Community Capital Works Grants Policy

1. Purpose

The purpose of this Policy sets out the approach to Council's provision of financial assistance to the community through the Cardinia Community Capital Works Grants Program ('**CCWG Program**)

2. Scope

2.1 Grants

This Policy applies to the following funding categories of the CCWG Program:

- Category 1: Minor Capital Works, and
- Category 2: Essential Equipment

An outline of these categories is provided at Appendix A: Community Capital Works Grants Program – Categories Overview.

2.2 Council Representatives

This Policy applies to all Council Officers, Councillors and external personnel who have responsibility for planning, assessing, deciding, managing and/or evaluating grants for any activities of any dollar value under the CCWG Program for, or on behalf of, Council.

2.3 Community Representatives

This Policy applies to community members who apply for ('**applicants**') and/or receive ('**recipients**') financial assistance through the CCWG Program for any works or equipment projects ('**activities**') of any dollar value, or who at Council's discretion, may be engaged by Council to contribute to assessing and making recommendations for grants under the CCWG Program.

3. Policy Description

3.1 Purpose of the Program

The Community Capital Works Grants Program helps to improve and enhance community facilities, fostering community involvement, inclusivity and engagement in response to community needs.

Beyond the direct benefits of improved physical community assets, the CCWG Program encourages inclusivity by enabling projects that foster community involvement and address community needs, in alignment with Council's strategic directions, objectives and priorities ('**strategic priorities**').

3.2 Objectives

The objectives of the CCWG Program are to:
- Increase participation levels and the quality of experience at community facilities
- Support community-led action to improve community facilities in response to need
- Provide fair, inclusive, and equitable access to funding available for capital works, and
- Ensure value of money to the community in the delivery of funded projects.

3.3 Funding Priorities

Council supports the best use of the CCWG Program funds to maximise benefits for the Cardinia community. As such, Council may establish funding priorities from year-to-year for consideration in

the assessment of CCWG Program applications. Any applicable funding priorities will be reviewed annually and published in the latest available version of the Program Guidelines.

3.4 Eligibility

Grants provided by Council through the CCWG Program have minimum eligibility requirements set out below and published in the Program Guidelines. Any additional eligibility requirements regarding who can apply and what can be applied for under the CCWG Program and its specific funding categories will also be set out in published Program Guidelines, subject to annual review.

Applicants must meet the minimum and additional eligibility requirements to be considered for CCWG Program funding.

Only one application per Organisation/Group may be submitted per funding category within a funding round.

3.4.1 Minimum eligibility requirements for applicants

Council will consider applications from:
- Incorporated not-for-profit organisations managed by a volunteer Board or Committee of Management that:
- Have an approved and current access agreement or Joint User Agreement (JUA) with Council, or
- Own and operate a facility for community purposes
- Committees established by Council (e.g. Community Asset Committee) or the Victorian Government (e.g. Reserve Committee of Management) to manage a Council- or Crown-owned asset, or
- Aboriginal Corporations.

Eligible applicants must:
- Have Public Liability Insurance of minimum $20 million
- Have an active Australian Business Number (ABN)
- Be financially solvent
- If a Council tenant, be in compliance with all requirements of the agreement in place
- Have no overdue Council grant acquittals and have successfully acquitted previous Council grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan, and
- Have no active breaches under Consumer Affairs Victoria, the Australian Not-for-Profit Charities Commission, or the Australian Securities and Investment Commission, as applicable.

3.4.2 Minimum eligibility requirements for projects

Projects must:
- Be located within the Cardinia Shire geographical boundaries
- For community use and benefit, and
- Have the land/building owner's written approval at the time of application

3.4.3 Ineligibility of applicants, and project expenses

Council will not consider applications from:
- Individuals
- Schools, TAFEs or universities
- Hospitals
- Government departments
- Statutory Authorities
- Businesses
- Applicants with an auspice arrangement of any kind
- Applicants in receipt of an active grant under this Program, or
- Applicants that benefit from, promote or advertise gambling, particularly but not limited to electronic gaming machines (EGMs), sports betting and online gambling.

