

Community Capital Works Grants Program Guidelines

These Program Guidelines provide applicants with information about the Community Capital Works Grants Program including the grants available, the application and assessment process, key timelines, and requirements for successful applicants.

June 2025

Contents

Contact Us	1
Accessibility	1
National Relay Service	1
If you don't speak English or it is not your first language	1
Community Information Sessions	1
About the Community Capital Works Grants Program	2
Objectives	2
Funding Priorities	2
Funding Categories	3
Minor Capital Works	3
Essential Equipment	3
Program Budget Allocation	3
Project Cost and Contribution Requirements	4
Maximum Total Project Cost	4
Applicant Contribution	4
Eligibility Criteria	4
Who Can Apply	4
Who Can't Apply	4
What Can Be Funded	5
What Can't Be Funded	5
Application Process	6
Key Dates	6
How to Apply	7
Information required for an application	8
How Applications are Assessed	8
Notification of application outcome	9
If Your Grant Application is Successful	9
Funding Agreement	9
Prior to Commencing Work on the project	10
Payments	10
Funding Variation	10
Project Completion & Evaluation	10
Funding Acquittal and Audit	11
Tips for a successful application	11
Need more help?	11

Contact Us

If you are interested in applying for a grant or would like more information about the Community Capital Works Grants Program, please contact us:



1300 787 624



ccwg@cardinia.vic.gov.au



www.cardinia.vic.gov.au

Accessibility

National Relay Service

The National Relay Services (NRS) is a free Australia-wide telephone access service. If you are deaf, have a hearing or speech impairment or you use TTY or a computer with a modem, you can contact us through the NRS.

TTY users: call [133 677](tel:133677) and ask for 1300 787 624.

Speak and Listen (speech-to-speech relay) users: call [1300 555 727](tel:1300555727) and ask for 1300 787 624.

Internet relay users: [connect to the NRS](#) and ask for 1300 787 624.

If you don't speak English or it is not your first language

If you don't speak English or it is not your first language, to read these Program Guidelines you can:

- translate the Program Guidelines online using Google Translate
- come into our customer service centre at 20 Sliding Avenue, Officer with a Victorian Interpreter Card, or
- use our new Multilingual Information Line Service (MILS).

For full details about accessing translating and interpreting services available, please visit the Cardinia Shire Council website at: www.cardinia.vic.gov.au/translate



Community Information Sessions

The Connected Communities Team will hold multiple information sessions about the Community Capital Works Grants Program Information sessions for interested community members

Session details will be advertised on the Cardinia Shire Council website at:

www.cardinia.vic.gov.au/ccwg

About the Community Capital Works Grants 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.

The Program is offered under the Community Capital Works Grants Policy. It advances the strategic priorities of the Council Plan and supports commitments under related plans, strategies, and policies, such as the Liveability Plan, Active Cardinia Strategy and the Community Infrastructure Plan. These can be found on our website:

www.cardinia.vic.gov.au/directory/16/plans_strategies_and_policies

Objectives

The objectives of the Community Capital Works Grants 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 activities.

Funding Priorities

Applications that meet one or more of the Funding Priorities, will score higher in the assessment process:

- Projects that align with the Cardinia Shire Council Liveability Plan
The [Liveability Plan](http://www.cardinia.vic.gov.au/info/20031/liveability_health_and_wellbeing/985/our_liveability_plan) and related resources can be found on our website:
www.cardinia.vic.gov.au/info/20031/liveability_health_and_wellbeing/985/our_liveability_plan
- Support environmentally sustainable outcomes
- Support accessibility outcomes
- Support gender impact projects
- Project aligns with the group or site's strategic plan
- Submitted by applicants who have not been awarded a CCWG in the last two financial years
- Designated for community facilities that are not planned for major capital works funding in the upcoming two financial years.



We are always here to help. If you have any questions, please contact the Community Capital Works Grants Officer on 1300 787 624 or email ccwg@cardinia.vic.gov.au

Funding Categories

There are two funding categories in the Community Capital Works Grants Program:

- Minor Capital Works, and
- Essential Equipment

Minor Capital Works

These grants can be used to deliver minor capital improvements or upgrades to community facilities that enhance functionality, accessibility, or usability for users.

