

Community Capital Works Grants 2023 – 2024

Program Guide

- Grant terms and conditions
- Council contacts
- Important dates
- The terms and conditions of Community Capital Works Grants are outlined in this document.
- These terms and conditions should be read in conjunction with the Community Capital Works Grants Policy. (The information in the policy is included on the Apply for a Community Capital Works Grant web page on Council's website at www.cardinia.vic.gov.au/ccwg)
- Related documentation

Grants may be subject to additional conditions specific to your project, which will be outlined in a letter of offer from Council.

Council reserves the right to cancel a grant agreement if a grant recipient does not adhere to the terms and conditions outlined in this document and/or letter of offer.

If at any stage you require further information or wish to discuss your grant, please contact Council's Connected Communities Team on 1300 787 624 or email CCWG@cardinia.vic.gov.au.

Overview

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 family wellbeing. This will be undertaken by the availability of three categories.

	CATEGORY 1 - CAPITAL WORKS GRANTS	CATEGORY 2 - CAPITAL WORKS PARTNERSHIP GRANTS	CATEGORY 3 - MAJOR EQUIPMENT GRANT
Objectives	<ul style="list-style-type: none"> • 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 <p>foster community ownership and management of local facilities</p>		<ul style="list-style-type: none"> • Enable eligible Recreation Reserve Committees of Management an opportunity to purchase major maintenance equipment that will be used to maintain playing surfaces or their facility on their own accord, without the need to engage contractors • Create opportunities for reserve committees to work together in obtaining funding for new equipment and collaborate in the usage of this equipment.
Funding formula	<ul style="list-style-type: none"> • Maximum of \$20,000 (per project) • Grants available from a Set Priorities list that will benefit the enhancement of the facility. • Simple application process for Community Groups only • The ICCDWG will be responsible for assessing the applications <p>** All works to be carried out from the grant will be co-ordinated by Cardinia Shire Council, with a no match funding</p>	<ul style="list-style-type: none"> • Maximum \$70,000 (per project- 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 	<ul style="list-style-type: none"> • \$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-based set priorities. • Applications must be consistent with any agreed reserve maintenance schedules • Community group must demonstrate financial capacity to purchase the equipment • The Committee contribution may include a negotiated voluntary labour component.

	<p>asked of by the Community Group and no works undertaken by committee's/clubs.</p> <p>5% of total package allocated to Category 1 programs will be directed to Building & Facilities to manage program (Project Management Costs).</p>	<p>annual income of the group. The rating scale being:</p> <ul style="list-style-type: none"> ○ 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 applications ● Two stage process: <ul style="list-style-type: none"> ○ Stage 1 – Simple application - 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 ● Works implemented by community organisation with assistance from Cardinia Shire Council ● The Committee contribution may include a negotiated voluntary labour component. 	
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Definitions

1. Grant recipient refers to the legal entity awarded a Community Capital Works Grant.
2. Grant Administrator is the Council Officer overseeing the administration of the Community Capital Works Grants program.
3. Liaison Officer - provide ongoing project advice and support to groups with regards to proposed projects and project applications.
4. SmartyGrants is an online grants administration system. To register go to:
<https://cardinia.smartygrants.com.au/applicant>
A link to SmartyGrants is also located on Councils website.
5. Contractor tradesperson or business engaged to provide materials/works/services for your project.
6. Construction/building work refers to work being undertaken on a building or a structure including:
 - construction, altering or converting
 - fitting out or commissioning
 - renovating or refurbishing
 - decommissioning or demolishing
 - relocation or placement of a building or structure on land
 - work that is similar in nature to the above listed.
7. Construction Induction Card entitles a cardholder to perform construction work after having completed general OHS induction training for the construction industry. It is also known as a 'white card' or 'red card'.
8. Safe Work Method Statement (SWMS), formerly known as a Job Safety Analysis, is a risk assessment of a worksite. A SWMS must be project-specific and should:
 - list types of high-risk construction work being done
 - state the health and safety hazards and risks arising from that work
 - describe how the risks will be controlled
 - describe how the risk control measures will be put in place
 - detail who is responsible for compliance with the SWMS.
9. High-risk work includes but is not limited to the following types of work:
 - works where there is a risk of a person falling more than two metres
 - construction work involving demolition
 - work involving the removal or likely disturbance of asbestos
 - construction work involving structural alterations where some sort of temporary support will be used to prevent the structure from collapsing
 - work involving a confined space (see definition of confined space).
 - work involving a trench or tunnel
 - construction work on or near:
 - pressurised gas distribution mains or piping
 - chemical, fuel or refrigerant lines, or
 - electrical installations or services.

