

**Guidelines
For
Support Program
Committees Of Management**

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TIMELINES

- Committee of Management Support Program Advertised Late January 2012
- Discussion and Request for Application with Sports and Community Liaison Officer February 2012 – early April 2012
- Closing Date for Applications Fri 13 April 2012 5.00pm
- Evaluation of Applications May 2012
- Grants Panel Evaluation July 2012
- Applicants Advised Late July 2012

DEFINITIONS

Accessible - programs, services or facilities which can be utilised by the entire community regardless of age, gender, ethnicity or physical and/or mental ability.

Capital Enhancement Works – expenditure that enhances the useful life of a facility, improves, extends or adds to an assets capacity to deliver services (*eg. upgrade to shelter or change rooms*)

New Capital Works - new capital projects that provide an extension of service capability of a current asset. The purpose of the new capital expenditure is to increase the quality of services provided to the community by extension of the scope of service delivered. (*eg. addition of female change rooms*)

Recurrent Maintenance - works undertaken on a day to day basis to ensure an asset and/or components are maintained to agreed standard that will ensure the continued delivery of the service at an agreed level of reliability and presentation. (*eg. painting, re-carpeting*)

POLICY STATEMENT

Council:

- Acknowledges the role of Special Committees of Management as a resource of Council that provides a dedicated management of specifically designated reserves, pavilions and ovals.
- Accepts the need to provide financial assistance in the absence of any alternative source of income or funding sufficient to meet the needs of Committees in developing and maintaining these community assets.

AIMS AND OBJECTIVES

- Establish a resource program to assist and support Special Committees of Management established under Section 86 of the Local government Act 1989.
- Assist in the effective implementation of components of each Committee's duties and functions as defined in each Deed of Delegation.
- Encourage a planned approach to facility design, development and management that meets community needs.
- Make funds available to Committees of Management specifically, distinct from and outside Council's "Funding Assistance for Community Groups" Program for capital improvements or facility planning by Special Committees of Management.
- Establish eligibility criteria for the lodgement of applications, and specific guidelines for evaluation to ensure equity in consideration.

ELIGIBILITY CRITERIA

Applications will be accepted only from Special Committees of Management established under Section 86 of the Local Government Act 1989 and operating by a Deed of Delegation under the seal of Council.

What Projects Will Be Considered For Funding Under This Scheme?

Proposed projects must fall generally within the following categories:

- the development of capital improvements
- meet a demonstrated need within the facility
- complement and/or improve existing facilities
- provide a long term benefit for the facility or its environs

- meet the cost of reserve master plans for immediate or staged developments, implementation of this plan or development needs to clear defined.
- provide a benefit for the wider community.

Joint projects falling within the scope of the above will be considered where they are to be carried out either:

- in conjunction with a user group or groups
- with external bodies and in particular where the body or bodies is/are financial partners
- in conjunction with another Committee of Management.

Some Examples Of What Will Be Funded

- the construction of shelters over existing BBQ's
- planting of native trees
- multi purpose walking and cycling pathways and paths
- construction of cricket practice nets as a joint project where at least one of the nets is made available for public use
- water drinking fountains
- public lighting

What Will Not Be Funded?

- recurrent maintenance of existing facilities
- feasibility studies
- development of master plans
- the purchase of land
- the purchase of white or electrical goods
- areas designated as licensed areas within a proposed facility
- requests for retrospective funding, where projects have commenced construction or have been completed prior to receiving funding approval
- the construction of facilities where little or no public access/use is available. (*e.g. coaches box*)

FUNDING

- The availability of such funds is dependent upon the financial priorities and commitments of Council in any year. Council has no obligation to fund projects, however, priority will be given to community based initiatives.
- All applications will be reviewed as part of the preparation of Council's Annual Budget and a feasibility study may be undertaken by Council Officers if required. This may require additional information to be provided by the organisation to Council for consideration.