Amount: Up to \$35,000

Examples include:

- Small building modifications
- External and internal lighting
- Court resurfacing
- Drinking fountains
- Electronic scoreboards
- Coaches' boxes
- Sports practice and behind goal nets and MUGA improvements
- Fencing
- Environmental upgrades (e.g. LED lighting, water tanks)
- Sports goal infrastructure
- Electric heating and cooling systems, ceiling fans
- Landscaping infrastructure (e.g. Retaining wall, steps, wheel stops, seating etc)
- Outdoor tables and seating (fixed)
- Path networks
- Shade structures
- Storage
- Accessibility features (ramp to replace stairs, handrails, widening of doorframes)
- Change room/bathroom upgrades
- Kitchen upgrade
- Solar panels and/or batteries
- Double glazed windows, insulation & draught proofing
- Conversion to electric water heaters

Essential Equipment

These grants can be used to purchase major equipment for community facilities or reserves that are necessary to maintain and enhance functionality, accessibility, or usability for users. One application per equipment type per grant round. Any equipment purchased under this grant will belong to the asset and must remain onsite and be accessible to all facility users.

Amount: Up to \$35,000

Examples include:

- Tables and chairs (not fixed)
- Indoor audiovisual equipment
- Shelving
- Portable scoreboard
- Ground, court or building maintenance equipment
- Netball/basketball posts, soccer goals & nets, tennis nets etc

Program Budget Allocation

The Council budget allocation for the CCWG program covers both grant categories:

- 70% to Minor capital projects
- 30% to Essential equipment projects

Project Cost and Contribution Requirements

Maximum Total Project Cost

These grants can only consider applications up to the maximum total project cost of \$70,000 (including GST). If you have an idea for a project that is over this amount please contact us on 1300 787 624 or email ccwg@cardinia.vic.gov.au

Applicant Contribution

Applicant contribution requirements are based on total project cost.

Up to \$5,000 (including GST) total project cost

No applicant contribution is required

More than \$5,000 (including GST) total project cost

Applicant contribution of 50% cash towards the total project cost is required.

Please note that while you can include in-kind support (e.g. volunteer labour, donated materials, etc.) in your application budget, in-kind support cannot count towards an applicant contribution.

Eligibility Criteria

Who Can Apply

Organisations, groups, and clubs

- Incorporated not-for-profit organisations managed by a volunteer Board or Committee of Management that:
 - Have an approved access agreement, Joint User Agreement (JUA) or signed Lease or Licence with Council
 - Own and operate a facility for community purposes (e.g. Neighbourhood House, Men's Shed, Aboriginal Corporations)
- Committees established by Council to manage a Council owned asset (e.g. Community Asset Committee – Hall committee, Sporting committee, Ground committee)
- Committees established by the Victorian Government to manage a Crown-owned asset (e.g. Reserve Committee of Management)
- Council Early Years facilities

Eligible applicants must:

- Have Public Liability Insurance of minimum \$20 million
- Have an active Australian Business Number (ABN)
- Be financially solvent and provide bank statements to validate financial status
- 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.

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

Who Can't Apply

Council will not consider applications from:

- Individuals
- Schools, TAFEs, or universities
- Hospitals
- Government departments
- Statutory Authorities
- Businesses
- Privately owned assets
- Places of worship
- 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

What Can Be Funded

Council will consider applications for projects that are:

- Located within the Cardinia Shire geographical boundaries
- For community use and benefit, and if for Minor Capital Works, provide evidence of the land/building owner's written approval
- Projects that can be completed within ten months

For project examples please refer to the lists under Funding Categories on page 3

What Can't Be Funded

Council will not consider support for expenses for:

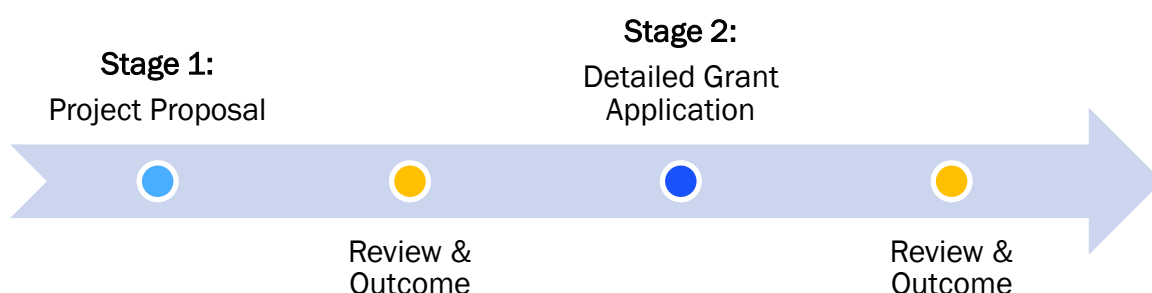
- Projects based outside of Cardinia Shire
- Projects that do not align with Councils strategic documents
- Maintenance or operating costs
- Purchase of land
- Non-fixed small equipment items (e.g. kettles, toasters, microwaves)
- Office equipment & consumables
- Drainage (road and building)
- Driveway maintenance
- Light switches and surge protectors
- Playground maintenance and mulch replacement
- Replacement of internal blinds
- Security systems and security cameras
- Costs unrelated to the project
- Application preparation, including professional grant writer fees, incurred prior to application submission or due if the application is successful
- Projects that have already started or completed

