

Community Capital Works Grants Program policy

1 Policy alignment

This policy outlines Council's commitments and responsibilities in providing Community Capital Works Grants to the community and provides guidelines for the consistent management of the grant programs across Council based on the principles of community involvement and good governance.

2 Purpose

The Community Capital Works Grants Program aims to assist community groups to improve facilities that are being used to promote local community networks and support wellbeing. This will be undertaken by the availability of three categories, Category 1 - Capital Works Grants, Category 2 - Capital Works Partnership Grants and Category 3 – Major Equipment Grants.

The objectives of Category 1 and 2 are to:

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

The objectives of Category 3 are to:

- Enable eligible Committees of Management an opportunity to purchase maintenance equipment that will be used to maintain playing surfaces, outer grounds, or large internal areas, on their own accord, without the need to engage contractors
- Create opportunities for committees to work together in obtaining funding for new grounds equipment and collaborate in the usage of this equipment

3 Scope

Groups and organisations eligible for Community Capital Works Grants must

- Be not-for-profit and managed by a volunteer board or committee of management
- Be a committee established by the Council to manage a Community Asset
- Be incorporated
- Have adequate public liability insurance
- Have no outstanding grant acquittals or outstanding debts owing to Council
- Propose an initiative which will benefit the Cardinia community and be located in Cardinia
- Be able to supply financial statements and information as requested
- Be able to meet conditions associated with receiving the grant
- Demonstrate the proposed activity is consistent with Local, State and Federal regulations
- Be able to provide supporting data, when requested, proving that the project is adequately costed.

Organisations that use facilities managed by a committee of management must obtain the approval of the committee of management prior to lodging an application for a grant. For organisations that use facilities on Crown Land, approval from the relevant State body is required prior to applying for the grant.

Grants will only be awarded to groups or organisations managing public facilities on behalf of Council on Council-owned land or Crown land.

The following will not be funded:

- works proposed in facilities not owned by or managed on behalf of Council
- requests for retrospective funding, where projects have commenced prior to receiving funding approval
- consultancy fees
- groups and organisations with an outstanding debt to Council

4 Policy description

Council provides ongoing annual funding to support the community to respond to community needs, provide programs and services that strengthen the Cardinia community and deliver strategic outcomes for Council. Cardinia Shire Council is committed to providing this funding efficiently, equitably, and ethically. Grant opportunities will be widely promoted across the municipality using a variety of promotional avenues to enable everyone who is eligible to apply for a grant is given the same opportunity to do so.

Under the Community Capital Works Grants Program, three grant categories are available for the community. Each grant category will have its own set of guidelines to be read in conjunction with this policy.

CATEGORY 1 - CAPITAL WORKS GRANTS

- Maximum of \$20,000 (per project)
- Grants available from a Set Priorities list that will benefit the enhancement of the facility.
- A simplified application process for Community Groups only
- The Internal Council Cross Divisional Group (ICCDG) will be responsible for assessing the applications

All works to be carried out from the grant will be co-ordinated by Cardinia Shire Council, with no match funding asked of by the Community Group and no works undertaken by committee's/clubs.

5% of total annual package allocated to Category 1 programs will be directed to Building & Facilities to manage program (Project Management Costs).

Implementation

Set Priorities for infrastructure will be based on Councils Strategic Objectives in consultation with a Building Assessment Report, Condition Rating (where applicable), an Asset Management Plan and community consultation.

Examples of Set Priorities could be:

- Electrical Switchboards
- Asbestos removal
- Hot water systems providing effective outcomes
- Lighting Upgrades for security, improved internal lighting and energy reduction.
- Replacement of Fencing
- Improvements to amenities

Community organisations will be required to submit a simplified application to register for Category 1 grants. Only Set Priorities as identified in the current year's grants round can be applied for.

The Community Group will not be required to submit quotes, detailed plans, building permits, product specifications, Public Liability and Workcover Certificate as part of the process. Council will undertake the formalities of the installation/construction of the successful applications.

Category 1 applications will go through a preliminary assessment process and be short-listed by the ICCDG and provided to SLT for endorsement. Grants will be referred to a full Council meeting for endorsement and formal approval.

