenance grant funds at closing date of funding program
- Organisations that are not compliant with the Office of Fair Trading at closing date of funding program

What can I Apply For?

Sport and recreation organisations can apply for projects that will support you to meet your maintenance obligations. Please see below table for example projects and required organisation contribution amounts:

Project Area	Examples	Minimum Organisation Contribution	Maximum Council will Fund
Maintenance	<ul style="list-style-type: none"> • Maintenance of maintenance equipment or machinery (eg. mower, line market, roller) • Annual pest spray and termite inspection • Removal of non-compliant sponsorship signs* • Re-keying facility* • Canteen/kitchen • Painting • Field light bulbs • Cleaning hard playing surfaces • Aerating and top dressing playing fields 	50%	\$5,000

* Please contact your Sport and Recreation Officer if you are considering applying for funding for these items.

Projects that will NOT be considered for funding include:

- Purchase of new maintenance equipment or machinery
- New facility projects
- Project that require approvals such as DA, building, plumbing, etc
- "Come & Try" days & activities
- Projects that have already commenced
- Payment for staff wages
- Payments to meet debts
- General utility expenses - eg. electricity costs

Funding Amount

Eligible organisations will be able to submit one (1) application requesting financial assistance from Council for suitable project/s. For multi-use facilities, organisations will not be able to apply for funding for the same project. There is no limit on the total project cost, however your organisation is able to apply for matched funding up to \$5,000 (excluding GST). Contribution of funding for In-Kind support is not eligible. Please see the below example:

Example 1

Organisation X wishes to apply for replacing lamps for field lighting. A quote received by the organisation has been valued at \$15,000. The organisation will need to contribute \$10,000 towards this project to be considered for funding and if successful Council will provide up to \$5,000 towards the completion of the project.

Example 2

Organisation X wishes to apply for paint to repaint their clubhouse and wood to replace worn boards on their deck. A quote received by the organisation for both projects has been valued at \$7,000. The organisation will need to contribute \$3,500 towards the projects to be considered for funding and if successful Council will provide \$3,500 towards the completion of the projects.

Assessment Process

Applications will be assessed by a Grants Assessment Panel.

The Assessment will ensure eligibility and assess the information provided by your organisation against Council's Assessment Criteria detailed below.

Assessment Criteria

Applications will be assessed according to the following criteria.

Consideration	Weighting
<p>Mandatory</p> <ul style="list-style-type: none"> • Organisation holds a current lease/tenure with Logan City Council • Organisation has provided letter of support (if not Head Lessee) • Completed current Organisation Planning Toolkit to a standard deemed by Logan City Council • Organisation has no outstanding debt to Logan City Council of 30 days or more at closing date of funding program • Organisation has acquitted previous Active Logan Maintenance grant funds at closing date of funding program • Organisation is compliant with Office of Fair Trade at closing date of funding program • Provided a copy of current Public Liability Insurance (\$20 million) • Evidence of matched funding contribution • The applicant has sought and submitted at least one written quote for the project/s 	

Strategic <ul style="list-style-type: none"> • The project/s aligns with the Organisation Planning Toolkit • The proposal has been discussed with Sport and Recreation Officer 	40%
Need/Benefit <ul style="list-style-type: none"> • The application demonstrates need/demand for the project/s and benefit for the organisation • The application outlines a plan for completion of the project/s 	30%
Financial <ul style="list-style-type: none"> • The application demonstrates value for money • The application identifies how similar projects will be funded in the future 	30%

Closing Date

Applicants seeking funding can apply by submitting an online application form prior to the closing date. Please note, late applications will not be accepted.

How to Apply

Please complete the online application on Council's website at

<https://www.logan.qld.gov.au/community-support/grants/sport-recreation-and-community-funding>

Please note that there is a limit of 20mb in total attachments.

Should you have any issues completing the form please contact Council's Sport and Recreation team on 3412 3412.

Acquittals

All successful applicants will be required to complete an online acquittal form. Acquittals must include a compliant invoice and demonstrated evidence of payment.

Acquittal forms must be finalised within 8 weeks from the completion of the project.

Applicants who do not complete and return the acquittal report will be ineligible for any future funding through the Active Spaces - Maintenance funding program.

FAQS

What if I need assistance with my application?

Applicants need to carefully read the guidelines and application form for each of the categories being considered for funding. Should you have any questions Council's Sport and Recreation team will be happy to assist. Please contact the team on 3412 3412 to discuss your project.

What if my application is successful?

If your application is successful you will be notified by Council and advised of the process for payment of your funds.

Is my organisation eligible?

If your organisation holds a current lease/tenure with Logan City Council you are eligible to apply for funding. Please contact Council's Sport and Recreation team on 3412 3412 if you are unsure about your organisations eligibility.

I have not completed an Organisation Planning Toolkit can I still apply?

If you have not submitted a completed current Organisation Planning Toolkit to a standard deemed by Logan City Council you will not be considered for funding.

Council's Sport and Recreation team will be happy to assist with completing the document. Please contact Council on 3412 3412 to discuss or access the Organisation Planning Toolkit via Council's website at <http://www.logan.qld.gov.au/community-support/grants/sport-recreation-and-community-funding>

What if I have previously submitted my Organisation Planning Toolkit or other documents to Council?

If you have previously submitted any documents you need to confirm that Council has these documents by contacting Council on 3412 3412. However, it is recommended to attach updated copies of these files to your application.

I am having trouble submitting an online application, what do I do?

Should you have any issues please contact Council's Sport and Recreation team on 3412 3412.

How long do I have to spend the funding?

Successful applicants have six (6) months from the date of successful notification to expend and acquit funds. However, organisations will be required to acquit all funding prior to applying for any future funding through this program.

Privacy Collection Notice:

Logan City Council is collecting your organisation details so we are able to contact you with updates regarding the Logan Sport & Recreation Funding Program and other Club Development opportunities. The information provided will only be accessed by employees and/or Councillors of Logan City Council and will not be given to any other person or agency unless you have granted us permission or we are required by law.