**Community capital works grant policy**

The community capital works grants program aims to assist community groups to improve community and recreational facilities that support local community networks and enhance community wellbeing.

**Objectives**

The community capital works grants aim to upgrade community and recreation facilities through supporting groups to undertake:

* building extensions and improvements
* capital improvements at recreation reserves and sporting facilities
* built in or fixed equipment installations
* portable items where they meet best practice standards (e.g. playground equipment in kindergartens).

**Eligibility**

Groups and organisations eligible for the Community Capital Works grants must:

* manage a public facility on Council-owned or Crown land (this included facilities/land owned by the Department of Environment and Primary Industries)
* be not-for-profit organisations based within municipal boundaries with membership open to residents of the Shire of Cardinia
* be incorporated or be auspiced by an incorporated organisation (this includes section 86 committees of Council).

Groups that use facilities managed by a separate committee of management must provide evidence of endorsement for the application by the committee of management (e.g. recreation reserve committee approval for projects undertaken by a user group).

Groups that use facilities that are on Department of Environment and Primary Industries (DEPI) owned land must provide evidence of consent for the proposed works from the DEPI.

All projects are to be completed within the allocated financial year.

Projects may be staged over several years but a separate application must be made to Council for each stage each annual funding round. Council cannot guarantee that future stages and grant applications will be funded.

The following will not be funded:

* sporting surface and surrounds maintenance that is funded through maintenance grants provided to recreation reserve committees of management
* requests for retrospective funding
* consultancy fees
* groups and organisations with an outstanding debt to Council

**Funding formula**

All projects will be funded on a matched funding basis: $1 from Council and $1 from the applicant, to a maximum grant of $35,000.00

The applicant’s contribution may include:

* funds sourced from other organisations or non-Cardinia Shire Council grant programs.
* reimbursement for volunteer labour contributing to the project.

Volunteer labour contributions can include any work that is not trades work or classed as "high risk work" (including all work that requires a licensed tradesperson, e.g. plumbing, electrical). Volunteer labour will be reimbursed by Council at the rate of $33.00 per hour.

If a commercial builder or qualified contractor is engaged to undertake work related to the project in an in-kind capacity, the quoted value of this will not be considered within the total project cost for the purposes of calculating the value of the grant.

**Criteria**

Council may receive applications for more funding than what is available. To assist Council to assess the competing projects, eligible applications will be assessed against the following priorities:

***Priority 1***

* projects that enhance access and inclusion
* projects that address occupational health and safety
* projects that address regulatory compliance issues.

***Priority 2***

* projects that improve facilities that are not fit for current use.

***Priority 3***

* projects that maintain a facility at an acceptable level for its current use

***Priority 4***

* projects that provide an environmental benefit (i.e. a reduction in resource consumption or use of efficient technologies), where possible.

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 other relevant regulations
* be consistent with strategic plans for the organisation/group
* be consistent with strategic plans for the facility/location
* be able to demonstrate the capacity to deliver the project both from a financial and project management perspective.

**Assessment process**

All grant applications are reviewed by:

* an assessment panel comprising a multidisciplinary team of relevant Council staff
* Senior Managers within Council
* a panel of Councillors.

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

**Dispute resolution**

If an applicant wishes to query a grants assessment, a written request may be made for clarification of the assessment. Such requests will receive due consideration and a formal, written response will be provided.