City of Rockingham

Community Infrastructure Grants

Guidelines for applicants

2024 - 2025

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city of Rockingham

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Community Infrastructure Grants (CIG)

The City of Rockingham (CoR) is committed to supporting incorporated not for profit organisations with the delivery of projects that benefit the Rockingham community, through the Community Grants Program.

These guidelines are specifically for Community Infrastructure Grants, which are available to support eligible organisations to research, plan, design, or build infrastructure that benefits the Rockingham community.

To be eligible;

- projects must be proposed to be on land owned or managed by the City, or the Department of Education where a Shared Use Agreement is in place,
- the applicant has obtained or is in the process of obtaining a Consent for Alterations and Additions (CAA), and
- applicants must be an incorporated not for profit organisation, or auspiced by one.

The two categories of Community Infrastructure Grants available are;

Community Infrastructure Planning Grants (CIPG)

Community Infrastructure Planning Grants can contribute to strategic planning for facilities that help groups determine the need, benefit and feasibility of future community infrastructure projects.

Some examples of projects which could be eligible for CIPG are business and strategic plans, needs and feasibility studies, site selection studies, and architectural or engineering plans.

The maximum grant amount available is $20,000.

Community Infrastructure Capital Grants (CICG)

Community Infrastructure Capital Grants can contribute to the cost of construction, expansion, upgrade or refurbishment of community infrastructure.

Some examples of projects which could be eligible for CICG are building extensions/upgrades, or new sporting infrastructure such as shelters and storage.

The maximum grant amount available is $50,000.

Infrastructure definition

The definition of infrastructure as listed in the Community Grants Program Policy is:

"Physical facilities and structures that are fixed and meet a long term need."

What can be funded by Community Infrastructure Grants?

You **must** discuss your project with a City Officer before you submit an application to be eligible for funding.

The Community Infrastructure Planning team or Community Development Officer (Sport and Recreation) can be contacted on (08) 9528 0333 or customer@rockingham.wa.gov.au.

Funding **is** available for;

- Professional fees including
  - research, planning and reporting by consultants
  - architectural design or drafting
  - engineering and certification
  - application fees

- Project implementation costs including;
  - purchase and delivery of materials
  - labour
  - equipment hire
  - project management by consultant

Funding **is not** available for;

- embellishments to current CoR infrastructure projects
- embellishments to CoR facilities that have been operational for less than 12 months
- costs related to administration, salaries, maintenance, or "like for like" asset replacement
- facilities for the express purpose of serving alcohol
- infrastructure that is the responsibility of the State Government (eg schools)
- projects that do not meet Australian Standards and National Construction Code
- items that have been awarded previous Community Infrastructure Grant (or Infrastructure Planning and Development Grant) funding
- projects that start before the grant outcomes are known.

Please note that organisations which receive Community Infrastructure Planning Grant funding can apply for Community Infrastructure Capital Grant funding for the same project when the planning is completed. Organisations can only apply up to the maximum amount available for each category in a financial year.

Facilities leased or licenced from the City

If the facility where your project will take place is leased or licenced from the City, an approved Consent for Alterations and Additions (CAA) is needed.

You must contact the City's Properties team (leased facilities) or the Community and Leisure Facilities team (licensed facilities) to discuss your project and obtain the application form before you submit your grant application. Your project cannot proceed without an approved CAA.

Facilities on land under a Shared Use Agreement

Projects proposed to be on land under a Shared Use Agreement with the Department of Education are eligible for Community Infrastructure Grants, but please contact the Community Infrastructure Planning team to discuss it further before preparing an application.

Assessment

After the grant rounds close, applications are assessed by City Officers and the Community Grants Committee. Recommendations are then presented at the Ordinary Council Meeting to be endorsed.

Decisions made by Council are final, and are not subject to an appeals process. Canvassing of the Mayor or Councillors may render the application ineligible.

Assessment takes approximately 60 working days.

Assessment criteria

The criteria used to assess all applications to the Community Grants Program are listed below.

The applications are designed to prompt responses to these questions, but below are some descriptions of the criteria and suggestions on how to address them when preparing your application.

