

Banyule Sporting Club Technology Grants 2022 Guidelines



If funds are not exhausted in round 1 a second grant round will be run.

Applicants must speak to a Council officer regarding their proposal prior to submission.

Purpose of the Grant

The **Banyule Sporting Club Technology Grant Program** is a new initiative designed to support and upgrade sporting club's digital presence in the community. The total grant pool is \$6,000 for the 2021/22 financial year and grants of up to a maximum of \$1,000 per applicant are available. Round 1 applications will be open from Monday 4 April to Friday 6 May.

Who Can Apply?

Sporting clubs and groups that:

- Are located in the City of Banyule
- Have been established and operational for a minimum of 12 months
- Are incorporated or have appropriate auspice support
- Have an ABN, or are willing to complete a "Statement by Supplier"
- Hold Public Liability Insurance
- Submit at least 1 quote

Who Cannot Apply

- Individuals
- Schools and churches
- Groups with outstanding grant acquittals. All previous grants from Banyule City Council, where the acquittal is due prior to the closing of the current funding round, must be acquitted to a satisfactory standard. Unacquitted, or insufficiently acquitted grants will deem the application ineligible
- Clubs with overdue seasonal fees/outstanding debt to Council
- Clubs that have received a Banyule Community Grant under the Technology Support or Training & Development category or a Monthly Equipment Grant for technology within the previous 12 months

What We Will Fund

- Technology Support for sporting clubs/groups - to strengthen organisational capacity, including equipment, technology upgrades, reconditioning and repairs, web design and redevelopment
- Technology Based Training and Development for sporting clubs/groups- to strengthen organisational capacity and skill sets including online learning and webinars

What We Will Not Fund

- Capital works
- Consumables
- Uniforms, prizes, trophies, scholarships, donations, sponsorships or gifts
- Projects run solely for private or commercial purposes
- Projects that require ongoing financial support from Council

How Do I Apply?

Contact Ryan Batchelder on 9049 3369 to discuss your grant idea prior to completing the application form.

- Grant applications are made online by completing an application form through Smarty Grants. To complete your application, you will need internet access to and an email address (preferable the email address for the group you are applying on behalf of)
- Start a new dot point then **press tab to get a new sub dot point**
 - Step 1: Open the online application form link at <https://banyule.smartygrants.com.au>
 - Step 2: Select the application form — Banyule Sporting Club Technology Grants
 - Step 3: Start an application — if you need some assistance to complete an application, please contact Ryan Batchelder on 9049 3369
 - Step 4: Complete and submit the application - The online system does not accept incomplete applications. All fields marked with an asterisk* must be completed
- Review your application carefully before submitting as once it is submitted you cannot go back and make changes
- Ensure all required documentation is attached prior to submitting your application
- When you submit your application, you will receive an application number. Make a note of it for future reference
- Applicants will receive an email from Smarty Grants when the application has been successfully submitted

What financial information do I have to provide?

- A current detailed profit and loss statement, audited financial statement or the financial statement presented at your AGM must be provided with the application (Please note that Bank Statements can not be accepted)
- If savings or term deposits exist, the group must clearly explain what the funds are set aside for
- Groups holding substantial funds who do not provide an explanation as to what the money is allocated for will be considered a lower priority
- The application needs to demonstrate why the proposal cannot be completed with existing funds

Do I have to submit quotes?

- All applications for relevant purchases and services are required to provide one quote from a supplier
- Quotes can be written, scanned images from catalogues or online stores, or a screenshot from a website
- All quotes need to clearly show the supplier/company name and contact details. All quotes should be itemised and clearly show details of the cost of each individual item or service
- Quotes should be current (not more than 2 months old)
- Quotes need to be consistent with the monies requested in the budget
- Council recommends that any equipment or service purchased with grant funds should meet Australian Standards.

Auspicing

- Unincorporated groups require the support of an incorporated association to auspice their grant
- If your application is going to be auspiced, all insurance, incorporation and ABN information of the auspicing group must be provided
- A letter from the auspice organisation on letterhead stating their willingness to auspice the project is also required

Assessment Process

Council has a Conflict of Interest declaration which all parties involved in the assessment process must complete to ensure any interests are declared prior to the assessment of grants commencing.

There are 3 stages in the assessment process:

- Eligibility check
- Officer review and comments
- Grants Panel allocations

Applications are assessed against the following key criteria:

- Value for money
- Likelihood of success
- Benefit to the Banyule community

Due to limited funds, not all eligible applications can be funded.

What happens if my application is successful?

Successful grant applicants will be required to undertake several online actions within specified timelines.

- **Sign a grant agreement** - The applicant is signing on behalf of the group/organisation. By doing so it is agreeing that the application and the conditions associated with the grant being awarded are met. Any proposed changes to the original purpose of the grant must be discussed with a Council officer and a variation request completed online
- **Submit an invoice** in line with the template provided (please note that GST is not applicable to the payment of grants from Council)
- **Submit an Acquittal Form** at the completion of the agreed proposal
 - To successfully acquit your grant, you need to submit receipts and a final report accounting for your expenditure
 - Receipts must list items purchased, detailing the cost per item, and the total cost. All receipts should reflect the expenditure approved and align with the grant budget or letter of offer
 - Invoices and bank transfer statements cannot be accepted as proof of purchase
 - Where the applicant delivers a project or activity, a report on the delivery, outcome and community benefit together with a final budget is to be included as part of the acquittal
 - Failure to acquit the grant satisfactorily will be considered a breach
 - A breach may result in requests for grant funds to be returned to Council and exclude the group from future grant rounds

If You Need Help

For help or for more information regarding the grants round please contact: Ryan Batchelder on 9049 3369.

If your hearing or speech is impaired, you can call us through the National Relay Service on 133 677 (TTY) or 1300 555 727 ordinary handset and ask for 9490 4222.

If you need an interpreter, please contact TIS National on 131 450 and ask to be connected to Banyule City Council on 9490 4222. Banyule City Council is committed to our grants process being open and accessible to everyone. If you are facing barriers to applying due to the submission process, please contact Banyule City Council to discuss how we may be able to support you.