



# **2017 Capital Development Program**

## **Funding Guidelines**

**Applications Close 5pm**

**Friday 17<sup>th</sup> July 2016**

## Overview

### What is the Capital Development Program?

The Yarra Ranges Council acknowledges that active participation in sport and recreational is essential in developing healthy individuals and communities.

Therefore it is important that the community has access to quality sport and recreation facilities and services. These sport and recreation facilities are often run by community organisations that survive run on volunteers.

To support these organisations and volunteers, the Yarra Ranges Council provides Capital Development Grants for one-off projects which focus on infrastructure improvements of sport and recreation facilities.

### Funding Round Timelines

|                         |                            |
|-------------------------|----------------------------|
| Application Round Open  | 1 <sup>st</sup> June 2016  |
| Application Round Close | 17 <sup>th</sup> July 2016 |
| Funding Announcement    | October 2016               |

## Important Contacts

### ***Grant applications & information***

Fiona Christopher          Recreation & Active Living          (03) 9294 6738

[f.christopher@yarraranges.vic.gov.au](mailto:f.christopher@yarraranges.vic.gov.au)

### ***For all other project enquiries***

Yarra Ranges Council          Customer Service          **1800 368 333**

For example advice on:

Planning Permits refer to the Planning Services team

Building Permits refer to the Community Compliance team or a registered building surveyor

Alterations to Council buildings refer to the Facility Management team & Community Compliance for prior approval

Food Handling Permits refer to the Public Health team

## Essential Funding Criteria

The following essential funding criteria must be clearly demonstrated for your application to be eligible for consideration.

|    |  |            |
|----|--|------------|
| 1. | Clear evidence of demand for the project and the ongoing benefits to community participation (i.e. Promotes access for disadvantage groups or individuals, encourages female participation)        | <b>40%</b> |
| 2. | Detailed information of project concept (i.e. draft designs/ budget/ permit requirements outlined/ timelines/ quotes/)   | <b>35%</b> |
| 3. | Demonstrated capacity to deliver project successfully (including commitment of funds, planning and delivery of the project, ongoing maintenance and possible future upgrade).                      | <b>15%</b> |
| 4. | Strategic justification for the project (how does the project link to a Council's Recreation & Open Space Strategy, Recreation Master Plan or current Business Plan of the applicant organisation) | <b>10%</b> |

Applications will need to comply with the Community Grants Policy, the specific Funding Guidelines for the Capital Development Program (this document) and the Online Application Form.

The number of grant applications received usually far exceeds the grant funds available. Therefore, it is important for you to include the following in your submission to maximise your chance of success:

- Answer all questions on the Online Application Form
- Address all funding criteria
- Provide all documentation were requested on the Online Application Form

All applicants are advised to contact **Recreation & Active Living Team** to discuss their project **BEFORE** starting their application to ensure the project is eligible

## Eligibility

To be eligible for funding, applications should demonstrate that the project proposal:

- Meets all of the funding criteria;
- Has the required financial support to undertake the works; and
- Includes a project plan and all required documentation, including project budget and quotes, timelines etc.

## Who Can Apply

- Incorporated groups or not for profit groups that can be auspiced by an incorporated body.
- Groups that have a current lease/license or tenancy agreement with Council;
- Groups that can demonstrate a capacity to achieve the project objectives in the timeframes of the program;
- Groups with a community based constituency;
- Groups that can form partnerships or links with other groups to achieve the project objectives.

## Project Examples

Priority will be given to projects that address the following objectives:

1. Improve access for disadvantaged groups (e.g. disability, cultural, low socio-economic) to sport and recreation facilities;
2. Improve existing Council sport and recreation facilities and increases its range of users;
3. Demonstrates clear evidence of the long term benefits to the wider community;
4. Improves opportunities for female participation in the sport and recreation environment.

| What may be funded   | What will NOT be funded   |
|--|---|
| ✓ Tennis court facility upgrades   | ✗ Car park works  |
| ✓ New infrastructure initiatives to encourage active living  | ✗ Pavilion attachments (pergolas, verandas, external toilets etc)   |
| ✓ Facility improvements which increase access for underrepresented groups (eg change room/ amenities refurbishments) | ✗ Maintenance works considered as your organisation/ clubs responsibility under the current Tenancy or Lease agreement with Council |
| ✓ Court lighting (excluding replacement of light bulbs)  | ✗ Projects which exclude access to the public or community groups   |
| ✓ Change room upgrades that create a female friendly environments  | ✗ Social room and/or bar improvements   |
| ✓ Minor building works that make the facility more inviting  | ✗ Sportsfield surface and/ or lighting upgrades or instillations  |

## Important Information about the Grant

Grants will be available up to a maximum of 50% of the total project cost, and not exceeding \$50,000 (eg \$10,000 project = \$5,000 Applicant contribution & \$5,000 Council Grant).

Where grant funding has been obtained from an external source, that specific grant will be deducted from the total project cost prior to calculating the contribution from Council and the applicant.

In-kind contributions can be included up to the value of 50% of the applicant contribution. Evidence must be provided as part of your application to demonstrate that the in-kind contribution is provided by a qualified trade's person or registered business.

Funding is provided to one-off projects scheduled to commence and be completed in the 2017 calendar year.

A request to vary the timing or scope of an approved project must be submitted to Yarra Ranges Council for approval prior to implementation.

Funds must be spent on the project as described in your Online Application.

Any additional costs incurred over the specified project budget will be the responsibility of the applicant to pay.

