



Little Athletics NSW

Centre Grant Scheme



Guidance Notes and Application Form 2021

Applications close 30 November 2021

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Guidance Notes

Aim

The Little Athletics Centre Grant Scheme (hereinafter referred to as “the Scheme”) aims to assist Little Athletics centres throughout NSW (affiliated with LANSW), in obtaining track and field equipment and facilities that will better enable them to conduct events for their members.

Objective

The objective of the Scheme is to: -

- Fund projects that increase the quality and/or availability of equipment/facilities for use by members
- Improve the safety of equipment/facilities for members
- Improve track and field opportunities for members

Purpose

Application for a grant under the Scheme must be for the funding of either: -

- The establishment or replacement of permanent facilities that relate to the conduct of track and field events
- The initial purchase or replacement of track and field related equipment

Who can apply?

Little Athletics centres currently affiliated with LANSW (Little Athletics NSW) and who are fully independent of any other organisation. e.g. Must control their own finances and not operate as a sub unit of a PCYC or Registered Club.

What level of assistance is available?

- The maximum total value of grants allocated by LANSW each year, will be \$40,000
- Each approved application will be limited to the maximum value of \$10,000 per centre, per project
- These values may fluctuate at any time, at the discretion of the Board of Management of LANSW
- Centres will be restricted to one (1) successful grant per three (3) year period
- Successful centres must agree to fund the project themselves on a dollar for dollar basis and must verify that they have sufficient funds to complete the project
- **NB. Centres with less than 150 registrations for the prior season can be funded 100% for ‘off the shelf’ items (from a LANSW approved equipment supplier) when the application is less than \$2000 in total (excl. GST)**
- The value of voluntary labour offered by professionals, donated materials, etc are allowed as part of the centre’s contribution to the project. However, the value of this voluntary labour contribution **must be substantiated by written quotes**

Guidance Notes

What type of projects will and will not be considered?

Will be considered

- The establishment or replacement of permanent facilities that relate to the conduct of track and field events (e.g. long jump run-ups, discus cages, shot put circles etc).
- The initial purchase or replacement of track and field related equipment (e.g. high jump mats, hurdles, javelins, lane markers, hurdle trolleys, etc)
NB: Applications for sun shelters will only be considered if funds remain available after all applications for track & field equipment/facilities have been considered
- Freight charges for equipment

Will not be considered

- Day to day maintenance e.g. painting, repairs to existing facilities etc.
- Equipment that is not specifically related to track and field (e.g. computers, bats, balls, flag poles, PA systems, containers, mowers, trailers etc)
- Projects that have already commenced or have been completed prior to the closing date for applications
- Projects that will not be completed by 31 March 2022

Guidance Notes

How will your application be assessed?

The first step in the assessment process by the LANSW is to determine if the application is eligible. To be eligible your application **must** the following eligibility requirements: -

1. The application meets the aims, objectives and purpose of the Scheme (see page 1)
2. The grant requested must not be greater than 50% of the net project cost. Centres must be able to demonstrate that the remainder of the project can be funded from sources other than the LANSW Centre Grant, to ensure timely completion of the project. (With the exception of centres with less than 150 members in the prior season, whose total application is less than \$2000 worth of equipment)
3. The application form is complete with all necessary supporting documentation attached and is submitted prior to the closing date.

Please Note: The capacity of Little Athletics NSW to efficiently assess applications for assistance is dependent upon the centre submitting a completed and accurate application form, together with **all** the necessary supporting documentation **before the closing date (30 November 2021)**. If a centre fails to provide this information, the LANSW may not be able to consider the application.

All eligible applications will be further assessed against the ability of the proposed project to achieve the aim, objective and purpose of the Scheme and priority given to those centres with less capacity to raise funds via other means.

When will you be notified of the outcome?

All applicants will be notified of the outcome of their application, in writing, during the month of December 2021.

If an application is ineligible or unsuccessful, the centre is invited to contact the LANSW, which, where possible, will provide advice on how the application could be improved for future grant bids.

When will payment of the grant be made?

Orders for equipment grants will be placed with RHSports by LANSW and any funding for self managed projects by the centre will be payable, after 30 November 2021.

