

# Community Capital Infrastructure Grants Program

2020-2021



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## 1. Introduction

The Community Capital Infrastructure Grants support Coffs Harbour City Council to deliver on a number of the aspirational outcomes in the MyCoffs Community Strategic Plan.

## 2. Objectives

The objectives of the Community Capital Infrastructure Grants Program are:

1. To support infrastructure projects that are closely aligned with Council's core values of enhancing the economic, social and environmental well-being of the local community.
2. To provide a consistent and transparent process to respond to requests by community organisations for funding of capital infrastructure.
3. To encourage partnerships and joint ventures to maximise outcomes from limited resources.

## 3. What funding is available?

Each year, Council will resolve an allocation in the Operational Plan. For 2020-2021 this amount is approximately \$300,000.

Council will allocate the funds in July of each year. Should all the available funds not be allocated in the initial round, or funding allocations lapse; a second distribution of funds may be allocated in February.

## 4. Who can apply?

**Organisations who meet at least one of the following Yes criteria:**

Type	Yes	No
Not for Profit, incorporated organisation	√	
Unincorporated bodies such as community groups or voluntary bodies who have an incorporated organisation agreeing to auspice and take responsibility for the project <sup>1</sup>	√	
Unincorporated bodies		X
Individuals		X
Profit making organisations including commercial entities, businesses and sole traders.		X
Government Agency		X
Organisations that have not provided a satisfactory Evaluation/Acquittal form for any previous funding received from Council.		X
Educational Institutions such as schools and		X

<sup>1</sup> A letter indicating acceptance of these factors must be attached to the application form

vocational education		
Religious Institutions		X
Groups or organisations that are not current in their repayment of loans or funding from Council.		X
Licensed Clubs with Poker Machine licences		X

**5. Capital Infrastructure projects can be undertaken on land available and/or accessible to the general public that is:**

Type	Yes	No
Council owned land	√	
Council managed land	√	
Crown land	√	
Owned by a community or sporting organisation	√	
Privately owned by an Individual		X
Owned by a business		X
Not located within the Coffs Harbour LGA		X

**6. What projects could be eligible for funding?**

Type	Yes	No
New Community Infrastructure Projects (for example, public facilities, recreational equipment and community sporting facilities)	√	
Refurbishment of existing community infrastructure (halls, public sporting facilities, playgrounds)	√	
Co-operative projects with Council (walking trails, cycle tracks, parks etc)	√	
Projects that do not have a significant lifespan. (This grant program is about providing for long term community infrastructure.)		X
Projects where the Community Capital Infrastructure funding component cannot be clearly identified and substantiated.		X
Projects where the ongoing costs or maintenance burden to the community is assessed as being unacceptable i.e. proposals that may lead to a dependence on Council funds.		X
Projects where community benefit cannot be		X

identified or quantified		
Projects where funds or projects have commenced and the organisation is seeking a reimbursement of funds.		X
Projects which are the responsibility of other government departments (unless funds are to be provided as part of a joint or co-operative funding arrangement)		X
Projects that cannot demonstrate co-funding to a minimum of 50% by the applicant (which can be done in cash, grants, in-kind labour, materials supply or other)		X
Projects that are currently or have been previously funded, unless the application is for funding for a new stage of the project.		X
Commercial activities		X
Projects that duplicate existing infrastructure or services.		X

## 7. What Project costs are eligible for grant funding?

Type	Yes	No
Materials (to be purchased or donated)	√	
Equipment (please specify where applicable)	√	
Plans/specifications/engineering	√	
Payment for quoted services from service providers related to the project eg tradespeople, engineers and other professionals	√	
Payment of salaries		X
Compliance/approvals eg Planning and Building Fees and associated State Government Levies (can be included in the Organisations Contribution to the total project costs or some organisations may be eligible to have these costs reimbursed)		X
'In-kind' labour e.g. tradespeople (can be included in the Organisations Contribution to the total project costs)		X
Insurance Costs (can be included in the Organisations Contribution to the total project costs)		X
Money already spent on delivering a project – retrospective costs that have already taken place or began prior to lodgement of the application.		X
Recurrent operational costs (eg telephone, electricity, maintenance and public liability)		X