Note: 'Near' means close enough that there is a risk of hitting or puncturing the mains, piping, electrical installation or service.

 - work in an area that may have a contaminated or flammable atmosphere
 - work involving tilt-up or precast concrete
 - work on or next to roads or railways that are in use
 - work at a workplace where there is any movement of powered mobile plant

- work in an area where there are artificial extremes of temperature
- work in, over or near water or other liquids if there is a risk that someone may drown.

10. Confined space is any space in an enclosed or partially enclosed structure that:

- may be entered, and
- is difficult to get into or out of, and
- is (or should be) at normal atmospheric pressure while someone is in it, and
- contains (or could contain) a contaminated atmosphere, an unsafe level of oxygen or a substance that could engulf a person.

Terms and conditions

1 Eligibility

- 1.1 Community groups must be eligible under the [Community Capital Works Grants Policy](#) to apply for a grant.
- 1.2 The Early Years Management organisations can apply for grants that support the facilities from which they operate.
- 1.3 To ensure your project meets the program objectives, eligibility, and assessment criteria we require community groups develop their project in consultation with Council. In principle support from the relevant Liaison Officer within Council will be required.
- 1.4 If a licence, lease, or funding agreement exists between Council and the applicant, then the agreement needs to be signed and current in order for applications to be considered.
- 1.5 Community groups with incomplete or outstanding projects are not eligible to apply for further projects and applications will not be considered.

2 Applications

- 2.1 Applications must be made using the SmartyGrants online platform.
- 2.2 Late applications will not be accepted.
- 2.3 Applications must be supported with relevant requested documentation. Incomplete applications will not be considered.
- 2.4 Category 2 – Community Partnership Grants will require applicants to submit a simple application as an expression of Interest. These applications will be assessed by the Connected Communities Team Officer with assistance from Liaison Officers from the appropriate team. If application is recognised as eligible and supported in principle, the community group is invited to submit requirements for Stage two, detailed application. Details required within the simple application EOI include:
 - Committee or Community group details
 - Written submission stating how the project will assist the facility/committee
 - Mud map identifying where the infrastructure will be located on the site
 - Approximately cost to deliver project
 - Confirmation that the committee can meet the financial scaling requirements by providing their annual financial statement for the preceding two financial years
 - Written confirmation that landowner approves proposal

**Within the below checklists, associated actions for each category are highlighted in the relevant columns below

1 – Capital Works Grants

2 – Capital Works Partnership Grants

3 – Major Equipment Grants

1	2	3	Checklist– Application stage	Completed
			Check the Community Capital Works Grants Policy to ensure your group is eligible. If unsure contact your Liaison Officer at Council (You will find a list of Council contacts at end of this document). The information in the policy is included on the Apply for a Community Capital Works Grant web page on Council’s website at www.cardinia.vic.gov.au/ccwg	
			Ensure your project meets the Policy objectives plus one or more of the priority areas for Community Capital Works Grants as outlined in the Policy. This includes aligning your application to one or more of the priority areas listed in Cardinia Shire’s Liveability Plan 2017-29 . You will need to include this information in your application.	
			To apply go to the Apply for a Community Capital Works Grant web page on Council’s website at www.cardinia.vic.gov.au/ccwg . This will link you to the SmartyGrants online grants website. If you have not applied for a grant in the past, you will need to set up a login and password for SmartyGrants. Instructions are provided on the grants link. IMPORTANT: View the application form and make sure you understand the required documentation, if not ask your Liaison Officer or the Connected Communities Team. Once you have registered for a SmartyGrants log in you can return to your grant application through their website at https://cardinia.smartygrants.com.au/applicant You can start and save your application and return to it as you collect the required information. The email you supply on your application form will be used to correspond with you regarding your grant outcome and throughout the project process. Know your grant deadlines– Important dates at listed at the end of this document and online. Late applications cannot be accepted.	
			Collect your ABN – Community organisations must have an ABN to apply for a grant. To search or apply for an ABN go to the ABN Lookup website at www.abr.business.gov.au	

