



# Community & Recreation Facility Grants 2024-2025 Application Guidelines

Community & Recreation Facility Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide community or recreation services to our community.

Grants are available for improvements or upgrades to facilities that will contribute to the development of community initiatives and recreation opportunities within the region; are beneficial to the community; improve sustainability and that support the Adelaide Hills Council Strategic Plan & Sport & Recreation Strategy. Funding is also available for facility planning documents such as master plan or feasibility study projects.

Potential applicants should consider attending a short information session being held by Council to discuss their application or ask any questions (various dates and venues on page 6).

The information session will include advice on completing the online application form and an opportunity to discuss their project with staff. Alternatively, applicants should contact the Council prior to submitting their application to determine its suitability for funding. It is also important that applicants read the application guidelines to ensure that their organisation and the proposed project are eligible to be considered for grant funding.

These guidelines were accurate at the time of publishing, and supersede all terms and conditions contained in any previous guidelines.

For information, assistance or to discuss your application, please contact:

Stacey Dutton | Sport & Recreation Officer | 8408 0417 or [sdutton@ahc.sa.gov.au](mailto:sdutton@ahc.sa.gov.au)

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## About the Funding

Community & Recreation Facility Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide community, or recreation services to our community.

Grants are available for improvements or upgrades to facilities that will contribute to the development of sport and recreation within the region; are beneficial to the community; improve sustainability and that support the Adelaide Hills Council Strategic Plan & Sport & Recreation Strategy. Funding is also available for facility planning documents such as master plan or feasibility study projects.

MINOR FACILITY DEVELOPMENT:	Up to \$9,999. No matched funding required.
MAJOR FACILITY DEVELOPMENT:	\$10,000 - \$40,000. Funding must be matched. The applicant's contribution towards the project can include voluntary labour and/or donated materials.
FACILITY PLANNING:	Up to \$20,000. No matched funding required.

Funding is only available for projects that commence in December 2024 or later, **after** grant agreements have been finalised. Organisations are only eligible to submit one application per round.

Below are some program milestones and timeframes:

Grants Information Sessions	Monday 22 July, 2024 <i>Refer to page 6 of this document for session times and locations.</i>
Grant Applications Open	Sunday 1 September, 2024 at 9.00 am
Grant Applications Close	Monday 30 September 2024 at 11.59pm
Applicants Notified	December 2024
Agreements Finalised & projects can commence	December 2024
Project Evaluation & Acquittal Due	December 2025

### Who can apply?

Any incorporated, not-for-profit, community, sport and recreation organisations that are physically located within the Adelaide Hills Council area.

Groups that are not incorporated are still eligible, provided applications are made through an appropriate incorporated body that is willing to sponsor the project (accept responsibility for the funding).

To be eligible for funding, organisations must:

- Be not-for-profit, incorporated active recreation and sporting groups that do not hold a Gaming Machine Licence and/or
- Be a community-based incorporated organisation whose role is to manage community facilities, active recreation or sport facilities that do not hold a Gaming Machine Licence.

### Who can't apply?

- Those outside the Adelaide Hills Council area
- Organisations that hold a Gaming Machine Licence
- For profit, commercial organisations
- Unincorporated organisations
- Schools or other educational institutions
- Applications will not be considered if the applicant has an outstanding debt owing to Council (excluding community loans where terms and conditions are being met) or an outstanding grant acquittal from a previous funding round

### What projects can be funded?

Funding is only available for projects:

- That commence in December 2024 or later (grant agreement with Council must be finalised first). Projects that commence prior to this date will be considered ineligible for funding.
- That have consent of the landowner (determined during the assessment process).

The following list is examples of projects that may be funded. The list is by no means exhaustive, and applications for other projects that meet the objectives of the program are welcome:

- Upgrade or development of a single use active recreation and sport facility, multi use sports hub or community facility
- Modifications to ensure that an existing facility meets environmental and Occupational Health and Safety and accessibility regulations
- Installation of playing field irrigation systems/drainage systems, fencing requirements, conversion to drought tolerant grass species
- Installation of floodlighting
- Construction/development of trails (walking, horse, bike, water-based), steps, boardwalks, styles, retaining walls & fences
- Water and energy saving initiatives including water harvesting, installation of new or upgrades to improve irrigation efficiencies to existing infrastructure, water re-use opportunities to reduce reliance on mains or bore water, more efficient lighting, sensor lighting and other innovative smart technologies
- Facility planning documents such as master plan or feasibility study projects.

