



TRONOX MANAGEMENT & SHIRE OF DANDARAGAN SPORTING AND RECREATION FACILITIES FUND

GUIDELINES

1. The Council may allocate a sum of money each year for the purpose of assisting local organisations to provide or improve sporting and recreational facilities and to purchase or improve items of **durable equipment**. The maintenance of buildings or equipment will not be considered.
2. The allocation shall be known as the "Tronox Management and Shire of Dandaragan Community Sporting and Recreation Facilities Fund".
3. Applications will open in March of each year. Groups will have until 30 April to apply. A Shire of Dandaragan officer will work with applicants during May each year to ensure that applications are eligible and completed. This may require supporting documentation or changes to the application to be made. No further documentation or changes to the application will be accepted after 31 May.

Late applications (for any of these dates) will be deemed ineligible for funding.
4. Applications must have a total project cost of less than \$50,000.
5. A maximum of one (1) quote for each item relevant to project grant requests under \$5,000, plus one financial document to demonstrate the applicants' ability to meet their financial commitment to the project is required. For project grant requests \$5,000 and over, one (1) quote from your preferred local supplier plus one (1) other quote for each item are over \$5,000. Plus, the organisation's most current bank statement to demonstrate their commitment to the successful completion of the project. If you require assistance, please contact the Shire of Dandaragan.
6. Applications must be supported by a quotation in writing from recognised business/companies/contractors/suppliers for all funding requested under this scheme.
7. Large applications, (total grant request of \$15,000 or more) **must include written evidence** that at least one application to another funding body has been made at the time of submitting an application to this grant program (a letter of confirmation will suffice, as the project may not yet be funded). The committee may request the status of the other application at the time of assessing these grants.

Organisations may submit applications for as many projects as they desire. If an organisation is applying for two or more projects, then each application is required to be on a separate application form and applicants must prioritise their projects.
8. Applications for completed projects, such as equipment already purchased, will not be considered.
9. Lower consideration will be given to items that have been funded in previous grant rounds.
10. Funding will not be greater than 50% of the total cost of the project described in the application and the grant is on the basis that the organisation will match the grant on a dollar for dollar basis. (If the items purchased are less than the grant amount, 50% of the purchase price will be reimbursed to the organisation).
11. The organisation, when calculating the total cost of the project, shall exclude the value of any members' labour being used and shall exclude the cost of donated materials being considered as part of the group's contribution to the project.
12. Grants from the Department of Sport and Recreation and any other source shall not be used towards the matching contribution being made by the organisation.
13. The organisation's cash on hand may be used to attract grants from both the Department of Sport and Recreation and the Tronox Management / Shire of Dandaragan fund.

14. When the project requires the use of Council plant, the organisation is required to contact the Chief Executive Officer prior to submitting an application, to ascertain the availability of the plant and an estimate of cost. Every effort will be made to do the work within this estimate, however actual costs will be charged.
15. When projects involve the use of Council plant, the organisation shall pay their contribution to the Council, prior to the work commencing.
16. The organisation concerned shall manage all project purchases and construction.
17. On completion of the project, the organisation shall submit a Tronox Management & Shire of Dandaragan Sporting and Recreation Facilities Fund Acquittal Statement including supporting invoices from project suppliers, plus a (tax) invoice from the grant applicant to the Shire of Dandaragan to enable the Fund's contribution to be paid to the organisation. Funds must be recouped by 30 June of the financial year in which the grant was approved. If you require assistance, please contact the Shire of Dandaragan.
18. Unsuccessful applications will not automatically be considered the following year. The organisation must re-apply.
19. Parents and Citizens Associations are eligible for assistance, but such assistance will only apply to development of sporting and recreation facilities on school grounds.
20. All Service clubs and emergency organisations are eligible for assistance under this grant scheme.
21. Applications from local schools are required to demonstrate that they have applied for funding through the Tronox School Partnership Program.
22. Day Care Centres and After School Activities Programs will be required to provide evidence that they have applied for funding through Lotterywest.
23. Funding applications from organisations that are the responsibility of another level of Government will be deemed ineligible.
24. Future applicants must demonstrate that they have discussed their project with Local Government authorities where necessary, to ensure that their project complies with regulations or is eligible for approvals. Building approval costs are the responsibility of the applicant.

Applications that involve modifications or additions to Shire-controlled buildings must have the approval of the Building Services Manager prior to the application being submitted. If buildings or facilities are managed by a Centre Management Committee, applications must be submitted to that Committee for approval of works prior to submitting grant application to Shire Building Services Manager.

Applications that involve projects on Shire-owned and/or vested land must comply with the Shire of Dandaragan Community Projects on Council Reserves / Road Reserves - Project Guidelines.

Requests for funding for shade structures over Shire-owned playgrounds must be in accordance with Shire of Dandaragan Policy 6.2.6 Reserves: Shade Structures over Playgrounds - Community Requests.
25. The decision as to which applicants are successful will be made at the sole discretion of the Shire of Dandaragan. Neither the Shire of Dandaragan nor Tronox Management accept any liability in relation to applications made or the ensuing project.
26. By making an application, each applicant acknowledges its acceptance of these Guidelines.

If you require assistance with the guidelines or need help with your grant application, please contact the Community Development Team at 9652 0800 or alternatively via email at council@dandaragan.wa.gov.au.