		<p>Identify if your organisation is a Community Asset Committee of Council, an Incorporated Association under the Crown Land (Reserves) Act or an Incorporated Association.</p> <p>Collect your incorporation number and details or establish an auspice arrangement with an associated Incorporated Association. To search for your organisation's Incorporation number go to the Consumer Affairs website at www.consumer.vic.gov.au</p>	
		<p>Collect evidence of support for the project from your Committee of Management.</p> <p>A copy of meeting minutes or a letter of support from your organisation that clearly identifies support for the project from your Committee of Management is required for your application.</p>	
		<p>Collect letters of support from the landowner or manager for your project. This may include a Reserve Committee of Management or DELWP.</p> <p>Facilities on DEWLP Land: A letter of endorsement from DELWP is required for your application. You will also need to clarify if any asbestos is present in your facility. Evidence of this confirmation is required for your application. If asbestos is present, please request and upload a copy of the asbestos register supplied by DELWP.</p> <p>Kindergarten projects: The Early Years Management organisations can apply for grants that support the facilities from which they operate. Parent Advisory Groups who have CCWG ideas for projects are required to contact their Early Years Manager to discuss their ideas. The Early Years Manager is required to apply. Applications from Parent Advisory Groups will not be considered.</p>	
		<p>Discuss your project proposal with the relevant Liaison Officer at Council to ensure the project aligns with Council Plans and that they have indicated their in principle support.</p> <p>Relevant contacts are listed at the end of this document. Please contact the Connected Communities Team if you are unsure who your Liaison Officer is at Council.</p> <p><i>Keep a copy of your correspondence with Council as this is required for your application.</i></p>	
		<p>Contact the Buildings and Facilities team regarding your project requesting information on the building and environmental requirements for your project. Most projects will have some specific building and/or environmental considerations.</p> <p><i>Email: BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grant project proposal in the subject line.</i></p> <p><i>Keep a copy of your correspondence with Council as this is required for your application.</i></p>	

		<p>Check if there is any heritage or other overlays on your community facility through Councils Connected Communities Team or Liaison Officer.</p> <p>Email CCWG@cardinia.vic.gov.au include <i>Community Capital Works Grant enquiry</i> in the subject line.</p>	
		<p>You are required to submit plans of your project. Please ensure these provide adequate detail and measurements for assessment of your project.</p> <p>If you require assistance with what to include in your plans, please consult with the relevant Liaison Officer for further details.</p>	
		<p>To establish if your project requires a building permit or a commercial builder, complete the request for building permit advice form on Council's website at www.cardinia.vic.gov.au/ccwg</p> <p>Email the completed form to mail@cardinia.vic.gov.au attention to the Municipal Building Surveyor in the subject line.</p> <ul style="list-style-type: none"> • If you require a building permit, you will be required to submit quotes from private building surveyors. • If you require a commercial builder, you will be required to include their licence number on the application form. <p>Keep a copy of your correspondence with Council as this is required for your application.</p>	
		<p>Identify the different trades required for all works involved in your project. There is a list of trades in the application form– if you are unsure on the project requirements discuss with a member of the Buildings and Facilities team, e.g. a project to build a new shed may involve a building permit, concreting, electrical and plumbing works.</p>	