The approved grant funds **MUST BE** fully drawn and expended by **31 March 2022**.

Terms & Conditions

Successful centres will be required to formally accept the Terms & Conditions of the grant. If a centre breaches any of the Terms & Conditions of the grant, the LANSW reserves the right to withhold or reclaim the grant in part or in whole, at its discretion.

The Terms & Conditions are: -

- The project must be completed by 31 March 2022. If the project is not completed by this date the LANSW will withdraw the grant or any unspent balances.
- The LANSW reserves the right to request periodic inspections.
- Any variation to the project, as detailed in the application form, must be agreed to in writing by the LANSW, prior to the variation taking effect.
- If, for whatever reason, a centre is unable to proceed with a project, the LANSW must be informed, in writing, as soon as possible.
- The LANSW reserves the right to reduce proportionally the amount of the grant, if the total cost of the project, on completion, is less than the amount in the application.
- All recipient centres will be required to provide LANSW with proof of final costs once the project has been completed.

Please send your completed application to Little Athletics NSW

email to rnewton@lansw.com.au or call 9633 4511 if you have any questions



Application Form 2021

PROJECT DETAILS

This application is for a grant for assistance with the following project: -

Project Description

Centre Details

Centre Name:	
Postal Address:	

Does your centre have an ABN? Yes No
(If yes, write your ABN here) |

Is your centre registered for GST? Yes No
(If yes, Australian Business Registration attached) | Yes No

Project Organiser Contact Details

Contact Person:	
Position:	
Phone Numbers:	(h) (w) (m) (f)
Email:	

Project Location

(only to be completed where the project involves the construction of permanent facilities)

Reserve/Park/Oval/Field Name:	
Reserve/Park/Oval/Field Address:	

Who owns the land on which the facility will be situated or equipment stored?
 Council Private Property
 School Other
 If other, please specify

In which local council area is the project located? |



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SUPPORTING DOCUMENTATION

Several documents must be supplied by the centre, to the LANSW, to enable assessment of the application. Please confirm below, that all the necessary documents are attached: -

Is the centre incorporated?
(NB. A centre must be incorporated to apply)

Yes

No

Is a copy of the centre's most recent audited financial statements enclosed?

Yes

No

Is a copy of a current bank statement enclosed?

Yes

No

Where the project involves the construction/alteration to permanent facilities, are at least two (2) quotes for work enclosed?

Yes

N/A

No

Where the project involves the purchase of equipment, is a quote from RHSports enclosed?

Yes

N/A

No

HOW THE APPLICATION MEETS THE AIM, OBJECTIVE AND PURPOSE OF THE SCHEME & HOW IT WILL BENEFIT MEMBERS

This section is compulsory

Explain how your project will increase the quality and/or availability of equipment/facilities and/or improve the safety of equipment/facilities for your members. Explain why this project is necessary and how it will benefit the centre and its members.

Please attach additional pages (if required)



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PROJECT COST

Itemised description of the components that will make up the project (please attach quotes/tenders). Include freight.	Net cost (excl. GST) \$	GST \$	Total Cost \$
Total project cost	\$	\$	\$

All purchases of equipment will be made through RHSports, as the LANSW preferred supplier. Centres are to contact RHSports to obtain a quotation that includes any necessary freight charges.



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OWNERS CONSENT

This section must be signed by the owner of the reserve/park/field/oval, where the project will alter the facilities of the owner. *(i.e. this only needs to be completed where the project involves the construction/alteration of permanent facilities)*

E.g. If your project is to be undertaken on council managed lands, then the application must be endorsed by council

OR

If the project is to be undertaken on school grounds, then the application must be endorsed by the relevant school authority.

I endorse that the project in this application has been approved to be undertaken on the site nominated in this application.

Name of Owner _____ (school, council, other)

Print Name: _____

Signature: _____

Position: _____

Date: _____

DECLARATION

This application must be authorised by the president and treasurer of the centre.

We certify that this application is truthful with all the supporting documentation attached and that the centre will abide by all terms and conditions of the grant. This declaration will need to be re-signed should any of the personnel, whose signatures appear below, change during the term of the grant.

President

Treasurer

Project Coordinator

Print Names: _____

Signatures: _____

Date: _____