For all projects, 10% of the Grant is withheld until satisfactory completion of the project has been achieved and the Grant Claim has been submitted.

The amount of grant received will depend on the type and accessibility of the facility. For example: A multipurpose facility providing for a broad range of activities, catering for different user groups and having no or limited user restrictions would normally qualify for a grant (E.g. public sports grounds & related facilities, cultural & community centre's and multi purpose trails). Council would consider a contribution towards achieving a basic standard of facility that enables improved usage.

Major projects in excess of \$100,000 will be referred to Recreation & Active Living for discussion (e.g. Building extensions, sportsfield lighting, major surface upgrades).

In-kind contributions can be included, up to the value of 50% the applicants contribution. Make sure you provide quotes or invoices as evidence.

## Permits/ certificates/ professional designs and surveys

It is the applicant's responsibility to seek information and/ or apply for any relevant permits from the relevant Council department or through the relevant professional body (i.e. building surveyors).

All projects must abide by the relevant Regulations (e.g. Planning, Building or Health).

Council will not be held accountable for any fines incurred should the project be found to be non compliant with any regulations that may apply to your project.

Applications must include the cost of any required permits or professional fees (eg. planning & building permits, surveyors costs etc) in the project budget.

All appropriate permits must be obtained PRIOR to the project commencing, and a copy provided to Recreation Services.

Where building works are involved and a building permit will be required, plans and specifications are to be prepared by the applicant and submitted to Council's Building Maintenance Officer (See important contacts) for approval prior to proceeding. The building permit is to be taken out by a commercially registered builder, engaged by the applicant and the works are to be supervised by the commercially registered builder.

We strongly advise that each applicant makes contact with Recreation & Active Living to discuss their project before making a submission on (03) 9294 6738 to ensure their project is eligible.

Once completed, all work must be signed off by the relevant qualified trade or professional body. A certificate of compliance/ completion or relevant document must be provided to Recreation & Active Living (e.g. certificate of occupancy) at the time of final inspection for the project.

Applicants must investigate what permits apply to their project and outline these in their project plan. It is the applicant's responsibility to obtain these permits if the project is successful for funding.

## How to apply

1. Visit the Yarra Ranges Council website at [www.yarraranges.vic.gov.au/capitaldevelopmentprogram](http://www.yarraranges.vic.gov.au/capitaldevelopmentprogram)
2. Read through these Funding Guidelines and other information available on the webpage
3. Select on the 'Online Application Form' link to the right of the screen, read through the questions and understand what information is required. You can save your application form at any time and come back to it
4. Discuss your project with your club committee and ensure the club is capable of delivering the project
5. Contact Recreation & Active Living and run the project idea past them for advice & to ensure it is eligible
6. Plan and research your project in detail. Develop a clear project plan & collect required project information outlined on the online application form
7. Answer all questions within the online application form
8. Download supporting documents where prompted through the online application form
9. Submit your application before the closing date.

You can access the **Funding Guidelines** and **Online Application Form** at

[www.yarraranges.vic.gov.au/capitaldevelopmentprogram](http://www.yarraranges.vic.gov.au/capitaldevelopmentprogram)

## Hints for the Online Application Form

- Refer to the Online Application Form Guide for trouble shooting and advice
- Reduce the risk of losing your work, save as you go
- You may save you application half complete and come back to it at another time
- If you have trouble attaching any supporting documents to the application form, email them through separately to [f.christopher@yarraranges.vic.gov.au](mailto:f.christopher@yarraranges.vic.gov.au) with your application number no later than 5 business days after the closing date of the grant program.

## What happens if your application is successful?

- You will receive notification via mail
- Successful applicants will be required to enter into a funding agreement with the Yarra Ranges Council, which will document all funding obligations and conditions
- A representative of Recreation & Active Living will call you to arrange an onsite meeting to discuss your grant, your project, and sign your Grant Agreement
- Projects are to commence and be completed within the twelve month funding period starting 1<sup>st</sup> January 2017 to 31<sup>st</sup> December 2017
- Approval for any variations to the project outside this timeframe **MUST** be requested in writing.

Your Grant Agreement **MUST** be signed by all parties **BEFORE** your project starts.

## Payments

Funding for successful applications will be available from 1 January 2017.

Payments for funded projects will be made as long as:

- the Grant Agreement has been signed by both parties
- grant recipients can demonstrate that the project is progressing as expected
- other terms and conditions of funding continue to be met.

For all projects, 10% of the Grant is withheld until satisfactory completion of the project has been achieved and the Grant Claim has been submitted.

### ***Within 1 month of completion***

Notify your representative from the Recreation & Active Living team and arrange a final onsite inspection of the project.

### ***Within 3 months of completion***

Submit your Grant Claim with the following information attached:

1. Completed Grant Claim Form
2. Certificate of compliance, or something similar depending on the type of project
3. A completed Financial Report of ALL project costs (including income and expenditure)
4. Copies of ALL invoices and receipts as evidence of what is documented in your Financial Reports (include donations and in kind contributions)
5. Photos of your completed project.



## Information you will need to provide as part of your application

- Draft plans endorsed by the project partners
- Quotes, internal cost estimates
- Evidence of confirmation of funding sources (e.g. Letter from funding provider confirming contribution, latest bank statements)
- Letters of support from organisations that clearly indicate how the applicant group will either support or benefit from the project
- Project Management Framework completed
- Current Annual Report or Business Plan
- Where applicable, evidence of permits required should the project be successful.

We advise applicants to spend some time planning their projects properly, do not leave it to the last minute as it will be very difficult to collect the required information to ensure your project is eligible.