		<p>Collect quotes from contractors – Council strongly encourages applicants to seek more than one quote for all works to ensure project value for money and price validity. It is the project manager’s responsibility to do their due diligence when seeking quotes to ensure work is good value for money and quality workmanship.</p> <p>Contractor Insurance requirements - Your preferred contractors are required to provide current certificate of Public Liability Insurance for \$20 Million and WorkCover Insurance with their quote.</p> <p>Contractors are also required to submit Safe Work Method Statements before works commence. Not all contractors/trades people are familiar with these requirements so discuss these requirements with your contractor when requesting a quote.</p> <p>Remember to advise your contractor that grants are not awarded until July which means that works may occur in a different financial year. Please ensure that your quotes allow for price increases.</p> <p>It is important that Council are consulted at this stage to ensure that any unforeseen project costs can be identified and included in the application (e.g. engaging structural engineers).</p> <p>See Section 8 of these Terms and Conditions for further information on contractor requirements.</p>	
		<p>Request your contractors supply product specification documentation with their quote where required, e.g. lighting, tapware, air conditioning units. Specific requirements are outlined in the application form.</p>	
		<p>If you plan to apply for volunteer labour, check that the works to be carried out are suitable for volunteer labour by discussing with Council’s OHS Officer. Refer to Section 11 for more information on volunteer labour.</p> <p>A copy of the Volunteer Labour kit can be downloaded from Council’s website at www.cardinia.vic.gov.au/ccwg</p>	
		<p>As a part of council grant qualification, along with information set out in Guidelines, committees will be required to provide an annual financial 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.</p>	
		<p>Submit your application before the due date.</p>	

3 Grant offer

- 3.1 Council will notify grant applicants in writing of successful and unsuccessful grant applications.
- 3.2 Grant offers will outline conditions specific to the applicant's project.
- 3.3 The grant offer is made to the legal entity as identified in the grant application.
- 3.4 If any changes occur affecting the legal entity of the grant recipient throughout the life of the grant the Connected Communities Team must be notified in writing and the grant agreement may be forfeited.
- 3.5 Successful grant recipient cannot transfer their grant to any other legal entity without written approval from Council.

4 Acceptance of grant offer

- 4.1 The grant recipient must submit their *Acceptance of Offer* via SmartyGrants by the due date outlined in SmartyGrants.
- 4.2 If Council has not received the *Acceptance of Offer* by the deadline, then the grant is deemed to be forfeited by the grant recipient and no longer available to the recipient.
- 4.3 By submitting the acceptance of offer, the grant recipient agrees to:
 - complete the project as outlined in their application
 - complete the project within the grant delivery timeline
 - adhere to the conditions outlined in the grant offer
 - adhere to the Community Capital Works Grants terms and conditions as outlined in this guide.

5 Project Management

- 5.1 The Grant Recipient must nominate a representative as the Project Manager, to act as liaison between contractors and Council, coordinate any approved volunteer labour, and to oversee Occupational Health and Safety (OHS) issues. Refer also [Section 9](#) and [11](#)
- 5.2 The Project Manager must be nominated, and Council's Connected Communities Team advised of their contact details, when the grant is accepted.
- 5.3 The nominated Project Manager must be available throughout the duration of the project.
- 5.4 If the Project Manager changes throughout the duration of the project Council's Connected Communities Team must be notified in writing. Failure to provide updated project contact details will not be grounds for an extension or leniency of program requirements.
- 5.5 The Project Manager is required to oversee the administrative requirements of the grant through SmartyGrants.
- 5.6 Where volunteer labour is approved as part of the grant (and documented within Council's letter of offer), the Project Manager will be required to make contact with a member of Council's Occupational Health and Safety team to discuss how OHS requirements will be managed and monitored for the project. This will include developing an appropriate *Safe work methods statement (SWMS)*.

1	2	3	Checklist – Accepting your grant offer	Completed
			Ensure you have read and understood the terms and conditions for your grant listed in this document and outlined in your letter of offer.	
			Complete and submit the ‘Acceptance of offer’ form by logging into the SmartyGrants website. Submit the form by the due date outlined in SmartyGrants.	
			Confirm the Project Manager contact details on the ‘Acceptance of offer’ form on the SmartyGrants website.	