FUNDING REQUIREMENTS

- **Application forms are only available on request after discussion about the proposed project with Council's Sport and Community Liaison Officer (Phone 9294 5719)**
- A separate application form must be lodged for each project.
- If applicable, when funding is proposed for shared facilities or will affect other groups within the facility, prior written approval must be gained from these organisations and attached to the application.
- In instances where funding is proposed for facilities (*eg. sportsfield lighting*) which may affect the local community (*ie. other user groups – school groups, residents*), community consultation in conjunction with Council is required prior to lodging the application. The level and method of consultation should be discussed with Council Sports and Community Liaison Officer.
- Acceptance of these conditions must be clearly stated by the applicant.
- In appropriate circumstances, a plaque may be required to be erected on the development indicating that the facility is available for community use and that funds have been provided by Maroondah City Council towards the cost of the project

PROJECT REQUIREMENTS

- All organisations applying for funding must provide detailed concept or site plans, accurate costings and details of the scope of works involved in the proposed project.
- Proposed projects may require Town Planning and/or Building approval prior to the commencement of works. It is the responsibility of the applicant to determine if permits are required prior to the submission of an application. Successful applications may require Town Planning and/or Building approval. Approval of a grant by Council does not constitute approval by Town Planning and/or Building Permits or other statutory processes.
- When obtaining a quote from a contractor ensure that the contractor complies with the following Council requirements;
 - a) GST Inclusive
 - b) Commercial Builder

- c) Public Liability Insurance
- d) Occupational Health and Safety Policy

and

Workcover Insurance, Certificates of Competency, Job Safety Analysis and Safety Plan

- A Project Manager will be appointed by Council for each individual project. This person will oversee the contract to the completion of required works. If a suitably qualified Council Officer is not available, an additional charge of approx. 10% will be added to the total cost of the project, to cover the costs of sourcing a suitable person to Project Manage the project.
- Council will engage and pay all contractors to undertake Project Works, at the agreed contract price, including GST.

PROJECT EVALUATION

The application should:

- Meet the eligibility criteria
- Clearly identify the target group and need for the proposed project
- Fall within or complement any existing master/concept plan for a reserve or facility
- Contain full details of partnership funding where joint or partnership arrangements are proposed.
- Outline the availability or otherwise of alternative funding.

Funding Criteria

Projects will be assessed against the below criteria. The percentages indicated in each area represent the weighting's Council will use for the assessment of project applications.

Community Benefit - 40%

- Demonstrate a direct benefit to residents of the City of Maroondah.
- Evidence that supports an anticipated increase in use of the facility.
- The extent to which the project maximises the use of the facility.
- That the proposed project is sympathetic to the surrounds of the reserve or building.
- The extent to which the project addresses the issues of safety and or risk management.
- The extent to which the project enhances the aesthetics' and amenity of the facility.
- Does the project assist disadvantaged groups.

Evidence Of Need - 40%

- Evidence that demonstrates community support and need for the project.
- Evidence that demonstrates improvement to Council assets.
- The extent to which the project is supported by an adopted concept plan, feasibility assessment and/or linked to any planning process of Council.

Financial Assessment - 20%

- The financial capacity of the Committee of Management or other interested party to fund any additional contribution for the project where applicable.
- The ability of the project or planned stage to be completed within the financial year.
- Grants or other funds available.

FUNDING CONDITIONS

Individual projects must generally not exceed \$6,600 (*inclusive of GST*) or multiples thereof in joint/partnership arrangements.

- all Committee of Management Support Grants will be subject to G.S.T.
- If applicable, Committee's cash contribution must be paid to Maroondah City Council once the project is completed and the relevant invoice forwarded

Projects in excess of \$6,600 will be considered when:

- the Committee of Management fund the difference between the total project cost and the Council grant of \$6,600 or
- a sum greater than \$6,600 is required either to fulfil a joint/partnership arrangement or as a condition of dollar for dollar funding from an external source.

All applications, that include contribution from either the Committee of Management or other external sources must be supported by the following financial information:

- **Audited Statement of Receipts and Payments** (*or Profit & Loss Statement*) and Balance Sheet for the past 3 years.
- Financial commitments:
 - (a) External - loans to banks, club members, etc.
 - (b) Council - existing Third-Third-Third repayment schedule.
 - (c) Any other financial commitment.

- Any other financial details considered relevant to the application, eg. other sources of funding available.

NOTE:

Failure to comply with any of the conditions outlined in the policy will result in a review and possible withdrawal of Council support to the nominated project. However, this would not restrict an organisation from applying in future years.

Frank Dixon
Chief Executive Officer

January 2012