

Infrastructure Planning and Development Grant

Guidelines 2018/2019

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.

Director Endorsement Date:	March 2018	Amendment No.	4
Amendment Dates:	Oct 2016, Mar 2017, Mar 2018	Next Scheduled Review:	2 years post endorsement date



Infrastructure Planning and Development Grants

The City of Rockingham is committed to supporting incorporated not for profit organisations to assist with the delivery of projects that benefit the Rockingham community.

These guidelines relate to eligible organisations wishing to apply for a grant for planning and implementing projects to develop, modify, upgrade or extend community facilities. For grants related to construction or modification of community facilities, it must be located on land owned or managed by the City, or the Department of Education where a Shared Use agreement is in place.

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

Leased facilities

If the facility is leased / licensed from the City, the applicant must have received Lessor Consent for Alteration or Addition from the City Properties team. Please contact the City Properties 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.

Shared use facilities

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.

When are applications open?

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 available

If you need help completing the application, or have any questions regarding your project and potential grant funding, please contact the Community Infrastructure Planning team on (08) 9528 0333.

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Eligibility criteria

The following eligibility criteria apply to the IPDG grants category.

The organisation

- Must be an incorporated not for profit organisation;
- Cannot be a Local, State or Commonwealth authority, an individual or a private company;
- Must have current public liability insurance; and
- Must have acquitted any previous City of Rockingham grants.

The project

- is for fixed infrastructure;
- is related to planning for fixed infrastructure, such as feasibility studies or architectural fees;
- will take place on land owned or managed by the City;
- has received Lessor Consent for Alterations or Additions if required;
- will start after the outcomes of grant funding are known;
- will be completed within 12 months of the award of grant funding, or the confirmation of other grant funding where applicable; and
- is not an addition to a City budgeted project identified in the Community Infrastructure Plan, in accordance with the Club Contributions guidelines.

The application

- is requesting 50% or less of the total project cost;
- is not requesting to fund items which have already been purchased or paid;
- is not requesting funding for items which have received Leased Property Maintenance grant funding;
- is not requesting a grant for increased costs of a project already awarded IPDG funding;
- is not for non-fixed infrastructure such as furniture, equipment or portable air-conditioning units
- is complete, with all supporting documentation provided; and
- is received by the City before the nominated closing time.

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Assessment process

Following the close of each grant round, applications are assessed by City Officers and the Community Grants Committee. Recommendations are then presented at the Ordinary Council Meeting to be formally endorsed and funds allocated. Decisions made by Council are final and not subject to an appeals process.

Assessment takes 60 working days.

Assessment criteria

Key criteria to address in your application include;

- 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 the most significant community benefit and/or contribute to the viability of the project.

Application budgets

When preparing the detailed budget, all project expenditure items needed to be listed, exclusive of GST. Where possible, identify which expenditure will be funded by grant contributions. Fee waivers, donations, contingencies and other grants must also be listed in the budget. The project income must equal the project expenditure.

Volunteer hours

Volunteer hours are valuable to minimise project costs, and any volunteer time should be listed in the project budget under the "In Kind" heading. Calculate volunteer hours at \$25 per person per hour.

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Quotes

The City encourages the use of local businesses for any quotes in relation to the supply of goods and services. Quotes must be provided for each item in the project budget.

The following table shows the number of quotes required, based on the value of each item (exclusive of GST):

Purchase amount	Minimum requirements
Up to \$5,000	One written quote
\$5,001 - \$20,000	Two written quotes
Over \$20,000	Three written quotes

Approval conditions

If the grant application is successful, funding is provided by bank deposit once the City receives a signed grant agreement and tax invoice from the organisation.

Grant agreement

The organisation's President or Chairperson, and another officer bearer as witness, will be required to sign a grant agreement committing to compliance with all legislative and planning requirements, as well as all other conditions stated in the grant agreement.

Tax invoice

The signed grant agreement, and a tax invoice for the grant amount, is to be provided to the City within 30 working days for processing. Invoices must clearly state "Tax Invoice" and include the following;

- date;
- organisation's business address;
- banking details;
- GST amount (if registered); and
- GST and ABN numbers.

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Project approvals

It is the responsibility of the applicant to consult with all City departments and external stakeholders to determine which approvals are needed, and submit the required documentation. The organisation must not start the project without formal approval from all relevant authorities, including but not limited to the City's Planning, Building and Health services.

If major changes occur during the project, the organisation is required to contact the City to ensure that the changes are consistent with the approved purpose of the grant, and that any requirements relating to previously issued approvals are addressed.

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 project cost, the excess grant funding must be refunded to the City.

Insurance

The organisation must ensure that the appropriate insurance requirements are met for the life of the project. Public liability insurance, workers' compensation insurance, business insurance, and any other relevant insurance policies related to the people, equipment, or processes involved in the project must be kept current at all times. Certificates are to be provided as supporting documents to the application, and as part of the acquittal if renewal was required during the course of the project.

Acquittal

Within 12 months of the date that the grant funding was awarded, the acquittal form is to be returned with all supporting documents attached.

Supporting documents include;

- receipts showing payment of project items
- copies of building and planning approvals,
- any other documents relating to the conditions stated in the grant agreement

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 can submit a request for acquittal extension in writing, noting the reason for delay and identifying a new project completion date.

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