6 Project and/or project stage commencement

- 6.1 Project Managers are to advise Council of a preferred project start date in the *Project Commencement Request*.
- 6.2 Prior to entering into any contract or arrangement with a supplier/contractor, the grant recipient must complete Project Terms and Conditions as outlined within the Letter of offer.
- 6.3 Written approval for the works to commence must be received from Council prior to scheduling or commencing works. Council will be in contact with the Project Manager to advise timelines once the Project Commencement Form has been submitted via SmartyGrants and assessed by the relevant Council Officers.
- 6.4 Commencement of projects without approval will lead to grants being withdrawn and all charges related to the project and modifications if the project does not meet the required standards will be the responsibility of the grant recipient. The grant recipient will be ineligible for future grant applications.

7 Permits

- 7.1 All lawful permits must be obtained by the Project Manager and provided to Council prior to works commencing.
- 7.2 Building permits must be obtained from a qualified registered building surveyor prior to the commencement of work.
- 7.3 Where building or planning permits for a granted project are unable to be issued, the Project Manager must contact the Connected Communities Team to discuss the options for the granted project.
- 7.4 Council cannot support illegal building work or building work that is not carried out strictly in accordance with a building permit, issued in accordance with the *Building Act 1993* (the Act). Where an offence in accordance with the Act has occurred, the grant recipient shall remain responsible to remove

the building or achieve compliance with the Building Regulations 2006 within a period agreed to with the landowner and to the satisfaction of Council's Building Unit on behalf of the Municipal Building Surveyor.

- 7.5 As Cardinia Shire Council does not offer a building permit service, the Project Manager shall obtain and pay for any required building permit and any necessary documentation to demonstrate compliance.

8 Contractors

- 8.1 Only qualified registered builders can be engaged to carry out building works unless the grant recipient has received written permission from a Council Building Surveyor to use a building practitioner of a different category.

- 8.2 All contractors and sub-contractors (including those providing work in-kind) are required to provide the grant recipient with the following:

- a *Certificate of currency* for:
 - Public Liability Insurance (minimum of \$20 million cover)
 - WorkCover or Personal Injury Insurance
 - Professional Indemnity Insurance (minimum of \$2 million cover) may be required
- copy of Construction Induction Cards (also known as 'white card' or 'red card') for all personnel on site
- If the total project works exceed \$50,000, Contractor insurance may apply*
- a project specific *Safe Work Methods Statement (SWMS)*.
- COVID Safe Plan

This information must be provided to Council using the Project Commencement form in SmartyGrants.

- 8.3 Written approval for the nominated contractor(s) to commence works must be received from Council's Connected Communities Team prior to the contractor commencing works.

9 Occupational health and safety and risk management

- 9.1 Under the *Occupational Health and Safety Act 2004* and *OHS Regulations 2007*, Cardinia Shire Council has a legal responsibility to, as far as reasonably practicable, provide and maintain for its employees, contractors and volunteers, a working environment that is safe and without risk to health.

- 9.2 OHS and risk management requirements of Project Manager include the completion and submission of a range of documentation throughout the granted project, and as identified throughout this document.

- 9.3 Only holders of a Construction Induction Card are entitled to work on a construction site. Visitors to a site must always be in the company of a holder of a Construction Induction Card

- 9.4 As such, where volunteer labour is a component of a granted project, volunteers are not permitted to enter a construction site (as defined under the OHS Regulations 2007), unless they hold a Construction Induction Card or undertake a site induction and are accompanied on site at all times by a person who holds a Construction Induction Card.
- 9.5 In the event of an incident occurring at a worksite, injured persons must receive appropriate medical attention and the area must be made safe. The incident report form must be completed by the end of the working shift in which it occurs.
- 9.6 If a serious incident occurs, Council must be notified as soon as practicable by calling 1300 787 624.
- 9.7 The Project Manager must ensure the following.
- A documented emergency procedure that is project specific is developed for the worksite.
 - Any building permit is made available for inspection by the Municipal Building Surveyor (and any other appropriate Council Officer) during the carrying out of building work.
 - All building sites shall be appropriately fenced to restrict unauthorised access to the satisfaction of the relevant building surveyor and in accordance with Council's local laws.
 - Where building work involves only part of a building, alterations to emergency evacuation, plans shall be approved by the relevant building surveyor to ensure occupiers of the building are safe from any dangers or conditions of the building site, and that building occupiers have the ability to safely evacuate the building and land to the street.
- 9.8 When a contractor is performing the works, the Project Manager should ensure that the contractor complies with these requirements