Ineligible projects
- Operating costs
- Purchase of land
- Non-fixed small equipment items
- Building and ground maintenance
- Mulch replacement
- Security systems and security cameras
- Costs unrelated to the project
- Application preparation, including professional grant writer fees, design or consultant fees.
- Projects that have already started or completed.

Council will not consider applications that:
- Are not made through the official Council application process or forms
- If the project exceeds $70,000, the shortfall must be met by the group.
- Do not meet applicant contribution requirements, if applicable
- Propose projects that are reliant on a larger development or Major Capital Works
- Propose projects otherwise budgeted for by Council
- Propose emergency or urgent works
- Remedy of damage related to an insurance event, or
- Propose works to remedy defects from previous works completed, with or without a CCWG.

3.5 Roles and Responsibilities

Key CCWG Program roles and responsibilities in the grant process are summarised in Table 1. Specific Council positions will be assigned as part of annual CCWG Program implementation planning.

In addition to specified responsibilities and aligned to high standards of probity, all roles must:
- Disclose any actual, potential or perceived conflicts of interest to the Program Owner
- Keep and maintain access to records in the grant process in accordance with Council's recordkeeping requirements.

Table 1. Key roles and responsibilities

Role	Responsibilities
Grant Contract Manager NB. The Grant Officer may also fulfil the responsibilities of the Grant Contract Manager	• Manage funding agreements in accordance with the approved CCWG Program Implementation Plan. • Monitor risk, compliance and performance against contractual obligations and key performance indicators. • Manage funding agreement finances, including budgeting, payments, recovery of funds, and Topic Expert liaison. • Ensure the Program Owner is immediately appraised of any risks or issues arising with a funded recipient or activity. • Provide information on funding agreements to the Program Owner to fulfil onward Program monitoring and reporting requirements.
Grant Officer	• Assist the Panel Chair with their responsibilities. • Update the Council website with the latest Program links. • Release the Grant Program Guidelines to the department-authorised system(s), website and communication channel(s). • Set up the application, eligibility check, and assessment forms in the department-authorised system(s), with conflict of interest declarations. • Open the grants in the Council-authorised system(s) and sign up the assessors. • Check applicant eligibility and if required, financial viability. • Respond to Program queries from potential applicants via Council's designated mailbox and phone number.
Grants Admin Team	Team responsible for the administration of the Community Capital Works grants program. • Ensure documentation is administered correctly, liaisons with assessment panel.
Liaison Officer	• Site and topic expert that offers project advice in supporting the project proposal.
Technical Experts	• Officers or contractor that assists with assessment, advice, approval and inspection of projects.
Executive Leadership Team	• Recommend projects for Council endorsements.
Councillors	• Consider Officer recommendations for grants.
Program Owner NB. The Program Owner may also fulfil the responsibilities of the Panel Chair, Grant(s) Officer and/or Grant Contract Manager.	• Develop Program documentation and variations to such. • Promote the Program and call for applications. • Develop and hold applicant and/or assessor briefings. • Approve appointment and replacement of the Panel Chair. • Manage the grant process, ensuring sound probity at all times, including managing conflicts of interest. • Ensure all required documentation is prepared and stored. • Ensure compliance with all applicable legislation and policies. • Engage an external probity advisor, as required.

	• Engage an external consultant to evaluate the Program, as required.
Assessment Panel	Consists of variety of technical experts and site liaison officers.
Panel Chair NB. The Panel Chair must not assess applications.	• Establish, coordinate and provide advice to the Assessment Panel, including managing membership and facilitating meeting(s). • Ensure Panel Members' access to and use of Council-authorised system(s) for assessments. • Contact applicants for clarifications needed by Panel Members. • Determine acceptance or otherwise of late applications. • Manage the assessment process, ensuring sound probity at all times, including managing conflicts of interest. • Develop the Assessment Panel Report.
Panel Members	• Be available during the assessment process. • Ensure ability to use the Council-authorised system(s) to conduct assessments. • Assess applications in line with the assessment criteria and justify assessments with defensible scoring and comments. • Consider Topic Expert advice received when assessing applications. • Ensure compliance with all applicable legislation and policies. • Participate in Assessment Panel moderation activities. • Contribute to and endorse the Assessment Panel Report.
Topic Experts	• Be available during the assessment process. • Provide advice on applications relevant to their area(s) of expertise. • Abstain from assessing or recommending applications, unless formally appointed as a Panel Member in a dual role.
Capital Work Governance Committee	Responsible for reviewing the assessment panel recommendations prior to presenting them to Council via briefing/s and to a Council meeting for endorsement.

