

# Active People

## Club Equipment 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 People - Club Equipment* funding program provides organisations that are based in Logan with an opportunity to apply for financial assistance towards equipment required for participation on training and game days.

### Who can apply?

Any not-for-profit sport and recreation organisation that has current junior participation (Under 18 years) and operating within the boundaries of Logan City and incorporated under the Associations Incorporation Act 1981 (Qld) or similar legislation are eligible to apply.

Organisations **NOT** eligible to apply include:

- Organisations that are not operating within the boundaries of Logan City.
- Organisations that do not have current junior participation (Under 18).
- For-profit organisations.
- Schools.
- Non-incorporated organisations.
- State or 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 or have not entered into and maintained scheduled payment arrangements with Council.
- Organisations that have overdue grant acquittals with Council (unless a specific grants program has alternate arrangements in place to manage overdue grant acquittals).
- 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 team/club equipment that will support or assist your organisation to enhance physical activity opportunities at your club. Please note this is not for equipment for individual members and all equipment will remain the property of the organisation.

Please see below table for example projects:

Project Area	Examples
Equipment that is required for participation in the activity.	<ul style="list-style-type: none"><li>• Balls</li><li>• Goal post pads</li><li>• Bibs</li></ul>

Items that will NOT be considered for funding include:

- Registration and/or game fees.
- Equipment for individual members.
- Clothing – uniforms.
- Footwear - boots/shoes.
- Reimbursement for equipment already purchased.

### Funding Amount

Eligible organisations will be able to submit one (1) application, per round. There are two rounds per financial year and priority will be given to those clubs who have not previously received funding in that financial year. Your organisation is only eligible to apply for funding up to the maximum allowable based on your current registered junior membership numbers. If your code of sport is not in current playing season the maximum funding allowable will be based on the previous seasons registered junior membership numbers. Please note your registered numbers may be verified with your relevant governing body.

Current Junior Membership	Maximum Council will Fund
1 - 100	\$ 500
101 - 200	\$ 750
201 - 300	\$1,000
301 - 400	\$1,500
401 - 500	\$2,000
500 +	\$2,500

## 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:

### Mandatory

- Organisations that are operating within the boundaries of Logan City.
- If you are a current lease holder on Council operated land you must comply with lease conditions including the completion of a 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 or have entered into and maintained scheduled payment arrangements with Council.
- Organisation has no overdue grant acquittals with Council (unless a specific grants program has alternate arrangements in place to manage overdue grant acquittals).
- Provided a copy of current Certificate of Incorporation or similar.
- Provided a copy of current Public Liability Insurance (\$20 million).
- The applicant has sought and submitted at least one written quote for the equipment

### Need/Benefit

- The application demonstrates need/demand for the equipment and benefit for the organisation.

### Financial

- Organisation is compliant with the Office of Fair Trading at closing date of funding program.
- Value for money based on quote provided.

## 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).

## Acquittals (Please refer attached Acquittal Fact Sheet)

All successful applicants will be required to complete an online acquittal form.

Acquittal forms must be finalised within 8 weeks from the expenditure of the funds.

Applicants who have overdue grant acquittals with Council (unless a specific grants program has alternate arrangements in place to manage overdue grant acquittals), will be ineligible for any future funding through the Active People - Club Equipment grants program.

## How to Apply

Please complete the online application on Council's website: [Sport and recreation funding – Logan City Council](#). (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 (07) 3412 3412.

## FAQS

### What if I need assistance with my application?

Applicants need to carefully read the guidelines and application form for the Active People - Club Equipment grant. 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.

### Can I apply for multiple different items?

Organisations will be able to submit one (1) application for multiple items. eg. balls, bats, post pads. The total amount requested should not exceed the allowable funding amount for your organisation.

### What if I have already purchased equipment?

Under the terms and conditions of this funding program, clubs are unable to be reimbursed for equipment purchased prior to receiving grant funding.

### 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 grant.

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

Yes, however if your organisation holds a lease/tenure with Logan City Council and you have not submitted a completed current Organisation Planning Toolkit to a standard deemed by Logan City Council you will not be eligible 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 [Club development – Logan City Council](#)

### 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 must not have overdue grant acquittals with Council (unless a specific grants program has alternate arrangements in place to manage overdue grant acquittals), prior to applying for any future funding through Council's funding programs.

\* Sport is a human physical activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport. (Active) recreation activities are activities involving physical exertion where the primary focus is individual or group participation and enjoyment over elements of competition where rules and patterns of behaviour govern the activity. Active recreation does not include 'active work' or 'active living'. For the purpose of this program, any reference to 'recreation' is defined as 'active recreation'.

#### **Privacy Collection Notice:**

Logan City Council is collecting your organisations 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.

## ACQUITTAL FACT SHEET

As per Council Policy, acquittals should be completed within 8 weeks of project being finalised or prior to any further Council funding being obtained.

Acquittals must include:

### Receipt for total amount of expenditure items

Receipt must include

- Date
- Company name
- Company ABN
- Club name
- Details of expenditure
- Amount of expenditure

### Statement of Account (invoice) from supplier showing payment in full

Invoice must include

- Date
- Company name
- Company ABN
- Club name
- Details of expenditure
- Amount with a zero balance

### Bank Statement/Bank Remittance

If club are using a bank statement as proof of expenditure this must include:

- Club name
- Evidence of expenditure which equals invoice

Invoice relating to bank statement amount must include

- Date
- Company name
- Company ABN
- Club name
- Details of expenditure
- Amount of expenditure

### Statutory Declarations

Statutory declarations will only be accepted once the club provides demonstrated evidence they have attempted and been unable to provide the required documents to acquit their respective grant.

### Private Bank Statements

It is not encouraged for club representatives to use their own personal funds to purchase club expenditure and then seek reimbursement for this expenditure. All clubs are encouraged to utilise a club account for all club expenditure.

What is **NOT** acceptable for acquittals

- Hand written or paid stamp on an invoice
- Club bank statement that does not have club name identified
- Receipt that does not include:
  - Date
  - Company name
  - Company ABN
  - Club name
  - Details of expenditure
  - Amount of expenditure

- Receipts that are dated before funds were provided to club for relevant grant round
- Invoice that does not have a zero balance, unless accompanied by bank statement
- Invoice that does not include:
  - Date
  - Company name
  - Company ABN
  - Club name
  - Details of expenditure
  - Amount of expenditure
- Invoices that are dated before funds were provided to club for relevant grant round