

Shooting Sports Facilities Program

Round 4

Frequently Asked Questions

The Shooting Sports Facilities Program is a Victorian Government funding program that provides support for projects that improve the quality and sustainability of shooting sports facilities and activities across Victoria.

The Victorian Government has committed \$8 million over four years for the continuation of the Shooting Sports Facilities Program. This follows an initial \$13.48 million investment made by the Victorian Government during 2014-201

Before applying

Q: Who is eligible for the grant funding/who can apply?

Shooting clubs and shooting organisations.

In addition, to be eligible for funding applicants must:

- be an incorporated body, cooperative or association
- possess an Australian Business Number (ABN) or be auspiced by a peak shooting sport body
- be financially able to contribute a minimum of 10 per cent in cash to the project
- have a letter of support from the relevant peak shooting sport body.

Q: How much funding is available for each grant?

The Shooting Sports Facilities Program has a funding stream available to applicants. The maximum funding for a grant is \$300,000.

Q: How many times can each club apply?

Individual clubs can only apply for funding once in each round.

Peak shooting sport bodies can auspice multiple member clubs.

Q: What is auspice?

If your organisation is not incorporated, you must arrange for an incorporated organisation to manage the grant funds (e.g. State Sporting Association, district league/association). This organisation will be the 'auspice' organisation for the application, and you will need to provide their details.

Q: How will applicants be required to match funding for grants?

A grant for up to a total of \$300,000 must be matched on a \$5:\$1 ratio between the Victorian Government and the applicant.

For applicants to meet the 5:1 funding ratio, they need to provide

- a minimum of 10% cash; and
- a minimum of 10% in-kind contribution (however if the cash contribution is above 10%, the in-kind contribution can be reduced proportionately).

Q: We received a grant in a previous round of this program. Can we apply for another?

Yes, you can, however, applicant's past performance will be reviewed and assessed as to whether it is likely to have an impact on the successful delivery of a future project. Poor past performance will be considered when assessing applications and may be a reason for projects not being supported.

Q: How much time will we have to complete our project?

All projects should be completed within 24 months. However, if your project involves something simple like purchasing new traps, you should be able to acquit it more quickly. There are no disadvantages for early acquittals.

Q: What type of projects will be considered for funding?

Refer to Section 4 of the Shooting Sports Facilities Program Guidelines.

Q: Our project involves making major changes to club infrastructure. Will we need to get a building or planning permit?

Yes, you will. We ask that you seek advice from your local council or governing body now, before you apply. You'll need to attach a supporting letter from council to your application.

Q: What is “in-kind” and “voluntary support”?

In-kind and voluntary support are contributions to your project that don't take the form of cash money – for example, individuals or groups may volunteer their labour to help you, or a local business might agree to donate goods or labour. There is a [fact sheet](#) on the Sport and Recreation Victoria website, <http://www.sport.vic.gov.au/grants-and-funding/our-grants/shooting-sports-facilities-program>. This will help you calculate your in-kind input and understand how much of it you can contribute to your project.

Applying

Proposed Schedule

Implementation stage	Date
Launch round	16 Nov 2020
Close round	16 Feb 2021
Assessment of applications	Feb/Mar 2021
Announcement of successful applications	Apr/May 2021
Execute funding agreements	May 2021

Q: When do applications open?

Applications can be submitted from 16 November 2020.

Q: When do applications close?

Applications must be submitted by 16 February 2021.

Q: How do we apply?

You'll need to complete the application online, through Grants Online. See the Shooting Sports Facilities Program page on the Sport and Recreation Victoria website, <https://sport.vic.gov.au/grants-and-funding/our-grants/shooting-sports-facilities-program>.

Q: What reports will we need to submit?

You will be emailed templates for the separate documents, and you'll need to submit these (and have them approved by the Department) before you can receive your grant payments.

The reports we require from you are:

- Project Management Plan (PMP)
- Project Progress Report (PPR)
- Project Completion Report (PCR)
- Budget Tracking Template (BTT)

Q: What documents should we include as attachments to the application?

Attachments you should attached include:

- written approvals from relevant authorities e.g. local government permits, landowner, land manager, if required
- The quotes you sourced when working out your budget
- Copy of bank statement (proof of ability to contribute a minimum of 10% in cash).