3.6 Transparency and accountability

- CCWG Program grant opportunities will be promoted to the community.
- CCWG Program grants approved will be published to the community.
- Program Guidelines will be developed and published with information about:
  - The grant categories available
  - The application process
  - Eligibility requirements as to who can apply and the types of activities and expenses that can be considered
  - Assessment criteria and process
  - Funding priorities
  - Timelines
  - General conditions that apply to grants
  - Reporting and acquittal requirements
- Support available for applicants
- Recipients must enter into a funding agreement with Council.

- Variations must be requested in writing to council, variation may relate to time, value or scope. Council will notify outcome of request in writing.
- Recipients must acquit their grant to ensure that the grant received has been spent how they said it would be spent and in accordance with this Policy, the published Program Guidelines, and the funding agreement entered into.

3.6.1 Fairness and equity
- Council will ensure that grants are equitably available to the community in a manner consistent with Council's strategic priorities.
- Available grants will be widely promoted to the community using multiple channels.
- All applications will be considered using the Policy eligibility requirements and assessment criteria set out in published Program Guidelines.
- Applicants and recipients must demonstrate that their activity is made available to the community without discrimination on the basis of access, equity, and human rights and responsibilities.

3.6.2 Conflict of interest management
- In line with expected conduct standards for Councillors and Council officers, Council will proactively manage actual, potential or perceived conflicts of interest when assessing, making recommendations, and deciding on applications.
- Any Council employee, community representative or other external contributor involved in assessing or making recommendations on applications will be required to sign a Conflict of Interest Declaration before engaging in their responsibilities under the CCWG Program. Any disclosed conflict will be registered and managed consistent with Council's Governance policies and procedures.
- Councillors will be subject to standing conflict of interest declaration and management processes where recommendations are presented to a meeting of Council for decision, in accordance with policies and procedures set by Council's Governance Unit.

3.6.3 Confidentiality management
- Notwithstanding Council's commitment to transparency, some information collected, developed and held in relation to applications, applicants, recipients, and acquittals, needs to remain confidential to uphold grants process integrity.
- Council will use appropriate systems and procedures, including access permissions and controls, to ensure the security and disposal of grants information.
- Information about grants will only be shared on a need-to-know basis with time limits imposed to access certain information, as appropriate.
- Any person involved in assessing, making recommendations, and deciding on applications or otherwise having access to grants-related information will be subject to Council's conduct requirements for handling Council information.

3.7 Budget
Council allocates CCWG Program annual budget through Council's annual budget planning process. Review of Council's allocated grants budget to determine appropriate funding levels will be conducted as part of next scheduled Policy review, or as otherwise directed.

Council will reserve the right to target funding to areas that align with its strategic priorities and other identified needs ('**funding priorities**'). The community will be notified of such preferences through published Program Guidelines.

3.8 Relationship to Council's Community Infrastructure Program

Council's Community Infrastructure Plan guides the planning and delivery of community infrastructure required to accommodate services required for the growing and changing population of Cardinia Shire.

The CCWG Program provides a mechanism to support the objectives of this plan, with a focus on minor capital projects and equipment. When assessing a CCWG Program application, Council may consider the data and priorities that support this plan. Consideration may also be given as to whether a proposed activity is indicated for budget commitment through other avenues of Council and/or any other funding source(s).

3.9 Relationship to Other Funding Programs

Where appropriate, Council at its discretion may:
- Transfer or delegate a funding request to another Council program for consideration, or
- When assessing an application, consider and advise an applicant of alternative means of funding or in-kind support that may be better suited for the nature of the application submitted. This support may be within or external to Council.