CATEGORY 2 - CAPITAL WORKS PARTNERSHIP GRANTS

- Maximum \$70,000 (maximum \$35,000 Council contribution)
- Grants must benefit the enhancement of a Council asset. This could include building extensions and improvements, capital improvements at recreation reserves and sporting facilities, built-in or fixed equipment installations or portable items which meet best practice standards (for example, playground equipment in kindergartens).
- Grant contribution by the Community Group is based on a rating scale pending the overall annual income of the group. The rating scale being:
 - Up to \$5,000 - 10% contribution
 - \$5,000 - \$15,000 - 30% contribution
 - \$15,000 and above - 50% contribution
- The ICCDG will be responsible for assessing the EOI applications
- Two stage process:
 - Stage 1 - Expression of Interest (EOI)
 - Stage 2 - Detailed application process for projects that are invited to proceed to Stage 2.
- Community group must demonstrate financial capacity to service the grant
- The Committee contribution may include a negotiated voluntary labour component.
- Works implemented by community organisation

Implementation

Stage one will require Community Groups to submit an EOI. Stage 1 EOI applications will be assessed by the Community Places Officer with assistance from Project Supports Officers from the appropriate team. If application is recognised as eligible and supported, the community group is invited to submit requirements for Stage two.

If an application is not supported, Project Support Officers will work with community groups to find a solution to have their application recognised, work with community group to provide other more suitable opportunities or to assist in the group applying the following year.

Stage two will require a community group to supply full details of the proposal as outlined in application guidelines.

The Stage 2 applications will be assessed by Community Places and Project Support Officers to make initial recommendations. Cross Division Assessment Panel including Councillor representatives will be held to discuss applications, once agreement is reached in this forum, grants are referred to a full Council meeting for endorsement and formal approval.

All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

CATEGORY 3 - MAJOR EQUIPMENT GRANT

- \$50,000 allocated to the Major Equipment Grants
- \$1 from Council and \$1 from the applicant to a maximum grant of \$20,000
- The ICCDWG will be responsible for assessing the applications and selecting successful applications.
- Applications must be consistent with any agreed reserve maintenance schedule
- Community groups must demonstrate financial capacity to purchase the equipment
- All projects will be funded on a matched funding basis: \$1 from Council and \$1 from the committee.

Implementation

Community Groups are required to supply full details of the proposal as outlined in application guidelines. Applications will be assessed by the ICCDWG.

If an application is not supported, the Project Support Officer will work with the community groups to find a solution to have their application recognised, work with community group to provide other more suitable opportunities, explained why the proposal cannot be supported or to assist in the group applying the following year.

All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

5 Assessment Criteria

It is acknowledged that not all projects may be able to be supported by Council in any one year due to budget restraints, 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 in **Category 1 and 2**, 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.

To assist Council to assess the competing projects in **Category 3**, applications must demonstrate that they meet the following criteria.

Priority 1

- Demonstrated need for major equipment

Priority 2

- Demonstrated need for funding assistance

Priority 3

- Ability to maintain and house the equipment

For all Categories, preference will be given to projects which are not eligible for State, Federal or other funding assistance. However, if funding will assist in the gaining of State or Federal funding then the application will be considered on merit.

The ICCDG will be responsible for assessing the applications for Category 1. If there is an abundance of applications, Officers will base the decision of success using Councils Building Condition Assessment and the Asset Management Plan.

Alternatively, if there is remaining budget in any of the categories, this can be redirected to other categories if oversubscribed in those areas.

Change in Project Scope

Any change in project scope after a grant has been awarded must be applied for through SmartyGrants, the change will be considered and any additional costs or expenses that may occur through the change will be borne by the project applicant.

Application for Multiple Projects in One Year

Applicants can submit more than one project in the grant's year. The Community Capital Works Grants program is designed to extend to as many community groups/organisations as possible and will be spread broadly throughout the municipality. If the budget is exhausted for the year, with a risk of some groups unable to be funded, discussions will be held with any groups that have applied for multiple projects, with the direction to prioritise their proposal and decrease the number of projects to allow other groups to be successful.