Community Benefit

Demonstrate that the project can have a positive impact on the health and wellbeing or economic development of the Rockingham community, champion an issue or address disadvantage, and/or support the availability of community infrastructure within the City.

Community Infrastructure Grant priority will be given to facilities that can provide for a range of purposes and user groups, and are accessible to as much of the community as possible.

Project Justification

Explain what need the project will meet, how that need was determined, and how this option was decided to be the best way to do it.

It's also important to demonstrate that this project fits in with the organisation's strategic goals, as well as those of any sporting or community governing body.

Alignment with City Strategies

Tell us how the project aligns with the vision for the City of Rockingham, and how it addresses the Community Plan Aspirations. More information on the City's vision can be found in the Community Plan Strategy available on the City's website.

Community / Volunteer Involvement

Tell us how the community are supportive, invested and involved in the project by identifying any volunteer involvement of members, community and/or suppliers. This involvement can be during the planning, development and/or ongoing operation of the project.

Consultation and Partnerships

Tell us about the feedback and help that you have received for your project from other people or groups, and how they might continue to be involved.

Some examples of consultation and partnership include;

- consulting with the community or facility users to determine the level of support for the project
- groups partnering to fundraise and implement a project that benefits both groups
- consulting with your organisation's governing body to seek their support and advice
- contacting other groups who have implemented similar projects to discuss their process and any lessons they learned.

Planning

Clearly describe what the project will deliver, how this will happen, and what processes have already been completed. Explain what options were considered before deciding on what the final project will be, and why that option was chosen.

For planning grants this should include;

- what document will be delivered
- who will be involved and consulted during the development of the document
- what will be included
- what will not be included
- what will the applicant do with the outcomes.

For capital grants this should include;

- what infrastructure will be delivered (this should include comments on function, size, materials, maintenance, applicable standards and requirements, and impact on surrounding spaces).

- how will the infrastructure be delivered
- who will be responsible for the delivery
- what approvals, inspections or certifications are needed.

Governance and Management

Demonstrate that your organisation has planned ahead for the project, that the decision-making committees have approved the project and budget, and that your organisation has the capacity to manage the completion and operation/maintenance of the project.

Project Funding Model (budget)

Identify the total cost of the project, and prepare a budget that clearly shows where the funds will come from and all items that the funds will be spent on. More details on preparing project budgets can be found on page 8 of this document.

Financial Capacity of the Organisation

Provide evidence of your organisation's current financial status through the most recent financial statements endorsed by the Committee. Identify that you can fund at least your portion of the project and have funds left in case of an unexpected increase in project costs. Tell us what your organisation has decided will happen to the project if the grant application is not successful.

Sustainability

Demonstrate that your organisation can manage and maintain the infrastructure when it is completed. In the case of a new facility proposal, projected operating budgets may be requested to demonstrate the short term and long term financial viability of the infrastructure.

It will also help to describe sustainability factored into your planning; for example materials selection that reduces maintenance or operational costs.

Applications

Closing dates

Three grant rounds are offered each financial year. Applications must be received by the City before 4pm on the dates listed below. Please be sure to give yourself enough time to complete and send the documents, as late applications will not be accepted.

2024 / 2025 Community Grants Program		
Round	**Applications close**	**Grant outcomes**
1	Friday 5 April 2024	Friday 28 June 2024
2	Friday 6 September 2024	Friday 29 November 2024
3	Friday 7 February 2025	Friday 2 May 2025

How to apply

Applications and guidelines can be downloaded from the City's website or requested from the Community Infrastructure Planning team.

Applications can be submitted by:

Email	customer@rockingham.wa.gov.au
Post	PO Box 2142 Rockingham DC WA 6967
In person	Administration Building Civic Boulevard, Rockingham

Preparing the budget

When preparing the application budget, make sure that;

- all project costs are listed, whether they are eligible for grant funding or not
- items are listed in priority order, starting with those you would use city grant funding for
- the amounts you have listed do not include GST
- all donations, fee waivers, volunteer hours and discounts are listed
- the total project income matches the total project expenditure, and
- the correct number of quotes are provided for every line item, with the preferred quote identified.