### **What projects will not be funded?**

The following project types are ineligible:

- Projects conducted outside of the Adelaide Hills Council area
- Projects that do not support community, recreation and sport activities
- Projects where the major beneficiary holds a Gaming Machine Licence
- Projects that commence prior to a Grant Agreement being finalised
- Projects where the request for funding is more than \$40,000
- Projects above \$9,999 , where the request for funding is greater than 50 per cent of the total project cost
- Projects that do not have the consent of the landowner
- Requests for the purchase of recreation, entertainment, sporting, maintenance or any other equipment
- The repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that would normally be covered by insurance
- Regular maintenance and / or repairs to property where the responsibility is with a private entity, local council, State or Commonwealth Government Department
- Upgrades or improvements to property where the responsibility is with a private entity, local council, State or Commonwealth Government Department (ie in line with Community and Recreation Facility Framework and associated leases)
- Recurrent operational costs
- Residential buildings including caretaker residences
- Payment of salaries, wages or match fees
- Fundraising or sponsorship
- Commercial or political activities
- Training or education in government or private institutions, or research activities that will be offered for assessment

- Academic research or conference costs
- Interstate or overseas travel
- Individual, private, political or commercial enterprise

### What project costs are ineligible?

Grant Funding cannot be used to cover the following project costs:

- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities
- Insurances
- Costs associated with preparing and submitting a funding application
- Building work and professional fees incurred prior to a Grant Agreement being finalised

### How are applications assessed?

Priority will be given to projects that:

- Demonstrate significant community or recreational benefit to the region (including the number of people who will benefit) , and attempt to meet an unmet community need
- Are delivered by an organisation that can demonstrate financial viability
- Have funding contribution from the applying organisation and / or other funding sources
- Comply with all relevant legal and statutory requirements
- Provide broader community access to facilities
- Align with current and emerging community, recreation and sporting trends
- Have a positive environmental impact and sustainability outcomes
- Are joint or collaborative projects between organisations
- Are identified in an organisation's business or strategic plan, or identified through a feasibility study, master planning process or similar
- Contributes to the delivery of the Adelaide Hills Council Strategic Plan, Sport and Recreation Strategy, Access and Inclusion Plan, Youth Action Plan, Trails and Cycling Routes Framework or relevant Sustainability Strategy or Plan
- Actively address risk management issues or contribute to the organisation's ongoing sustainability
- Improve access and inclusion for people with a disability
- Facilitate improvements to meet Legislation and/ or Australian Standards
- Demonstrate sound project management and risk management plans, as well as a clear budget

Applications will be accepted from organisations that have received grant funding in previous financial years, but please be aware that if the total number of eligible applications received exceeds the amount of funds available, priority will be given to organisations that have not received funding within the previous three years.

## **Conditions for Successful Applicants**

The following conditions will apply to successful applicants:

- Funds provided by Adelaide Hills Council are only to be used for the approved project,
- Supervise the administration of the grant,
- Complete the project evaluation & acquittal report including an expenditure statement (with a photocopy of receipts) within the allocated time frame,
- Understand that the organisation is to seek written approval from the Adelaide Hills Council to continue with the project if any changes are required,
- Obtain any relevant land owner consent before commencing the project,
- Obtain any required planning, development and building approvals before commencing the project,
- Provide a certificate of currency for Public Liability (minimum of \$10 million) with the signed Conditions of Funding,
- Obtain all necessary insurances, and that the Adelaide Hills Council will not be held liable for any matters arising out of this grant,
- Ensure that all works carried out comply with any applicable construction industry or public health and safety standards,
- Understand that the organisation is responsible for any further works or repairs at the premises which arise as a result of the project,
- Ensure that the installation of sporting infrastructure complies with relevant sporting standards for your sporting code.
- Our Adelaide Hills Council logo shall be used on all material relating to the funded project and an appropriate acknowledgement of our funding must be given by the recipient in all promotional material, announcements and reports of the project to the public.

## **How to apply**

Online grant applications can be accessed at the Adelaide Hills Council website: [ahc.sa.gov.au](http://ahc.sa.gov.au).

If you are unsure if you require development approval for your proposed project please contact the Duty Planning Officer on (08) 8408 0400.

For information, assistance or to discuss your application, please contact:

**Stacey Dutton | Sport & Recreation Officer | 8408 0417 or [sdutton@ahc.sa.gov.au](mailto:sdutton@ahc.sa.gov.au)**

## **Information Sessions**

Two short, optional information sessions will be held early July 2024.

The information session will include advice on completing the online application form and an opportunity to discuss projects with staff.

Applicants are invited to attend one of the two sessions below. Please note that bookings are not required.

### **Session 1:**

Monday 22 July 2024  
2pm - 3:30pm  
Positive Ageing Centre  
36 Nairne Road, Woodside

OR

### **Session 2:**

Monday 22 July 2024  
6pm - 7:30pm  
Stirling Council Chambers / West Wing  
63 Mt Barker Rd, Stirling