1	2	3	Checklist – Project Commencement	Completed
			<p>Prior to scheduling or commencing works, complete the 'Project Commencement Request' form on the SmartyGrants website. Please ensure that you have ALL documentation ready before submitting.</p> <p>Upload required documentation including permits, contractor insurances and OHS documentation see section 7 and section 8</p>	
			<p>Written notification from Council must be received before works can commence. The Connected Communities Team will advise when contractor documents have been accepted and works can commence.</p>	
			<p>The Project Manager is responsible for overseeing the OHS components of the project. Seek support from Council if you are unsure of what is required.</p>	

10 Funding and payments

- 10.1 The funding provided is for the project as described in the grant application and finalised within Council's Letter of Offer.
- 10.2 Council will be as outlined in the Funding Formula per each category, the grant amount will be confirmed in the letter of offer.
- 10.3 Where expenditure on a granted project exceeds the total estimated and that was agreed to be funded by Council, the excess will be the responsibility of the Project Manager unless otherwise agreed by Council.
- 10.4 The project should be completed in the financial year in which the grant is allocated.
- 10.5 In exceptional circumstances, projects may request funding to be carried over beyond the financial year in which the grant is allocated.
- 10.6 To apply to carry over grant funds beyond the allocated financial year the grant recipient must contact Council's Connected Communities Team and complete and return the Carry forward/cancellation request form by no later than the last Friday of May in the grant period.
- 10.7 Approval to carry over a project will be at the discretion of Council. Notification of unsuccessful or successful carry over requests will be made in writing to the Project Manager.
- 10.8 Grants will only be extended by one financial year. Remaining grant money carried over for projects granted an extension will be forfeited at the end of the second financial year.
- 10.9 Should a Project Manager wish to cancel the granted project and relinquish the corresponding Council grant offer, the Project Manger must contact the Connected Communities Team and complete and return the Carry forward/cancellation request form by no later than the last Friday of May.
- 10.10 Payments are made upon receipt of a Request for Payment/Project Completion form, which must be supported with sufficient evidence of all claimed expenses incurred (i.e. paid supplier invoices, completed volunteer register, etc.)
- 10.11 The Project Manager can submit a payment request partway through the project so long as they have requested this before beginning the project and can provide sufficient evidence of all claimed expenses incurred.
- 10.12 The Project Manager must complete a Request for Payment/Project Completion form and contact Council to arrange an inspection of the completed project/project stage.
- 10.13 Final requests for payment must be submitted to Council by no later than the last day of May in the grant period.
- 10.14 Council will not make payment directly to suppliers.
- 10.15 Requests for payment must be supported with the following documentation requested within your Letter of Offer, these may include the following:
 - Certificate of electrical safety
 - Compliance certificate – plumbing
 - Occupancy permit
 - Certificate of final inspection.

10.16 Council will complete acquittal following the approved inspection. Once approved Request for Payment is submitted to Council’s Finance Department for payment. Please allow up to 30 days to receive grant funding.

1	2	3	Checklist – Project completion /request for payment	Completed
			Once you have received notification that your project has been completed satisfactorily, upload paid invoices, images of the completed project works (before and after) and other required documentation outlined in your grant conditions to the Request for payment/completion form in SmartyGrants to receive payment.	
			Notify the Connected Communities Team when your project is finished. The team will arrange for an inspection of works.	

