

Active Spaces

Maintenance Funding 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* funding program aims to provide organisations with an opportunity to apply to Council for financial assistance towards your organisation's highest identified priority maintenance project/s.

Who can apply?

Any not-for-profit organisation that holds a current Sport & Recreation lease/tenure with Logan City Council, 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 do not hold a current Sport & Recreation lease/tenure with Logan City Council.
- 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.
- Organisation that has an outstanding debt to Logan City Council of 30 days or more at closing date of funding program and has 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?

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.

Sport and recreation organisations can apply for projects that will support you to meet your maintenance obligations. Please see below table for example projects. There is no limit on the total project cost, however your organisation is able to apply for funding up to maximum amount based on your most recent season membership numbers.

The funding will be based on a sliding scale dependant on last and most recent season membership numbers. This will ensure that every eligible club who applies will receive funding, without the need to contribute financially.

Project Area	Examples	Membership Numbers (or last and most recent season)	Maximum Council will Fund
Maintenance	<ul style="list-style-type: none"> • Purchase of new maintenance equipment or machinery (e.g. mower, whipper snipper, blower, line marker) • Hire of skip bin to remove club waste • Maintenance of maintenance equipment or machinery (e.g. 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 	1 – 100	\$1,000
		101 – 300	\$2,000
		301 +	\$3,000

* 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:

- New facility projects.
- Project that requires approvals such as Development Applications, building, plumbing, etc.
- "Come & Try" days and activities.
- Projects that have already commenced.
- Payment for staff wages.
- Payments to meet debts.
- General utility expenses – e.g. electricity costs.

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 Sport & Recreation 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 or has entered into and maintained scheduled payment arrangements with Council • Organisations has no overdue grant acquittals with Council (unless a specific grants program has alternate arrangements in place to manage overdue grant acquittals); • Organisation is compliant with Office of Fair Trade at closing date of funding program • Provided a copy of current Public Liability Insurance (\$20 million) • The applicant has sought and submitted at least one written quote for the project/s 	
<p>Strategic</p> <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%
<p>Need/Benefit</p> <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%
<p>Financial</p> <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:

[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.

Acquittals

All successful applicants will be required to complete an online acquittal form. Acquittal Reports must include a compliant tax invoice and demonstrated evidence of payment. Please refer attached Acquittal Fact Sheet.

Acquittal Report forms must be finalised within eight (8) weeks from the completion of the project.

Applicants who do not complete and return the Acquittal Report forms will be ineligible to receive further funding from Logan City Council.

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 (07) 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 Sport and Recreation lease/tenure with Logan City Council, you are eligible to apply for funding. Please contact Council's Sport and Recreation team on (07) 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 (07) 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 (07) 3412 3412. However, it is recommended to attach updated copies of your most recent and up to date completed Organisation Planning Toolkit or documents 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 Services team on (07) 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 the approved funds. However, organisations must have no overdue grant acquittals with Council (unless a specific grants program has alternate arrangements in place to manage overdue grant acquittals); prior to applying for future funding. Please refer attached Acquittal Fact Sheet.

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.

If a project is still to be undertaken within project guideline timeframes eg. 6 months then further Council funding may be obtained.

All acquittals must be 100% acquitted based on funding provided. Any amount not acquitted must be repaid to Council.

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

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