Council will not consider applications that:

- Are incomplete or submitted after the published closing date and time
- Are not made through the official Council application process or forms
- Exceed the maximum funding amount available or total project cost allowed
- Do not meet applicant contribution requirements, if applicable
- Do not meet industry standards
- Propose activities that form part of a larger development or Major Capital Works
- Propose activities otherwise budgeted for by Council
- Propose emergency works or remedy of damage related to an insurance event
- Remedy defects from previous works completed

Application Process

Applications for funding under the Minor Capital Works and Essential Equipment categories are made in two stages:



Stage 1: Project Proposal

Interested applicants are invited to submit a basic Project Proposal which outlines the project idea and key details.

Project Proposals are then reviewed by the Capital Works Grants Officer together with relevant Council Officers and Council technical experts to check eligibility and the feasibility of the project. If the Project Proposal is supported in principle and deemed eligible, the applicant will be invited to submit a Detailed Grant Application (Stage 2).

Should a Project Proposal not advance beyond Stage 1, Council Officers can provide feedback from the review and guidance on alternative funding opportunities or assist with preparation for future Community Capital Works grant rounds.

Stage 2: Detailed Grant Application

Successful applicants from Stage 1 are invited to submit a Detailed Grant Application with full details of the project.

Please note that an invitation to submit a detailed grant application does not guarantee funding. Applications will be evaluated by an assessment panel consisting of Council Officers and Council technical experts. Each application is assessed against a set criteria and discussed by the assessment panel. Once agreement is reached by the assessment panel, the outcomes are presented to Council's Executive Leadership Team, Council Briefing and then Council Meeting for Council endorsement.

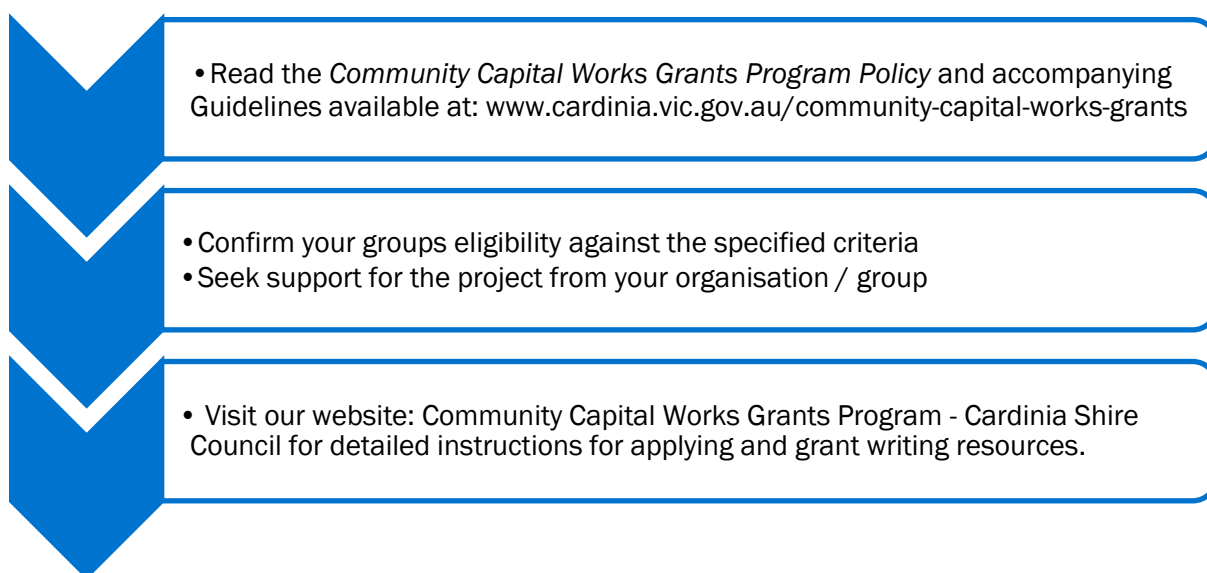
Key Dates

Both the Program Proposal and Detailed Grant Application stages have closing dates – **Late or incomplete applications will not be accepted per the eligibility requirements.**