11 Volunteers

- 11.1 Volunteer labour can include any work that is not trades work or classed as ‘high risk’ work. Approved volunteer labour will be deemed to have the value of \$41.72 per hour.
- 11.2 Volunteers are not permitted to enter a construction site unless they hold a Construction Induction Card or have undertaken a site induction and are accompanied at all times onsite by a person who holds a Construction Induction Card, as outlined in [section 9](#).
- 11.3 Prior to commencing any volunteer activities on this site, volunteers must have received a site-specific induction from the Project Manager.
- 11.4 The nominated Project Manager should either directly supervise all volunteers undertaking activities on this project at all times or nominate a qualified contractor or volunteer to do so in their absence.
- 11.5 Council will not permit volunteers to undertake ‘high risk’ work at any time. Refer to definition 9.
- 11.6 All volunteer workers must complete the Volunteer Registration Form before undertaking work on the project and sign the Volunteer register on each occasion they enter and exit the worksite.
- 11.7 Project Managers that have been approved by Council to provide volunteer labour as a component of their contribution to the project must ensure that all volunteer hours are recorded in the Volunteer Register, and that this is kept onsite at all times. Council may request to see this register throughout the project.

1	2	3	Checklist – Volunteer Labour	Completed
			Check you have been granted volunteer labour in your Letter of Offer.	

		Refer to the Volunteer Labour Kit for details on how to manage volunteer Labour as part of your project. A copy of the Volunteer Labour kit can be downloaded from Council's website at www.cardinia.vic.gov.au/ccwg	
		To claim approved volunteer hours complete and submit the Request for payment/project completion form with supporting documentation.	

12 Reporting

- 12.1 Council may request a Project status report at any stage during the project.
- 12.2 Project status reports will be requested in writing to the Project Manager.
- 12.3 Project status reports are submitted through the SmartyGrants online grants platform.

1	2	3	Checklist – Project Status Reports	Completed
			Complete a Project status report in SmartyGrants and submit if requested.	

13 Changes in project scope

- 13.1 The organisation's committee of management and landowners must support changes in the project scope.
- 13.2 Relevant Council officers must be consulted regarding any change in scope.
- 13.3 An outline of the changes must be made in writing using the Change of Project Scope for in SmartyGrants. This form will be allocated by contacting the Connected Communities Team of your intent to change the project scope CCWG@cardinia.vic.gov.au. Evidence of committee support and consultation with Council officers must be included with the Change of Scope form.
- 13.4 Granted projects may be subject to additional or changed grant conditions if the project scope changes. These will be outlined in writing by Council to the Project Manager.
- 13.5 Council reserves the right to approve or decline any change in scope.
- 13.6 Any changes in scope will not receive additional funding.

1	2	3	Checklist – Change in scope request	Completed
			Consult with Council Officers regarding proposed changes to your project.	
			Contact Connected Communities Team to request a Change of Project Scope Form. This form is to be completed and submitted via SmartyGrants. You are required to supply evidence of support for the change in project from your Committee of Management.	
			Council will notify the grant recipient in writing if the change in scope is approved and outlining any changed grant conditions.	

14 Communication and publicity

- 14.1 Council encourages positive publicity to promote the granted project.
- 14.2 Project Managers are expected to cooperate with Council in publicising the project and Council’s support must be appropriately acknowledged during the project, and in any publicity arising from it. Please contact the Connected Communities Team for guidance and advice in publicising your project and/or liaising with the media.
- 14.3 If an official launch or opening is held, Project Managers are required to forward an invitation to Councilor's or Council representatives to attend in support of the project completion.
- 14.4 If Council publicises or otherwise promotes the granted project or responds to a media enquiry concerning the granted project, Council may publish the name and contact details of the person who applied for the grant on behalf of the grant recipient group/organisation, the person nominated as the Project Manager, or any other person nominated.
- 14.5 Council may use and reproduce for its own purposes any photograph or other image of any event or thing relating to the granted project.

1	2	3	Checklist – Project publicity	Completed
			Contact the Council if you require guidance or advice in publicising your project and/or liaising with the media.	

