



City of Rockingham

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# Community Infrastructure Grants

Guidelines for applicants



[rockingham.wa.gov.au](http://rockingham.wa.gov.au)



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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, improve or build infrastructure that benefits the Rockingham community.

To be eligible;

- projects must 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 an approval for Consent for Alterations and Additions (A&A) from either the City Properties or Community and Leisure Facilities team, 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,
- architectural or engineering plans / reports, and
- accessibility audits.

**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,
- new sporting infrastructure such as shelters and storage,
- sports grounds upgrades such as flood lighting or court resurfacing,
- security upgrades such as security screens and fencing, and

**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 the Community Infrastructure Team before you submit an application, this is recommended in the early planning stages of your project.

The Community Infrastructure Planning team can be contacted on (08) 9528 0333 or [customer@rockingham.wa.gov.au](mailto: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; and
  - application fees.
- Project implementation costs including:
  - purchase and delivery of materials,
  - labour,
  - equipment hire; and
  - 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, or maintenance,
- “like for like” asset replacement (unless evidence of end of life is provided),
- facilities for the express purpose of serving alcohol,
- infrastructure that is the responsibility of the State Government (e.g. 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 and
- 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. Applications cannot be submitted for Community Infrastructure Capital Grant funding for the same project, unless the initial application was withdrawn or unsuccessful.

## 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 (A&A) 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 submit your application for A&A

**You cannot submit your grant application without an approved A&A.**

An approved A&A does not mean that your Community Infrastructure Grant will be approved, only that your proposed project is approved to proceed. Grant funding approval is a separate application.

## 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 Program Panel. 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.

## Lobbying of Elected Members or City Staff

Applicants are prohibited from attempting to influence the decision-making process or lobbying Elected Members or City Staff regarding their Community Grants Program application. Should an applicant seek to engage with any Elected Member, either directly or indirectly, to discuss or provide additional information about their application, the application may be disqualified and excluded from consideration.

## Assessment criteria

### Community Impact

- Demonstrates clear, evidence-based community need and meaningful, measurable community outcomes.
- Aligns with the City's aspirations (and supporting strategic priorities).
- Demonstrates strong community benefit and volunteer involvement, with consideration for diversity, inclusion, and equitable participation.

## Capacity and Delivery

- Demonstrates adequate financial, organisational, and governance capability to deliver the project (including planning, budgeting, risk management, and confirmed funding).
- Demonstrates genuine partnerships, collaboration, or co-design with community or relevant stakeholders.
- Demonstrates sustainability of outcomes and/or a lasting community legacy beyond the funding period.
- Provides appropriate opportunities to acknowledge and promote the City's support.
- Community Infrastructure only: Provides evidence of planning and/or design documentation relevant to the project.

## Additional Factors

- Applicant consulted with a relevant City officer prior to submission.
- Preference may be given to organisations with limited recent grant funding to support fairness and broader access

## Applications

### Closing dates

Two grant rounds are offered each financial year. Applications must be received by the City as per the closing date and time on the City's website. Please be sure to give yourself enough time to complete and send the documents, as late applications will not be accepted. Applications must be submitted in full including all necessary supporting documentation.

Grant rounds closing dates and outcome dates can be found on [Community Infrastructure Grants](#) page on the City's website.

### How to apply

Applications and guidelines can be downloaded from the [Community Infrastructure Grants](#) webpage. Applications can be submitted by:

Email	<a href="mailto:customer@rockingham.wa.gov.au">customer@rockingham.wa.gov.au</a>
Post	Community Infrastructure Planning City of Rockingham PO Box 2142 Rockingham DC WA 6967
In person	Customer Service City of Rockingham Administration Building Civic Boulevard, Rockingham

## Preparing the budget

When preparing the application budget, make sure that:

- all expenses and financial contributions associated with your project are included whether they are eligible for grant funding or not. This should include all financial contributions made by the applicant and/or other contributions,
- items are listed in priority order, starting with those you are requesting funding for (noting that this may not necessarily relate to the value of the item),
- the correct number of quotes are provided for every line item funding is being sought for, with the preferred quote identified,
- you include all in-kind contributions (volunteer hours are based on \$40/volunteer/hour),
- all donations, fee waivers, and discounts are listed,
- the total project income matches the total project expenditure,
- GST requirements are met, and
- you ensure the budget is accurate and realistic.

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.

## GST (Goods and Service Tax) Requirements

Organisations must account for GST as part of their application. The City will determine grant amount based on whether the applicant is registered for GST or not. When determining whether to include or exclude GST from your budget, please follow the below guidance:

### GST Registered Organisations

If the applicant's organisation is registered for GST, they are able to claim the GST on their proposed purchases from the Australian Tax Office (ATO).

GST registered organisations should therefore **exclude** the GST component of quotes on their budget in their application.

### Non-GST Registered Organisations

If the applicant's organisation is not registered for GST, they are unable to claim the GST on their proposed purchases from the ATO.

Non-GST registered organisation should therefore **include** the GST component of the quotes on the budget in their application.

Is your organisation registered for GST?	How to complete your budget	Example: Requested items cost \$1,000 incl. GST
✓ YES	Use prices <b>excluding</b> GST	Enter \$909 (calculated as $\$1,000 \div 1.1$ )
✗ NO	Use prices <b>including</b> GST	Enter \$1,000

*Tip: If you are unsure about your GST status. Check your organisation's ABN on the Australian Business Register ([abr.business.gov.au](http://abr.business.gov.au)).*

## Including volunteer hours

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

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 required

The City encourages the use of local businesses for any quotes for the supply of goods and services during your project planning. The correct number of written quotes must be received for **each item** funding is being sought for 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, and
- how long the quote is valid for.

Please note:

- verbal quotes will not be accepted,
- invoices are not accepted, as retrospective payments are not permitted,
- screenshots of a quote must include the business name, correct number of each item, requested amount and show the GST exclusive total, and
- screenshots of online shopping carts 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, or if you did not receive the full amount requested, 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 conditions that apply to all successful Community Infrastructure Grants.

## 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.

# 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.