



# **COMMUNITY GRANTS PROGRAM INFRASTRUCTURE PLANNING AND DEVELOPMENT GRANT GUIDELINES 2015/2016**

*The City of Rockingham invites applications for the Community Grants Program (CGP) from incorporated not for profit organisations/associations (community groups and clubs) for funding towards projects, programs, initiatives and events that benefit the Rockingham community.*

<b>Director Endorsement Date:</b>	November 2015	<b>Amendment No.</b>	1 – D15/146475
<b>Amendment Dates:</b>	TBC	<b>Next Scheduled Review:</b>	2 years post endorsement date



## **Infrastructure Planning and Development Grant Guidelines**

### **SCOPE**

The City of Rockingham is committed to supporting incorporated not for profit organisations / associations (community groups and clubs) to assist with the delivery of projects that benefit the Rockingham community. These guidelines relate to eligible organisations wishing to apply for a grant to plan and implement projects to develop, modify, upgrade or extend sporting, recreation and community facilities. To be eligible, the facility must be located on land owned or managed by the City, or the Department of Education where a Shared Use agreement is in place.

If the facility is leased from the City, the applicant must provide Consent to Alter Leased Premises, obtained by submitting the relevant Application for Consent to Alter Leased Premises to the City's Community and Leisure Facilities department. Please allow at least two weeks for processing of this consent prior to submitting the grant application.

If the project is proposed to be on City or Department of Education land where a Shared Use Agreement is in place, please contact the Community Infrastructure Planning team to discuss it further.

**Applicants can apply for up to 50% of the total project cost, to a maximum grant amount of \$30,000.**

### **GRANT ROUNDS**

Three (3) grant rounds will be offered each financial year as part of the Community Grants Program. Closing dates will be displayed on the City's website. Please allow adequate time to complete the application as late submissions will not be accepted.

### **ELIGIBILITY**

#### ***Grants will be considered if:***

- The applicant is an incorporated not for profit organisation or association (e.g. club, community groups);
- The project takes place on land owned or managed by the City, or by the Department of Education where a Shared Use agreement is in place;
- If the facility is leased from the City, the applicant has provided Consent to Alter Leased Premises;

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- The project will be completed within a year of the award of grant funding; and
- The requested grant amount does not exceed 50% of the total project cost.

***Grants will not be considered if:***

- The applicant is a Local, State or Commonwealth authority;
- The applicant is an individual or private company;
- The applicant has failed to acquit previous City of Rockingham grants;
- The application is incomplete or the applicant has not provided all supporting documentation;
- The application is received by the City after the closing date;
- The application is requesting retrospective funding;
- The project expenses are incurred within 60 working days after the closing of the grant round;
- The application is for a project that has been funded by IPDG and the organisation is seeking a further grant to cover an escalation in costs (this does not exclude organisations from applying for funding to plan a project, and then producing a subsequent application for construction);
- Projects that are not fixed infrastructure such as furniture, equipment or portable air conditioning units;
- Major projects that are unsubstantiated by needs assessment and feasibility documentation; and
- Embellishments to existing City-budgeted capital projects identified within the Community Infrastructure Plan.

**BUDGET**

When preparing the budget breakdown, applicants must list all expenditure items exclusive of GST. Where applicable, identify which items of expenditure will be funded by which funding sources. This must be listed within the budget breakdown including fee waivers, donations and other grants. The budget income must equal budget expenditure.

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**PROCUREMENT**

Successful applicants are regarded as agents of the City, and therefore the City of Rockingham Purchasing and Procurement Policy applies.

The following table outlines the quotes required based on the value of each expenditure item (exclusive of GST):

Amount of Purchase	Purchase Type	Minimum Requirements
Up to \$4,999	Small Quote	Up to \$999- One verbal quote \$1,000 to \$4,999 – Two verbal quotes
\$5,000 - \$19,999	Minor Quote	Written quotations to be obtained from a minimum of two suppliers
\$20,000 - \$49,999	Major Quote	Written quotations to be obtained from a minimum of three suppliers with a written assessment process.
\$50,000 - \$99,999	Formal Quote	Written quotations to be obtained from a minimum of three suppliers containing price and specification of goods and services in a formal quotation process (with procurement decision based on all value for money considerations)
\$100,000 and above	Tender	Conduct a public tender process in accordance with the provisions of the Local Government (Functions and General) Regulations 1996

**APPLICATION ASSESSMENT PROCESS**

Following the closing of each grant round, all applications will be assessed by City Officers and the Community Grants Committee before being presented to Council. All applications must be formally endorsed at an Ordinary Council Meeting prior to allocation of funds. This process takes 60 working days. Decisions made by Council are final and not subject to an appeals process.

**APPROVAL CONDITIONS**

If the application is successful, two office bearers of the applicant organisation will be required to sign a grant agreement committing to compliance with all legislative and planning requests, and any other conditions imposed on grant funding.

A copy of the signed grant agreement and tax invoice for the amount awarded must be returned to the City within 30 working days for processing. Invoices must clearly state “Tax Invoice” and include the date, your business address, banking details, GST and ABN number if relevant. If you are eligible for GST please identify this amount in your Tax Invoice.

It is the responsibility of the applicant to determine which approvals are required and submit the appropriate documentation. The applicant must not proceed with the project without formal approval from the appropriate authority, including but not limited to the City’s Planning, Building and Health services.

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## ACQUITTAL

Successful Infrastructure Planning and Development grant applicants must submit the acquittal documentation within 60 working days of the completion of the project.

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