

# RECREATION AND SPORT CAPITAL DEVELOPMENT GRANT PROGRAM



**Wandin Netball Club -**  
**New Scoreboard**



**Lilydale BMX Track -**  
**New Start Gate**



**Monbulk Recreation Reserve -**  
**Behind Goal Netting**

# FUNDING GUIDELINES 2025/26

## What is the Capital Development Grant Program?

Yarra Ranges Council will provide funding to not-for-profit recreation and sporting organisations within the municipality to improve their existing facilities. This can be achieved through improvements to buildings, outdoor spaces and outdoor facilities as long as the building/area is owned and/or maintained by council.

The objective of the Capital Development Program is to support the local community to carry out projects that will improve and benefit not only sport and recreation Clubs in the Yarra Ranges, but also the wider community.

## Why Yarra Ranges Council funds the Capital Development Grants

Yarra Ranges Council is committed to:

- Improving the physical and mental health of its community through sport and recreation
- Increasing participation across all sports and recreation activities.
- Support active living
- Improving the safety of the community

## Important dates

| Event                     | Date                                       |
|---------------------------|--------------------------------------------|
| Applications open:        | 9.00am, Monday 5 <sup>th</sup> May 2025    |
| Applications close:       | 11.59pm, Sunday 15 <sup>th</sup> June 2025 |
| Evaluation process:       | July 2025 to September 2025                |
| Projects to be completed: | September 2025 to 30 June 2026             |

***\*the project should be completed no later than 30 June 2026***

## About the Grant?

- Grants are up to \$30,000
- Club contributions will constitute a minimum 50% of the total project cost (In-kind contributions will be accepted based on valid quotations)
- Total project cost can be no more than \$80,000 - which would consist of \$30,000 from Council and \$50,000 from the sport and active recreation organisation
- Funding is provided as a one-off grant for a capital improvement, to buildings, facilities or land managed/maintained by Yarra Ranges Council under a lease/licence or annual/seasonal tenancy
- Only one application per organisation will be accepted.

## Who Can Apply

- Not-for-profit sporting or active recreation organisations that have a current lease/license or tenancy/JUA agreement with Yarra Ranges Council or recognised government body which the land is managed/maintained by Yarra Ranges Council

## Who Cannot Apply

- Individuals
- Profit making organisations (Businesses).
- Sport or active recreation organisations without a current lease/license or tenancy/JUA agreement with Yarra Ranges Council on land which is not owned, managed or maintained by Yarra Ranges Council

## Eligible Projects

- Cosmetic improvements to pavilions and club rooms, including kitchens, bathrooms and social space
- Improvements to sporting and recreational facilities
- New infrastructure initiatives to encourage active living
- Projects that reduce risk/improve safety
- Storage improvements
- Fencing

Priority will be given to projects that address the following objectives:

- Improve opportunities and/or the environment for female participation in sport and recreation
- Improve access for disadvantaged groups (e.g. disability, cultural, low socio-economic) to sport and recreation facilities
- Projects that incorporate sustainability elements in design, materials or outcomes ie. environmental, economic or social

## Ineligible Projects

- Maintenance works considered as your organisation/ clubs' responsibility under the current Tenancy or Lease agreement with Council
- Projects which exclude access to the public or community groups
- Structural changes to pavilions and club rooms
- Ongoing administration/operational costs
- Works that have already been started or completed
- Sports Lighting Upgrades
- Appliances and/or non-permanent equipment.

## Assessment Criteria

| Criteria                                                                                                                                       | Weighting |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. Clear evidence of demand for the project and the ongoing benefits to community participation.                                               | 40%       |
| 2. The degree to which the organisation has provided the required project documentation and can demonstrate the ability to deliver the project | 30%       |
| 3. Demonstrated increased opportunities for female participation and/or disadvantaged groups.                                                  | 25%       |
| 4. Sustainability elements incorporated in design, materials and outcomes.                                                                     | 5%        |

## Prior to applying

Please consider the following prior to completing your application;

1. Discuss the grant opportunity with the Club Committee
2. Is there a project that will meet the criteria and enhance the Club?
3. Do you have the required funds to contribute?
4. Are you capable of delivering the project within the timeline?
5. Is there someone who can arrange the project and has the required time/skills?
6. Contact The Sport team to discuss the project and ensure it is eligible
7. Commence planning and research your project in detail.
8. Develop a clear project plan & collect required project information outlined in the online application form

## Supporting documentation required as part of application:

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| Quotes and/or cost estimates                                         | Mandatory |
| Draft plans/design/project details                                   | Mandatory |
| Evidence of funds ie. Bank statement or letter from funding provider | Mandatory |
| Council's Project Management Framework                               | Mandatory |
| Letters of support                                                   | Desired   |
| Current Annual Report or Business plan                               | Desired   |

## If your project is successful you will need to provide the below documentation before commencement:

|                                                                          |           |
|--------------------------------------------------------------------------|-----------|
| Updated Project Management Framework                                     | Mandatory |
| Signed Council funding agreement                                         | Mandatory |
| Evidence of Permit application only if required ie. Building or planning | Mandatory |
| Confirmation of tradesperson/contractor/supplier for project             | Mandatory |

## How to Apply

- Head to the link: <https://yarraranges.smartygrants.com.au/CapitalDevelopmentGrants2025-26>
- Follow all the information and prompts on the online form
- Save as you go, to reduce the risk of losing your work
- You may save your application mid-way through and come back to it at another time
- If you have trouble attaching any supporting documents to the application form, email them through separately to [sport@yarraranges.vic.gov.au](mailto:sport@yarraranges.vic.gov.au) with your application number.

## Successful Applicants

Council will review applications throughout July - September 2025 and notify applicants of the outcome by **Late-September 2025**. All applicants will be notified via email.

## Payments

- Payments of grants will be done via EFT
- **80%** of the monies will be transferred once the above mandatory requirements for Council have been received
- The remaining **20%** will be transferred upon competition and inspection of works by Council.

## Variations

- Approval for any variation to projects outside of the completion timeframe must be received in writing to be considered by Council.

## Further information

If you require further information or have questions, please contact;

| Name              | Position                                   | Contact details                                                                                                       |
|-------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Jason Young       | Recreational & Sport Project Officer       | p 9294 6773<br>m 0456 781 725<br>e <a href="mailto:j.young@yarraranges.vic.gov.au">j.young@yarraranges.vic.gov.au</a> |
| Sarah Parsons     | Project Support Officer                    | p 9294 6991<br>e <a href="mailto:s.parsons@yarraranges.vic.gov.au">s.parsons@yarraranges.vic.gov.au</a>               |
| General enquiries | Yarra Ranges Council Customer Service Team | p 1300 368 333<br>e <a href="mailto:sport@yarraranges.vic.gov.au">sport@yarraranges.vic.gov.au</a>                    |