



Department of
Local Government, Sport
and Cultural Industries

Every Club Grant Scheme

Grant Guidelines

2020/21 to 2021/22



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1. Every Club Grant Scheme Information

1.1 About the grant scheme

The Every Club Grant Scheme provides funding that enables organisations to support sport and recreation clubs to build their organisational capacity and capability with a focus on governance, planning and management practices.

The grant scheme is part of the broader Every Club Program aimed at providing a holistic, accessible and sustainable model of club support to sport and recreation clubs across Western Australia.

The Every Club Program comprises of:

1. Every Club Hub – access to online information and resources for clubs.
2. Every Club Network – networking and professional development opportunities for club development professionals in Local Government Authorities (LGAs) and State Sporting Associations (SSAs).
3. Every Club Education – provision of learning and development opportunities to the sport and recreation club workforce.
4. Every Club Grant Scheme - investment into LGA and SSA club development plans.

The Department of Local Government, Sport and Cultural Industries (DLGSC) is seeking applications for projects that provide accessible and flexible learning and development opportunities to support clubs within a geographical location or a sport and recreation member network.

Projects should be designed to address the governance, management and planning needs of the sport and recreation clubs, be informed by consultation, evidence and trends and facilitate partnerships with sport and recreation industry stakeholders to ensure a club centred approach.

1.2 Outcome and Objectives

The outcome of the Every Club Grant Scheme is that:

- Clubs are supported to build their organisational capacity and capability through accessible and flexible club development services.

The objectives of the Every Club Grant Scheme are to:

- Provide education, training and professional development opportunities for the sport and recreation club workforce.
- Support clubs to adopt governance, planning and management practices.
- Facilitate partnerships between Local Government Authorities, State/ Regional Sporting Associations and sport and recreation clubs.

1.3 Definitions

Club Development

Club development focuses on enhancing the organisational performance of a sport and recreation club in the key areas of governance, planning and management to ensure its operations are efficient and effective and its members and participants are provided quality programs and services.

Local Government Authorities

Local government is the “grassroots” level of government in Australia. Its council members are ideally placed to monitor the changing needs of local communities, to plan and implement strategies to meet those needs, and to bring local concerns to the attention of the State Government and Commonwealth Government.

Sport and Recreation Clubs

An incorporated association who delivers sport and recreation activities to the community and may or may not be affiliated with a National Sporting Organisation, SSA or Peak Body.

State Sporting Association

As recognised by the DLGSC, the pre-eminent representative organisation taking responsibility for the development of the sport in Western Australia and holds formal affiliation with the recognised National Sporting Organisation. The activity meets the Australian Sports Commission’s definition of sport.

1.4 Eligible Organisations

The following organisations are eligible for funding:

- Local Government Authorities
- Recognised SSAs identified as category C, D, or E through the department’s Industry Investment Program.

To receive funding, an organisation must:

- Have public liability insurance (a minimum of \$10 million is required)
- Make a co-contribution of financial and in-kind support¹ to the project to the value of:
 - 50% for metropolitan projects
 - 33% for regional projects
 - 33% for SSA projects
- Have satisfactorily met reporting/acquittal requirements on any grants received from DLGSC.

Applicants with an existing Every Club Grant need to consider the following:

¹ Any local government cash/labour/materials is to be costed as part of the applicant’s cash contribution. However, certain services are part of local governments normal function, i.e. administration, finance staff and costs associated will not be recognised. Local Governments will not be funded for planning projects which are undertaken by council staff. Voluntary labour is to also be calculated using the rates applied for CSRFF. https://www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/community-sporting-and-recreation-facilities-fund/csrff-guidelines#Voluntary_labour

- Must have satisfactorily met reporting requirements and acquit their current grant by no later than 30 October 2020 to be eligible as a new applicant for Year 1 and 2 funding.
- Must apply for Year 2 funding only, if their current grant will be acquitted after 30 October 2020.

1.5 Every Club Grant Scheme Investment Framework

DLGSC will invest in projects over two years commencing 1 January 2021 to 31 December 2022.

New applicants (Year one and two funding)			
		Year 1 1 Jan – 30 Dec 2021	Year 2 1 Jan – 30 Dec 2022
Grant Type	Grant Description	Funding Band	Funding Band
Local Government - Metropolitan	Support for LGAs to implement a club development plan for its geographical location in metropolitan WA.	\$5,000 to \$30,000	\$5,000 to \$30,000
Local Government - Regional	Support for LGAs to implement a club development plan for its geographical location in regional WA.	\$5,000 to \$40,000	\$5,000 to \$40,000
State Sporting Associations – Category C, D and E	Support for SSAs to develop and implement a sport specific club development plan.	\$5,000 to \$15,000	\$5,000 to \$15,000
Existing grant recipients (Year two funding only)			
		Year 1 1 Jan – 30 Dec 2021	Year 2 1 July 2021 – 30 June 2022
Grant Type	Grant Description	Funding Band	Funding Band
Local Government - Metropolitan	Support for LGAs to implement a club development plan for its geographical location in metropolitan WA.	Ineligible	\$5,000 to \$30,000
Local Government - Regional	Support for LGAs to implement a club development plan for its geographical location in regional WA.	Ineligible	\$5,000 to \$40,000
State Sporting Associations – Category C, D and E	Support for SSAs to develop and implement a sport specific club development plan.	Ineligible	\$5,000 to \$15,000

