

**Cardinia Shire Council  
COMMUNITY CAPITAL  
WORKS GRANTS  
POLICY**



**1. Objectives**

The Community Capital Works Grants Program to upgrade community and recreation facilities aims to assist community groups to improve facilities that are being used to promote local community networks and support family wellbeing. Improvements to facilities funded through this program should complement Council's *Council Plan* and seek to foster people's participation and involvement in their local communities.

The objectives of this program are to:

- progressively upgrade the facilities from which community organisations provide services to the community
- progressively improve facilities that are the primary focus for services or programs that promote local community networks
- progressively improve facilities that positively contribute to community safety and the wellbeing of residents
- foster community ownership and management of local facilities.

**2. Definitions**

*Capital works*

Capital works are defined as building extensions and improvements. Playing surface improvements and lighting projects are also considered to be capital works items. Built in or fixed equipment may also be considered for funding.

It is not intended that the grant program will fund portable items, however, where portable equipment meets best practice models, such as portable playground equipment in kindergartens, these items will be considered for funding.



## 6. Completion

All projects are to be completed within the allocated financial year. Multiple-year funding is not available under this grant program.

Grant funds will only be carried over under exceptional circumstances. Recipients must make written application for consideration of funds to be carried into future financial years.

## 7. Project assessment criteria

Council usually receives applications for more funding than it can provide through its budget processes. Not all projects may be able to be supported by Council in any one year, and Council may not be able to provide the level of funding sought for a particular project.

To assist Council to assess the competing projects, applications must demonstrate that they meet the following criteria.

*Priority 1* – projects that enhance access and inclusion  
– projects that address occupational health and safety and/or regulatory compliance issues.

*Priority 2* – projects that maintain a facility at an acceptable level for its current use  
– projects that improve facilities that are not fit for current use

*Priority 3* – projects that upgrade facilities  
– Projects relating to facilities that are of an acceptable standard for current use.

Applications must also:

- demonstrate how the local and wider community will benefit from the project
- be consistent with Council plans and priorities
- be consistent with strategic plans for the facility/location
- demonstrate the group's capacity to deliver the project both from a financial and project management perspective.

## 8. Assessment process

All grant applications are reviewed by an assessment panel comprising of two nominated Councillors and a multidisciplinary team of relevant Council staff.

Once agreement is reached in this forum, grants are referred to Council for endorsement and formal approval.

## **9. Dispute resolution**

If a community group disagrees with a grants assessment, a written request may be made for clarification on the assessment of the proposal. Such requests will receive due consideration and a formal response will be provided.

## **10. Indicative timelines**

<b>February</b>	Information and application forms distributed to community organisations
<b>March</b>	Grants information seminars held in each ward.
<b>April</b>	Closing date for applications
<b>July</b>	Announcement of grants