5.1 Responsibilities

Building and Facilities will be responsible for:

- determining the Set Priorities in Category grants (with assistance from Project Support Officers and Community Places if required)
- the administration and completion of approved grants in Category 1
- delivering projects within the grant's timeframe
- reporting projects and finalisation when they have been delivered to Community Places

Internal Council Cross Divisional Group (ICCDG) (a group of five Council Officers from Active Communities, Building & Facilities, Risk, Asset Management and Community Places) will be responsible for:

- assessing the simplified applications in Category 1, providing support or refusal of the project
- assessing the EOI applications in Category 2, providing approval or refusal to progress to Stage 2 process

Community Groups/Organisation applying for the grant - As a part of council grant qualification, along with information set out in Guidelines, committees will be required to provide annual financials statement for the preceding financial year at the time of the submission of the grant application ensuring their organisations capacity to pay for the project as per the agreement.

Community Places will be responsible for the facilitation and administration of the Community Capital Grants program

Cross Division Assessment Panel - (Community Places, Project Support Officers and Councillor representatives) will be responsible for the final endorsement prior to recommendations being sent to SLT and Council.

Project Support Officers – Responsible for liaising, supporting, and communicating throughout the grants process with their respective club/organisation.

To ensure an accountable and transparent assessment process anyone with a conflict of interest will not participate in any discussions or decision relating to the specific application

6 Compliance

In addition to the Terms and Agreement provided to successful applicants, the following conditions apply to all Council's grants and funding programs.

- When an organisation or individual accepts a grant and/or signs an agreement it means that they accept the conditions outlined in their Terms of Agreement /Funding Offer.
- All projects are to be completed within the allocated financial year. Multiple-year funding is not available under this grant program.
- Acquittal must be provided to Council prior to payments processed by Council.
- 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.

If Community Assets Committee (formally Section 86 Committees) require a Loan or donation, written approval from Councils Governance department is required. Noting that Community Assets Committee are unable to enter into Loan agreements unless approval is provided by Council and a formal loan agreement between the Committee and the Company/Person is entered into, to protect the rights of both sides and include a loan repayment schedule.

6.1 Recourse for non-compliance

If a community group disagrees with a grant's assessment, a written request may be made within four weeks that notification has been given of the outcome, for clarification on the assessment of the proposal. Such requests will be received and reviewed by the General Manager Liveable Communities and a formal response will be provided.

7 Related documents

Type of document	Title and/or RMC link
Commonwealth/Victorian legislation	n/a
Strategic directions paper	n/a
Policies	n/a
Strategies	n/a
Guidelines	Roles and Responsibilities for the management of the Community Capital Works Grants Program Community Capital Works Grants Application Guidelines
Procedures	Community Capital Works Grants Category 1 Process Chart Community Capital Works Grants Category 2 Stage 1 Process Chart

	Community Capital Works Grants Category 2 Stage 2 Process Chart Community Capital Works Grants Category 3 Process Chart Community Capital Works Grants Amend Project Scope Process Chart Community Capital Works Grants Recognising Set Priorities Process Chart
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8 Glossary of terms

Acquittal means information provided by a grant recipient that ensures that funds have been administered responsibly and in line with conditions of the grant program.

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.

Council means Cardinia Shire Council being a body corporate constituted as a municipal Council under the Local Government Act 1989

Councillors means the individuals holding the office of a member of Cardinia Shire

Council officer means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer

Grant means a sum of money given to organisations or individuals with an expectation that the money will be used for an agreed and specified purpose

Project Support Officers Officer from various department that support the committees in their respective areas (Active Reserves, Passive Reserves, Community Places, Building and Facilities, Heritage and Environment etc)

Set Priorities – Set Priorities for infrastructure will be based on Councils Strategic Objectives in consultation with a Building Assessment Report, Condition Rating (where applicable), an Asset Management Plan and community consultation. ESM and emergency works are not reliant on Community Capital Works Grants, these works will be undertaken through the normal Building and Facilities implementation process.