Grant contacts

For all phone enquiries relating to the Community Capital Works Grant Program please contact 1300 787 624 or alternatively e-mail ccwg@cardinia.vic.gov.au. Include Community Capital Works Grants in the subject line of your email correspondence.

Name/position	How they can help
Grant White Connected Communities Officer	Assistance with using SmartyGrants, uploading forms, administration process
Matthew Everson Facilities Support Officer	Advice and assistance regarding building requirements and regulations. Conducts inspections of projects when required
Brett Munckton Sustainable Facilities Officer	Advice regarding water saving initiatives, solar panels, heating and cooling, lighting levels – Most projects have elements that require environmental considerations
Aruna Dias Environment Officer	Advice regarding environmental upgrades including water saving and solar panel initiatives
Peter Truong Municipal Building Surveyor	Advice pertaining to building permit requirements. Please note, Council does not issue building permits – you will need to engage a Building surveyor to do this.
Tracey Parker Early Years Community Facilitator	Key contact for Kindergartens, Early Years, Integrated Services Centres
Ashira Harris – Recreation Project Officer Jo Kennedy – Team Leader, Recreation	Key contact for recreation reserves and associated user groups
Nat Noonan Team Leader, Connected Communities	Information about Community Centres, Neighbourhood Houses and Halls
Mark Hewish OHS Officer	Will review SWMS and OHS information from contractors
Hayley Cork Risk Management Officer	Will review contractors' insurances, workcover and COVIDSafe plans

Project specification information

Community organisations are required to consult with Council Officers regarding their project requirements. The information below is to be used as a reference guide only. Council Officers will confirm the project specifications required for your project.

Air conditioner projects

Star ratings vary dependent on appliance type and size. A star rating within one star of the highest efficiency rating available for the size of the air conditioner should be sought. The air conditioner outdoor unit is to be located in a suitable location protected from the hot afternoon sun where possible.

Councils Buildings and Facilities team can provide advice on location and suitable star rating. Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email

Cabinetry – including storage, kitchens, bathrooms, and office cabinetry

Please note Council does not support flat pack cabinetry or the purchase of filing cabinets. Please ensure you have plans that indicate access and egress pathways.

Councils Buildings and Facilities team can provide advice on requirements.

Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email

Lighting projects

For all projects that involve new lighting please provide a lighting design completed in lux or similar software that indicates the lux levels that will be achieved. Highly efficient LED lighting is normally required for lighting projects. Motion sensor or timer switches where relevant are required. Your electrician can supply this information.

Councils Buildings and Facilities team can provide information on lux levels and lighting requirements.

Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email

Flooring

Please note the use of commercial grade carpet and vinyl is required. Interchangeable carpet tiles are encouraged for ease of ongoing maintenance. Please ensure product details are included in quotes provided.

Councils Buildings and Facilities team can provide advice on suitable flooring.

Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email.

Painting – internal

Please note low VOC (Volatile Organic Compounds) paint must be used for internal painting.

Plumbing works

All projects are required to use water-efficient fixtures, fittings, and appliances. Water consumption figures must meet the following requirements:

- Wash hand basin taps: flowrate <4L/min;
- Toilets: dual flush, 3/4.5L/flush;
- Showers: flowrate <7.5L/min;
- Dishwashers: <12L/cycle; and
- Washing machines: <9L/kg clothes washed

As a guide at least a five-star WELS (Water efficiency labelling scheme) rating for all tap ware, appliances, and fittings and a 4-star WELS rating for toilets should be achieved. For information on WELS ratings please visit www.waterrating.gov.au

Councils Buildings and Facilities team can provide advice on water efficiency requirements.

Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email.

Solar panel projects

Council requires tier one products to be used on all solar panel projects. Before seeking quotations, you must contact Council's Facilities Management Officer.

Structural report requirements for solar panel projects

Solar panel projects may require a structural engineering report to be undertaken as part of the project.

Please discuss the need for a structural report with Council's Facilities Management Officer prior to submitting your grant application to establish if this will be required as part of your project.

Contractors providing a structural engineering assessment are required to hold current Professional Indemnity Insurance.

Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email