Applicants that demonstrate a financial contribution will be considered favourably. If your grant application is successful, this budget will become the approved funding model for the project.

Including volunteer hours

The City values volunteer hours as part of your organisation's contribution to the project.

To include volunteer hours in the budget, calculate them at $25 per person, per hour.

You will need to clarify in your application what the volunteers will be doing and how those hours were calculated. If your project is successful please keep track of the volunteer hours completed. Where possible, your organisation's volunteer contribution should not be more than your financial contribution.

Number of quotes needed

The City encourages the use of local businesses for any quotes for the supply of good and services during your project planning. The correct number of written quotes must be received for **each item** in the project budget as per the table below;

Item cost	Number of quotes
Up to $5,000	1
$5,001 to $20,000	2
Over $20,000	3

Quotes must be in written form, and should include;

- details of the items being quoted for
- cost and quantity of each item
- total cost of all items (exclusive of GST)
- any discounts or donations
- GST as a separate line item (if applicable)
- organisation contact details
- how long the quote is valid for.

Verbal quotes will not be accepted.

If your organisation is not able to provide the right number of quotes for a particular item, please contact the City to discuss it before submitting your application.

Grant award

Notification of outcomes

We will advise you of the outcome of your grant application in writing, in the week after the Council meeting where the grant outcome was decided.

Council's decision is final, so if your grant was not successful there is no appeals process. Applications which were unsuccessful can re-apply in a future round if you feel you can address the reasons that the grant was not awarded previously.

If your grant is successful, you will receive a letter of award, and the grant agreement outlining the standard conditions that apply to all successful Community Infrastructure Grants, and any special conditions that apply only to your grant.

Payment of grant funds

If your grant is successful, you will be asked to send the City an invoice for the grant amount. The City will make payment by direct deposit into the nominated bank account. The City will make payment directly to the applicant organisation or auspicing body, not to suppliers or contractors.

If there are special conditions applied to your grant that need to be met before payment of the grant funding, there will be instructions in the letter of award on when to send the invoice and whether any other documents need to be provided with it.

Grant funding and Goods and Services Tax (GST)

If your organisation is registered for GST, add GST to the grant amount on the invoice that you provide to the City.

If your organisation is not registered for GST, only the grant amount in the letter of award can be invoiced and your organisation is responsible for funding the GST component of the project costs.

Please note that this only applies to the invoice after being awarded grant funding, and all budgets during the application process need to be exclusive of GST regardless of your organisation's GST registration status.

Project management

Project management

Some projects may be identified as high risk or specialised services that the City, as the land or facility owner, is best placed to manage. If this is the case, the City will contact the applicant during the application or assessment process to discuss the implications, which may include the City managing the project delivery.

Project approvals

It is the applicant's responsibility to seek information from the relevant authorities, including relevant City of Rockingham departments, to identify all necessary approvals and submit the application documents. Project works must not start without formal approval from all relevant authorities.

Changes during the project

If major changes happen during the project, the organisation needs to contact the City to determine that the changes are consistent with the approved purpose of the grant, and confirm that all previously issued approvals are still valid.

If the changes result in the funds not being used for their approved purpose, the remainder of the grant amount must be refunded to the City.

Insurance

The organisation must make sure that the appropriate insurance requirements are met throughout the whole project. Evidence needs to be provided of current public liability and workers' compensation insurance being current throughout the project, along with any other specific insurances needed to undertake the project works. If the insurance certificates provided as part of the application expire during the life of the project, please include the renewal certificates with the acquittal documents.

Finalising the grant

Acquittal

An acquittal form will be provided with your grant agreement. This form will give you an indication of what documents to keep throughout your project, and how to report on the project outcomes.

The completed acquittal form and supporting documents need to be returned to the City within 12 months of the date that the grant was awarded by Council. If required an invoice will be created by the City requesting the return of unspent or unallocated funds. The approved budget will be used to calculate this amount with the nominated applicant contributed funds deducted from the project first. If your project is not finished at that time, please let us know in writing, including details of what stage the project is currently at and when it will be completed.