Activity	When
Applications for Stage 1: Project Proposals open for the 2026/2027 round	Tuesday 30 September 2025
Grants Information sessions held	September/October 2025 Session details will be advertised on the Cardinia Shire Council

Activity	When
	website at: www.cardinia.vic.gov.au/ccwg
Stage 1: Project Proposal closes	Tuesday 27 January 2026 at 12:00pm
Applicants of Stage 1 notified of outcome If successful, an invitation to proceed to Stage 2: Detailed Grant Application sent out	October 2025 – January 2026
Stage 2: Detailed Grant Application closes	Tuesday 17 March 2026 at 12:00pm
Detailed Grant Applications evaluated by assessment panel	Mid-March – Early April 2026
Notification of Detailed Grant Application outcomes	July 2026
Successful applicants notified of funding agreement and grant conditions. Execution of funding agreement	July 2026
Implementation of funded projects	Until Thursday 27 May 2027

How to Apply



Council uses SmartyGrants, an online grants platform to manage all stages of the application process. If you do not already have a SmartyGrants account, you will need to create one.

If you need help using the SmartyGrants platform you can contact the Community Capital Works Grants Officer for support – Ph: 1300 787 624 or email ccwg@cardinia.vic.gov.au

Information required for an application

You should be prepared to provide detailed information about:

- Your organisation and its core activities
- Your proposed project and objectives
- The demonstrated need for the project and anticipated benefits
- Project delivery approach and timeline
- A complete project budget

Supporting documents may include:

- Certificate of Incorporation
- Insurance Certificate of Currency
- Site maps, plans, or drawings
- Supplier quotes or cost estimates



If you have any questions about the application process, please contact the Community Capital Works Grants Officer on 1300 787 624 or email us at: ccwg@cardinia.vic.gov.au

How Applications are Assessed

Project Proposals will be reviewed by the Capital Works Grants Officer together with relevant Council Officers and Council technical experts.

If the Project Proposal is supported in principle and deemed eligible, the applicant will be invited to submit a Detailed application.

Detailed applications will be assessed by a panel of Council Officers using the criteria listed below and funding is awarded based on merit and information provided in the application.

Criterion	% of Score	Key Considerations
Benefit/Potential Impact	30%	The extent to which the project: <ul style="list-style-type: none">• Achieves the Program objectives• Demonstrates evidence of need• Will benefit the community, especially priority cohorts• Benefits can be sustained
Priority	10%	The extent to which the project meets the funding priorities <ul style="list-style-type: none">• Accessibility• Sustainability• Gender Impact• Alignment to Council Strategies• Awarded a CCWG in the last two financial years• Capital works funding in the upcoming two financial years
How/Strategic planning	25%	The extent to which the project: <ul style="list-style-type: none">• Is ready to proceed• Is supported by a clear plan and realistic timeframes

Criterion	% of Score	Key Considerations
		<ul style="list-style-type: none"> • Presents solutions that suitably address the need • Represents value for money
Capacity & Capability	20%	The extent to which the applicant: <ul style="list-style-type: none"> • Has suitable experience and skills for the project • Has considered potential risks and demonstrated mitigation strategies • Clear understanding of the project scope and legislative requirements
Budget	15%	The project application and applicant: <ul style="list-style-type: none"> • Is financially solvent and operationally stable • Is based on sound cost estimates • Provide quotes that are market competitive and reasonable • Gives due consideration to all potential costs • Meets any applicant contribution requirement

Notification of application outcome

All applicants will be notified in writing of the outcome of their application. Unsuccessful applicants can seek feedback from Council in relation to funding outcomes and assessment panel decisions.