- Permits, if required
- Land tenure arrangements
- A letter of support from your peak body and if applicable, your local council, endorsing your project
- The completed “[In-kind and Voluntary Support](#)” template.
- Environmental Management Plan (if your club already has one).
- Completed [Fair Play Code](#) (formerly Victorian Code of Conduct for Community Sport)

GST

Please note that if your organisation’s annual turnover is greater than \$150,000 (non-profit organisations), then you are required by the Australian Tax Office to be registered for the GST. Your organisation needs to consider the impact of the grant in relation to this threshold (source: www.ato.gov.au).

All application budgets must provide the GST exclusive cost of the project.

For successful applicants, that are registered for GST, the Department of Jobs, Precincts and Regions will pay 10% GST amount on top of the approved funding.

For successful applicants that are NOT registered for GST, the Department of Jobs, Precincts and Regions will only pay the approved GST exclusive funding amount and will not pay any GST on top of the approved funding.

Organisations that are NOT registered for GST need to consider that when paying expenses for their funded project, that most expenses will incur GST.

The approved funding cannot be used to pay the GST component of expenses and this can result in a potential project budget shortfall. As such, all organisations not registered for GST will be required to incur the GST costs associated with the delivery of the project.

This GST contribution for non- registered GST organisations is over and above the minimum co-contribution requirements for the Infrastructure Upgrades and Equipment Category.

Q: Is GST added to our grant amount?

If your club is not registered for GST, then it will not be added to your grant amount.

Not many shooting clubs are registered for GST, because most fall below the annual turnover threshold.

However, if your club or organisation is registered for GST, the Department is required to add GST to your total grant amount.

Q: Do I include GST in my budget? It’s included in all the quotes I’ve sourced.

So that your club does not have to cover the cost of the GST, your club’s cash contribution can include the GST component.

Assessment

Q: How will our application be assessed?

If you refer to Section 5 of the program guidelines, you will see a table listing the assessment criteria, broken down into weighted sections called ‘What?’ ‘Why?’ and ‘How?’.

Each application is assessed and scored against these criteria and will end up with a total score. This score will determine where it is prioritised in the final list of projects.

Q: Who decides if we get a grant?

The applications undergo assessment using the process described in Section 5 of the guidelines. The Shooting Sports Facilities Program Advisory Committee is a panel that has been appointed by the Minister for Community Sport. They provide advice to Sport and Recreation Victoria regarding the suitability of the applications. The suitability review outcome will be considered by the Sport and Recreation Victoria Assessment panel who will assess the applications using the criteria listed in Section 5 of the guidelines.

Recommendations are then provided to the Minister for consideration.

Q: When do we find out if our application has been successful?

All applicants – both successful and unsuccessful – will receive a letter from the Department / Minister for Community Sport by May 2021, advising them of the outcome.

If you receive a grant

Q: Will we need to sign a contract?

Yes, you'll need to sign a Funding Agreement, which is a legal contract between your club and the Department.

Q: When will we receive the grant money?

Your grant payments will be staggered. Depending on your project it may look like this:

- 70% of your total grant when you meet your first milestone requirement (provision of project management plan and budget tracker).
- 20% when you meet your next milestone (progress report).
- 10% upon meeting second and final milestone (project completion and submission of acquittal documentation).

Q: What does project completion involve? Does that mean we'll need to cover the last 10% of the grant ourselves until after we've finished?

Yes, it does – so you'll need to decide if your club has the cash to bear this cost, even though it's only temporary and you'll receive it back upon project acquittal.

10% doesn't sound like a lot but remember for a \$100,000 grant, you would need \$10,000. Can your club afford to contribute an extra \$10,000 and not receive it back until the end of your project? Consider this carefully.

Q: How will we receive the grant money?

We'll send you a banking details form. This needs to be completed and sent back to us, so we can transfer your grant payments directly into your account.

Q: Who will oversee or manage the project?

You will. Even though the State Government is making a financial contribution to your project, your club or organisation is responsible for its oversight and for making sure it is completed.

Q: I'm not very computer-savvy. Is that going to be an issue?

It could make things difficult, as you'll need to complete your reports on computer and then email them to us. Documents will be emailed through to the nominated representative including; the Funding Agreement, Budget Tracker and the Project Management Plan as Word and Excel templates. To complete them, you'll need the latest version of Microsoft Office on your computer.

Project Management

Q: What happens if the project is late?

You need to keep the Department informed about your project timelines. If you experience delays in your project and need more time to complete it, you need to formally advise the Department in writing.

Remember that if your club has trouble completing the project, this may have an effect on the availability of future funding.

Q: My club is no longer able to complete the project. What do we do?

Please inform the Department as soon as practical if you cannot complete your project. The Department will then formally request the return of the grant funds.