4. Compliance

In addition to the terms and conditions that apply to successful applicants, the following conditions apply to CCWGP grants and are consistent with all other Council grants and funding:

- When an organisation or individual accepts a grant by signing a funding agreement, it means that they accept the terms and conditions outlined in that funding agreement.
- All activities are to be completed within the timeframe allocated in the Program Guidelines.
- Proof of progress and/or completion, as applicable, must be provided to Council prior to payments being processed by Council.
- 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.

5. Complaints

Formal complaints regarding the CCWGP or its grant processes are to be made via the relevant mailbox outlined in the Program Guidelines. Council representatives must ensure that complaints received are handled in a manner consistent with Council's Complaints Policy.

6. Related Documents

Document Type	Title
Applicable Legislation, Regulations, and Standards	• Associations Incorporation Reform Act 2012 (Vic) • Australian Standard AS 8000 • Charities Act 2013 (Cth) • Charter of Human Rights and Responsibilities 2006 • Corporations Act 2001 (Cth) • Equal Opportunity Act 2010 (Vic) • Gender Equality Act 2020 (Vic) • Local Government Act 2020 (Vic) • Privacy and Data Protection Act 2014 (Vic) • Occupational Health and Safety Act 2004 (Vic) • Privacy Act 1988 (Vic) • Privacy and Data Protection Act 2014 (Vic) • Racial and Religious Tolerance Act 2001 (Vic)
Council Plans, Policies and Strategies	• Active Cardinia Strategy • Building and Facilities Maintenance Policy • Community Infrastructure Plan • Community Capital Works Grants Program: • Program Guidelines • Community Vision 2040 • Complaints Policy • Council Plan 2021-2025 • Councillor Code of Conduct • Election Caretaker Period Policy • Employee Code of Conduct • Fraud Control and Prevention Policy • Liveability Plan • Risk Management Framework

7. Glossary of Terms

Term	Interpretation
Activity	A project comprising works or equipment that is the subject of a CCWG Program application or grant.
Acquittal	Information provided by a recipient that ensures that funds have been spent and administered in line with the terms and conditions of the grant.
Applicant	An organisation who applies for a CCWG Program grant.
Application	The formal documented request for a grant submitted by an applicant, typically in response to a set of questions and information requested.
Auspice	An agreement where one organisation agrees to apply for and manage a grant on behalf of another organisation. The auspice is typically responsible for financial and acquittal requirements.

CCWG Program	Cardinia Community Capital Works Grants Program.
Essential equipment	In the context of this Policy, includes any equipment purchases for community facilities or reserves that are necessary to maintain and enhance the functionality, accessibility or usability for users.
Funding agreement	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded activity.
Grant	Money given to organisations or individuals for a specified purpose that is consistent with and helps achieve priority objectives and outcomes of both Council and the organisation or individual under the CCWG Program.
Grant category	Refers to a specific offering under a grant stream. At times, they may have further specified objectives.
Incorporated association	Incorporated under the *Associations Incorporation Reform Act 2012* (Vic).
Major capital works	In the context of this Policy, includes any works to buildings or grounds assets where: • The value of the works is more than that assigned to Minor Capital Works, and/or • Council has already committed budget for the works in Council's forward Capital Works Program.
Minor capital works	In the context of this Policy, includes any works to buildings or grounds assets where: • Where the value of the works is up to $70,000., and • The scope of works is limited to one-off new, extension, or improvement works to buildings or grounds assets.
Organisation	An entity consisting of a group of people that has a shared purpose and carries out activities in support of the shared purpose. In context of this Policy, it includes community groups and clubs.
Program	Cardinia Community Capital Works Grants Program.
Recipient	An organisation who receives a grant.
Strategic priorities	Collective term referring to Council's strategic directions, objectives and priorities as set out in the Council Plan and supporting plans, policies and strategies.

8.   Review

Council will review this Policy every two years.

The next review of this policy is scheduled for completion by August 2027.

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact.

9. Document History

Date Approved	Change Type	Version	Next Review Date
18.08.2025	Policy Endorsement	1.0	August 2027