

# Shooting Sports Facilities Program Round 3 (2017/18)

## Frequently Asked Questions

### 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 can provide written advice from the Australian Tax Office that no withholding tax is required from the grant
- be financially solvent.

#### **Q: How much funding is available for each grant?**

The maximum funding for each grant is \$100,000.

#### **Q: Will applicants be required to match funding?**

Under the *Shooting Sports Facilities Program – Round 3*, applicants can apply for a one-off grant up to a total of \$100,000 which must be matched on a \$2:\$1 ratio between the Victorian Government and shooting clubs.

This means that the government will contribute almost 67% of a project's total cost, and clubs need to contribute the other 33%.

Applicants must provide at least 50% cash (and therefore less than 50% in-kind) for their total contribution to be eligible for funding. Applicants that provide greater than 50% of their contribution in cash will be prioritised.

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

Yes, you can.

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

18 months. However, if your project involves something simple like purchasing new traps, you should be able to acquit it more quickly.

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

Refer to item 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, it sounds like 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.

We've uploaded a fact sheet to the shooting sports webpage, located at <http://www.sport.vic.gov.au/grants-and-funding/our-grants/shooting-sports-facilities-program>. This will help you calculate your in-kind and understand how much of it you can contribute to your project.

## APPLYING

### Q: When do applications open?

Applications can be submitted from Thursday 19 April 2018.

### Q: When do applications close?

Applications must be submitted by Wednesday 30 May 2018, 4:00pm.

### Q: How do we apply?

You'll need to complete the application online, through Grants Online. Go to our webpage <http://www.sport.vic.gov.au/grants-and-funding/our-grants/shooting-sports-facilities-program>.

### Q: What documents should we include as attachments?

When you reach the end of the online application, you'll have an opportunity to upload supplementary documents. These documents should include:

- a Venue Management Plan
- the quotes you sourced when working out your budget
- a letter of support from your local council, endorsing your project
- the "In-kind and Voluntary Support" template.

## GST

### Q: Is GST added to our grant amount?

Most likely not. 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: So do I include GST in my budget? It's included in all the quotes I've sourced.

For the purposes of clarity, we ask that you exclude GST from your application budget (and also from your final acquittal figures). If you include GST at either stage, you'll be asked to re-submit your figures.

## ASSESSMENT

### Q: How will our application be assessed?

If you refer to item 8 of the program guidelines, you will see a table listing the assessment criteria, broken down into weighted sections called 'What?' 'Why?' 'How?' and 'Who?'

Each application is assessed and scored against this 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 are assessed and scored by the Shooting Sports Facilities Program Advisory Committee, a panel that has been appointed by the Minister of Sport.

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 Minister for Sport in October 2018, 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. In most cases;

- 90% of your total grant when you meet your first milestone requirement (execution of funding agreement and provision of project management plan), and
- 10% upon meeting second and final milestone (project completion and submission of acquittal documentation).

### **Q: Project completion? 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 that the grant has a cap of \$100,000. 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: What reports will we need to submit?**

You will be emailed templates for three 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 Completion Report (PCR)
- Budget Tracking Template (BTT)

### **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. The Funding Agreement is the only document that you'll receive through the post from us – all the reports that follow will be Word and Excel templates. To complete them, you'll need the latest version of Microsoft Office on your computer.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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