

Funding Assistance
(third-third-third funding)
For
Community Groups
Guidelines

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ANTICIPATED TIMELINES

- Third-Third-Third Funding Program Advertised Late January 2012
- Discuss and Request for Application Form with Sports and Community Liaison Officer February 2012 – Early April 2012
- Closing Date for Applications Tuesday 13 April 2012 5.00 pm
- Evaluation Process May 2012
- Council Evaluation & Endorsement 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, physical and/or mental ability.

Capital Enhancement Works – expenditure that enhances the useful life of a facility or adds to an asset's capacity to deliver services. (*eg. new synthetic cricket wicket cover*)

New Capital Works - new capital projects that extend the 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*)

PURPOSE AND OBJECTIVES

Purpose:

The purpose of Maroondah City Council's Funding Assistance for Community Groups Scheme (Third-Third-Third Funding) is to assist Maroondah organisations improve their existing facilities or develop new facilities.

Objectives:

- To increase leisure opportunities.
- To contribute to the development of community clubs and organisations.
- To encourage a planned approach to facility design, development and management, that meets community needs.

ELIGIBILITY CRITERIA

The land on which the facility development is proposed must be either **Council owned or managed land**.

A wide variety of projects will be considered for funding under this scheme, however, priority will be given to projects that are characterised by one or more of the following:

- Projects satisfying a community need which are complementary to an existing reserve or facility development eg. minor building additions and projects which compliment existing facilities/reserves.
- Projects that broaden community access and increase opportunities for participation.
- Projects that address issues around safety and risk management.
- Projects that maximise the range of users of the facility.

All applications must justify the need for the proposed project.

Some examples of projects eligible for funding include:

- Pavilion extensions and upgrades.
- Sportsfield Training Lights.
- Practice nets.

Examples of what will not be funded:-

- Re-current maintenance of existing facilities
- Feasibility studies
- Development of master plans
- The purchase of land
- 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 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.

FUNDING REQUIREMENTS

- Application forms are **only available on request** after the project has been discussed with Council's Sport and Community Liaison Officer (**Phone 9294 5719**)
- A separate application form must be lodged for each project.
- A successful application for funding under this policy would result in -
 - a) one third provided by way of Council grant;
 - b) one third provided by way of deferred payment to be repaid to Council;
 - c) one third to be paid by way of a cash contribution by the community group.
- If applicable, the organisation must gain written support from the Committee of Management which manages their reserve/facility and attach this letter of support for the proposed project to the application.

- 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, consultation with residents in conjunction with Council is required prior to lodging the application. The level and method of consultation should be discussed with Council's Sports and Community Liaison Officer prior to requesting an application form.
- 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 funding 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 submission by Council does not constitute approval by Town Planning and/or Building or other required 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
- Fully justify the 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 - 35%

- Demonstrate a direct benefit to the residents of the City of Maroondah.
- Evidence that supports an anticipated increase in participation rates.
- 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 projects address the issues of safety and risk management.

Evidence of need - 35%

- 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 - 30%

- The financial capacity of the organisation to service the loan and initial cash contribution.
- The ability of the project to be completed within the following financial year.

FINANCIAL CRITERIA AND CONDITIONS

- Applications will not be considered if the Council Contribution is less than \$800 (*inclusive of GST*) or expected to exceed \$30,000 (*inclusive of GST*) per project.
- Where deferred Club contributions for a successful project are \$1,000.00 (*inclusive of GST*) or less Council will require the applicant to increase the cash contribution to 2/3 of the cost of the project.
- Invoices for half-yearly instalments on deferred contribution payments will be forwarded in May and November each year and are due for payment within 14 days of receipt of the invoice.
- Interest is payable on the outstanding balance of the deferred payment and will be included on the half-yearly invoice for repayment of the principal amount.
- The rate of interest for the deferred payment will be 1% above the current borrowing rate charged to Council. This rate is to be set for the period of five (5) years.
- The community groups cash contribution must be paid to Maroondah City Council once the project is completed and the relevant invoice forwarded
- All Third / Third / Third grants will be subject to G.S.T.

All applications must be supported by the following financial information:

- **Audited Statement of Receipts and Payments** (*or Profit & Loss Statement*) and Balance Sheet for the last year, however please be advised that during your application's assessment additional years may be requested.
- 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.

- Current membership numbers
- Each recipient organisation, who incurs a deferred payment, shall submit, on an annual basis, within two months of the end of its financial year:-
 - a) an audited copy of its receipts,
 - b) payment statement and updated cash flow statement
 - c) balance sheet; and
 - d) projected cash flows for the term of the loan,

to assist Council to monitor the organisation's ongoing financial viability.

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

