



# **COMMUNITY GRANTS PROGRAM INFRASTRUCTURE PLANNING AND DEVELOPMENT GRANT GUIDELINES 2017 / 2018**

*The City of Rockingham invites applications for the Community Grants Program (CGP) from incorporated organisations/associations (community groups and clubs) for funding towards projects, programs, initiatives and events that benefit the Rockingham community.*

<b>Director Endorsement Date:</b>		<b>Amendment No.</b>	3 – D15/146475
<b>Amendment Dates:</b>	October 2016, March 2017	<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 / licensed from the City, the applicant must provide Consent to Alter Leased Premises, obtained by submitting an Application for Consent to Alter Leased Premises to the City's Community and Leisure Facilities department. Please contact the Community and Leisure Facilities team on (08) 9528 0333 to request the appropriate form, and allow at least two (2) weeks for processing of application 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.

Assistance to complete the application is available by contacting the Community Infrastructure Planning team on (08) 9528 0333.

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**ELIGIBILITY**

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

- The application is for fixed infrastructure such as a building or extension;
- The application is for the purposes of planning fixed infrastructure, such as a needs and feasibility study or architectural fees;
- The applicant is an incorporated not for profit organisation or association;
- 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/licensed from the City, the applicant has been granted Consent to Alter Leased Premises through the City’s Community and Leisure Facilities Department;
- The requested grant amount does not exceed 50% of the total project cost; and
- The project will be completed within 12 months of the grant funding being awarded, or within 12 months of the award of State Government grant funding where applicable.

***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 prior to the official grant outcome being known;
- The application is for a project that has been funded by IPDG previously, 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);
- Leased Property Maintenance Grant funding has been received for the same items;
- The project or item is not fixed infrastructure, for example furniture, equipment or portable air conditioning units;
- The application is for a major project that is unsubstantiated by needs assessment and feasibility documentation; and
- The application is for embellishments to existing City-budgeted capital projects identified within the Community Infrastructure Plan.

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## **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 grant contributions. This must be listed within the budget breakdown including fee waivers, donations and other grants. The budget income must equal budget expenditure.

Volunteer hours are valuable to community projects to minimise project costs, and should be itemised within the project budget under the “In Kind” heading at \$25 per person per hour.

## **QUOTES**

The City encourages the use of local businesses for any quotes that may be sourced in relation to the supply of goods and services.

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

<b>Purchase amount</b>	<b>Minimum requirements</b>
Up to \$3,000	One written quote
\$3,001 - \$10,000	Two written quotes
Over \$10,000	Three written quotes

## **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.

Key criteria to address within your application includes;

- Community benefit;
- Justification for the project;
- Financial viability of the project;
- Extent of planning completed for the project;
- Consultation and partnerships;
- Consideration of design principles and adherence to Australian standards; and
- Organisation governance and management.

Priority will be placed on applications which present a significant community benefit and/or contribute to the sustainability of the applicant organisation.

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.

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## **APPROVAL CONDITIONS**

If the application is successful, the President or Chairperson and another office bearer of the organisation will be required to sign a grant agreement committing to compliance with all legislative and planning requests, and all 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.

If major changes occur during the project, the applicant is required to contact the City to ensure that changes are consistent with the approved purpose of the funding, and that all relevant approvals and standards are still in place.

If the changes result in the project not using the funds for their approved purpose, the grant funding must be refunded to the City. If changes to the project budget result in grant funding accounting for more than 50% of the eligible project costs, the excess grant funding must be refunded to the City.

## **ACQUITTAL**

Successful Infrastructure Planning and Development grant applicants must submit acquittal documentation including receipts for funded items within 60 working days of the completion of the project. Failure to submit an acquittal may void the organisation’s eligibility for future community grant funding.

If the project timeframe is likely to extend outside the allocated 12 month time period, the applicant is required to submit a request for acquittal extension in writing, noting the reason for delay and identifying a new project completion date.

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