If Your Grant Application is Successful

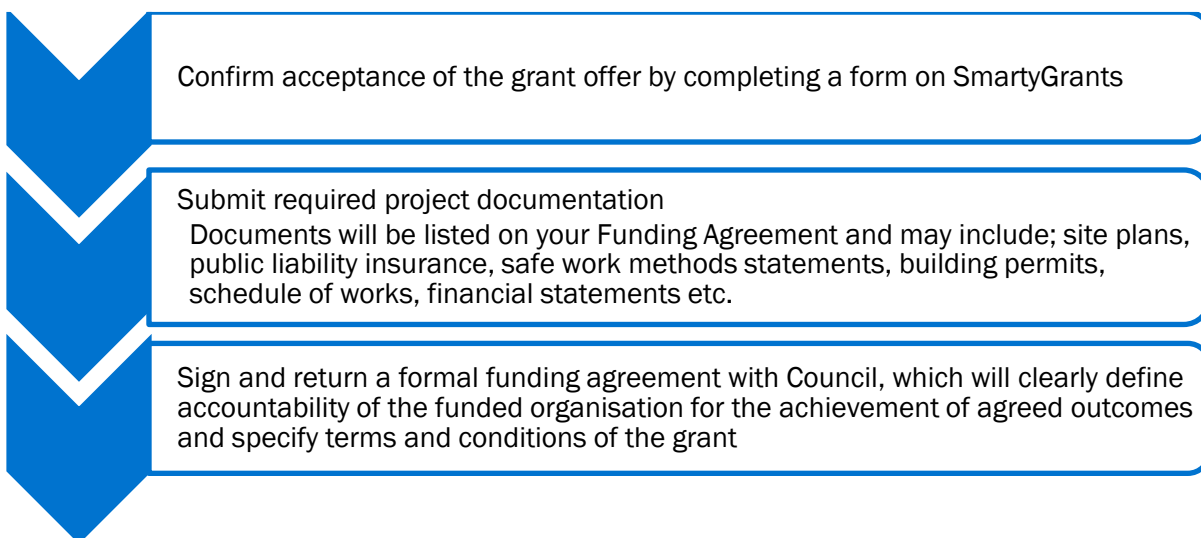
Funding Agreement

All successful applicants are required to enter into a funding agreement with Council. The funding agreement will outline the terms and conditions under which the grant funds will be made available.

No activity or expenditure on the project can commence until the funding agreement is executed. Funding agreements can only be executed by authorised officers of your organisation (e.g. Committee member etc.). Once the completed funding agreement has been received by council it will be countersigned by a duly authorised Council Officer and a copy will be provided to you.

Prior to Commencing Work on the project

Successful applicants will need to follow these steps prior to commencing work on the project:



Legislation

As part of the funding agreement, successful applicants will need to comply with all relevant Council, State Government and Commonwealth Government legislation and standards, including any applicable building regulations, standards, and codes.

Payments

Council will release funding in accordance with the funding agreement and once the funding agreement is signed and a valid invoice is received for processing

Payments for any new grant funding will not be released until:

- Any overdue debts to Council have been paid against a payment plan
- An up-to-date Certificate of Currency (for Public Liability Insurance is provided to Council
- For Minor Capital Works, even if your application is approved, until all appropriate permits and approvals are in place.

Funding Variation

Successful applicants need to deliver their project in accordance with the terms and conditions outlined in their funding agreement. A change to the project being delivered will require a variation request to Council. If the project changes, you will need to contact Council through the contact person in the funding agreement to discuss the proposed changes as early as possible. Failure to do so may result in withdrawal of the grant.

Project Completion & Evaluation

Once your project is complete, you will be required to undertake a project evaluation. You will be asked to provide the following information:

- If the project was delivered in line with what was outlined in your application
- What the final achievements or results were

- What impact is the project now having and what you expect the long-term impacts to be
- Who has benefited from the project
- Learnings from the project
- Pictures of the completed project
- Demonstrated alignment with Councils strategic plans

Funding Acquittal and Audit

Successful applicants will need to keep records of how the grant monies have been spent and provide copies of receipts and a report to Council detailing the activities and outcomes of the project (acquittal), in line with the terms and conditions of the funding agreement.

Successful applicants must comply with requested Council Officer visits or requests for an audit on the funded activity.

Tips for a successful application

- Utilise the CCWG Program resources available at <https://www.cardinia.vic.gov.au/ccwg>
- Save your application on a regular basis in SmartGrants
- Ensure uploaded files have been saved
- Double check your application carefully before submitting
- Contact your Council Liaison Officer or the Connected Communities Team for advice and assistance

Need more help?

For more information and to provide feedback about the Community Capital Works Grants Program, please contact Cardinia Shire Council – Connected Communities Team.



1300 787 624



CCWG@cardinia.vic.gov.au



www.cardinia.vic.gov.au