1.6 Funding may be used for:

- Development and/or implementation of a club development plan
- Conducting a club learning and development needs analysis
- Contribution towards a human resource (up to a maximum of 50% of DLGSC grant funding including on-costs).
- Learning and development opportunities for club workforce – face to face and digital
- Presenter fees associated with the learning and development opportunities
- Consultancy services (up to a maximum of 20% of the DLGSC grant funding)
- Venue and equipment hire
- Promotional costs of club development initiatives

1.7 Funding may not be used for:

- Existing or ongoing organisational costs
- Program/ activities that have already taken place
- Purchase of merchandise (e.g. clothing, water bottles, mugs, key rings etc.)
- Trophies, prize money and gifts
- Hospitality functions (e.g. awards dinners, catering, alcohol, entertainment).
- Club membership fees
- Insurance
- Administration of KidSport
- Purchase of equipment
- Upgrades to infrastructure

1.8 Working with Children Checks and Child Safe Organisations

Organisations must demonstrate a commitment to create a safe environment for children and young people; this includes complying with the Working with Children Check (Criminal Record Checking) Act 2004.

If DLGSC provides funding to your organisation through an Every Club Grant, and the project is considered to be child-related work or undertakes child related activities, your organisation will be required to complete and submit Part 1 & 2 of the Child Safe Self-Assessment, if you have not completed one already.

More information on the Working with Children Check legislation is available at:

www.workingwithchildren.wa.gov.au

2. How to apply

- Read the Every Club Grant Scheme guidelines, assessment criteria and supporting information.
- Contact DLGSC on (08) 9492 9700 to discuss your application.
- Provide a copy of current public liability insurance certificate (minimum requirement is \$10 million);
- Submit application by 5pm on 9 November 2020.
- Only one application per organisation may be considered.
- Late applications will not be accepted.
- Incomplete applications may be considered unsuccessful upon receipt.

2.1 Important dates

- **Grant round opens:** 12 October 2020
- **Grant round closes:** 9 November 2020
- **Assessment and recommendation process:** November 2020
- **Applicants notified:** December 2020
- **Grant agreements finalised:** December 2020
- **Project delivery dates:**
 - a) New applicants (eligible for year one and two): 1 January 2021 – 31 December 2021 and January 2022 – 31 December 2022; OR
 - b) Existing grant recipients (eligible for year two only): 1 July 2021 – 30 June 2022

3. Supporting information for your application

3.1 Application form

The application form is available on the DLGSC website at: www.dlgsc.wa.gov.au/funding.

3.2 Support material

Applicants must provide evidence to support their application. This must include as a minimum:

- LGA or SSA strategic or community plan
- Comprehensive budget detailing any in-kind contributions and voluntary labour
- Club development plan (required for Local Governments)
- Club learning and development or community needs analysis (required for Local Governments)

4. Application, assessment and acquittal process

4.1 Application process

1. Applicants are encouraged to discuss their project and application with the department.
2. Submit application with supporting documentation by 5pm on the closing date.

4.2 Assessment process

1. DLGSC checks eligibility of all applications.
2. Panel assesses eligible applications.
3. Panel recommends grant recipients to Minister for approval.
4. Applicants notified in writing and can request feedback on outcome.

4.3 Assessment criteria

Each application will be assessed based on the assessment criteria. Applications that address the criteria will receive a higher weighting.

Criteria	Description
1. Strategic alignment and planning	Project clearly delivers outcomes outlined in the applicant's strategic plan and/or club development plan.
2. Identified need	Project clearly demonstrates the needs of the sport and active recreation clubs in its community (geographical or sport) and has been informed by consultation, evidence and trends.
3. Capacity and Capability Building	The extent to which the project is clear, realistic and delivers good value towards supporting the governance, planning and management capacity and capability of clubs and clubs' workforce.
4. Partnerships	The extent to which the project facilitates partnerships and is delivered in collaboration with other key stakeholders in the sport and recreation industry or within the community.
5. Organisational Capacity and Capability	Applicant demonstrates capacity and capability to deliver project outcomes, provides a detailed budget outlining the project deliverables and confirms the required percentage financial commitment of the total grant amount (refer clause 1.5).

4.4 Acquittal requirements

Successful applicants will be subject to a grant agreement and required to fulfil a key result schedule and financial acquittal obligations.

5. Further information

For information regarding the Every Club Grant Scheme or assistance to complete the application form, please contact the department on:

Telephone (08) 9492 9700

Email everyclub@dlgsc.wa.gov.au