



Capital Works for Community Groups Funding Program

Guidelines

2024/2025

CONTENTS

ANTICIPATED TIMELINES..... 3

DEFINITIONS 3

PURPOSE AND OBJECTIVES..... 4

ELIGIBILITY CRITERIA..... 4

FUNDING 5

FUNDING REQUIREMENTS..... 5

PROJECT REQUIREMENTS 5

FINANCIAL CRITERIA AND CONDITIONS 6

PROJECT EVALUATION..... 7

ANTICIPATED TIMELINES

Capital Works for Community Organisations - Program Advertised	1 st February 2024
Project Proposals completed by Clubs – Relevant Council Officers assess proposals and outline project requirements and where applicable recommend club to Funding Application	Project Proposals Close: Sunday 25 th February 2024
Funding Application completed with all specified project requirements submitted	Full Applications Close: COB Wednesday 1 st May 2024
Evaluation Process	May 2024
Council Evaluation and Endorsement	June 2024
Applicants Advised	July 2024

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 Capital Works for Community Groups Funding Program 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 complement 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

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.
- Organisations are permitted to apply for 1 x project only in each of the categories
- All projects relating to Asset improvements (ie. sheds, plumbing/electrical, solar, lighting and any small structures) MUST have prior approved Request for Works application. Any project that falls into this category that doesn't have a Request for Works approval letter will be ineligible for funding.

FUNDING REQUIREMENTS

- A Project Proposal must be completed and submitted to Council, relevant Council Department/s will assess proposal and provide the organisation with specific requirements to be included in application and then where appropriate recommended to proceed to full application.
- A successful application under this policy would result in -
 - a) 50% of total project costs provided by way of Council (up to a maximum of \$75,000);
 - b) 25% provided by way of deferred payment to be repaid to Council;
 - c) 25% to be paid by way of a cash contribution by the community group.
 - d) Projects under \$7,700 (*inclusive of GST*) fully funded by way of Council
- 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.
- 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 all of the specified requirements as outlined from the assessment of the organisations Project Proposal.
- Sporting Clubs - has undertaken the Creating a Place for Women's in Sport self-assessment tool

- Proposed projects may require Town Planning and/or Building approval prior to the commencement of works. Council Officers through the Project Proposal process will outline all requirements and 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 compiles** with the following Council requirements;

- a) **GST Inclusive**
- b) **Commercial Builder**
- c) **Public Liability Insurance**
- d) **Occupational Health and Safety Policy**
- e) **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.
- Council will engage and pay all contractors to undertake Project Works, at the agreed contract price, including GST.

FINANCIAL CRITERIA AND CONDITIONS

- Applications will not be considered if the Council Contribution is expected to exceed \$75,000 (*inclusive of GST*) per 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 Capital Funding for Community Groups 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.
- 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.

PLEASE 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.

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.