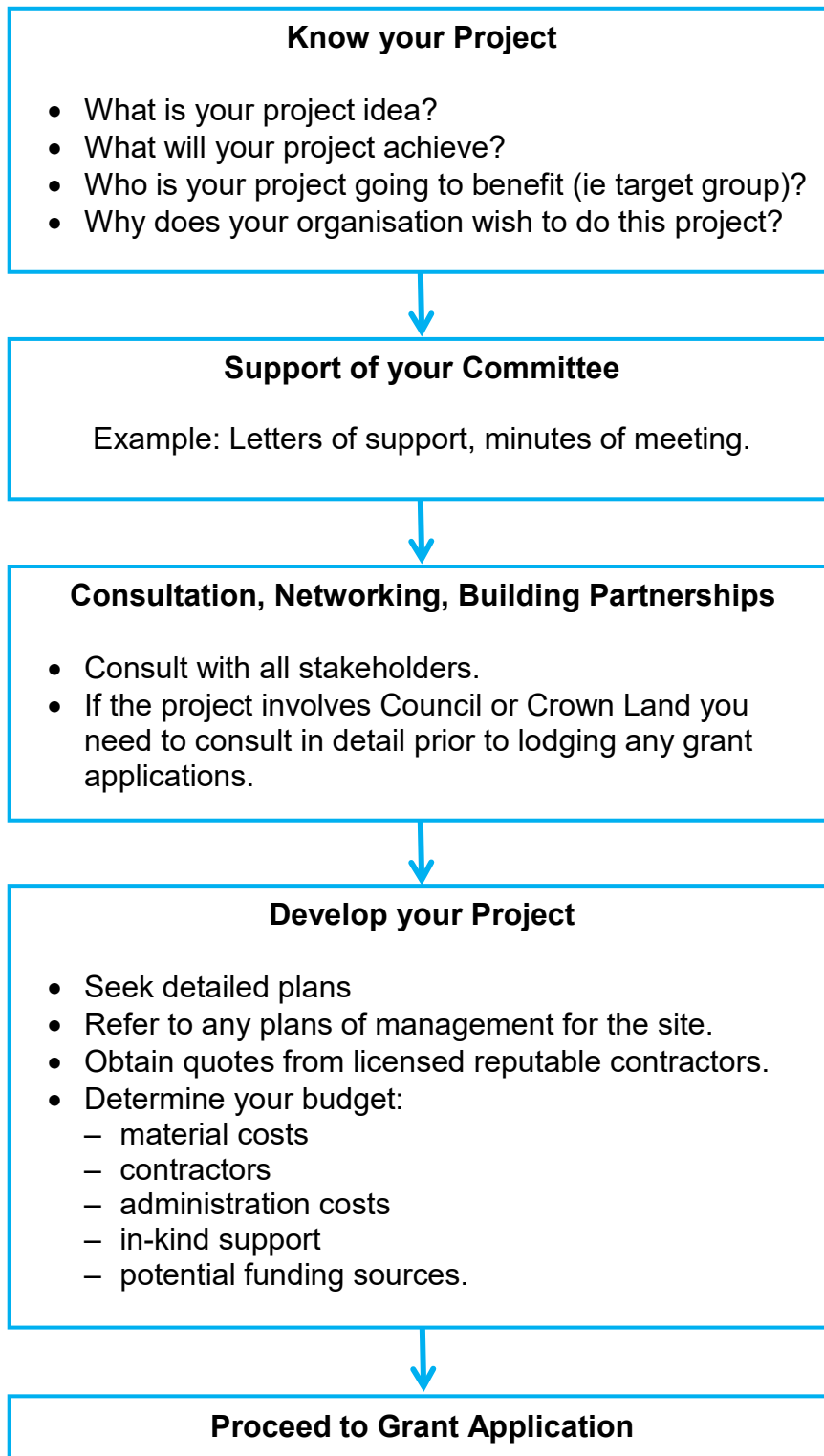
insurance, lease costs and accounting fees)		
Administration costs (including newsletters)		X
Fundraising activities		X
Purchase of capital equipment – for example: a. Laptops / computers / projectors b. Portable shade shelters / gazebos c. Capital assets such vehicles, trailers, mowers d. White goods such as refrigerators e. Office supplies / tables / chairs / PA systems		X

## 8. General Consideration for Projects

The following factors should be considered when determining whether a project is suitable for receipt of funding:

- All projects will be subject to Council's development consent requirements.
- Projects may be part of a multi-stage project
  - If a project is part of a larger or multi-stage project, individual stages can be applied for, provided that details of all stages, including time-lines and commitments are supplied;
  - A staged project must not be reliant on subsequent years funding;
  - Where a stage of a larger project is applied for the project must be at a suitable point where if no further funding (any source) was applied then that project would appear suitably complete.
- Projects should align with the organisation's goals and strategic plans and not just be a 'good' idea.
- It is conditional upon receiving a grant under this program, that the successful applicant will assume all normal commercial responsibility including public risk and/or any other appropriate insurance cover for the project. Council is to be noted as an interested party on all insurance certificates for the purposes of the grant.

## 9. Steps Prior to Lodging a Grant Application



## **10. Application Process**

The application process for the Community Capital Infrastructure Grants Program is as follows:

### **Step One Requests for Applications**

1. Attend the public information session about the program.
2. Submit an Expression of Interest form with project budget by the 19<sup>th</sup> April 2020.
3. An organisation may make more than one Expression of Interest/application for funding, for separate projects. However, the organisation will be required to prioritise these applications for the Assessment Panel.
4. If invited to, submit a completed grant application no later than 5pm Friday 10 May 2019. Applications received after the closing date will not be considered.

### **Step Two Receipt of Expressions of Interest and Applications**

Upon receipt of an Expression of Interest or a completed grant application the following process will be followed:

- The EOI/Application will be acknowledged as received in writing within 7 days of receipt of the application.
- Should an EOI/Application not comply with the criteria, the organisation which submitted the application will be contacted by letter.
- Applications will be assessed to ensure that all sections of the application form are complete, all the relevant approvals / conditions are met and the required information is supplied. It is important that the entire application form is fully completed as incomplete application forms may not be accepted.
- If the application complies with the program's eligibility criteria, then a report will be prepared with a recommendation for the Assessment Panel. This report may include an independent professional opinion, risk management assessment and financial assessment.

### **Step Three Consideration by the Assessment Panel and Council**

A decision by the Assessment Panel will be based on the criteria in the table below:



## Community Capital Infrastructure Grants Program Assessment Criteria

Assessment Criteria					
Score Value	1	2	3	4	5
	No Value	Minimal Value	Good Value	High Value	Very High Value
Realistic Project Budget Supplied	No Budget supplied and not supported by quotations	Simple Budget supplied without consideration of related costs and a single quotation	Budget provided that addresses key components and costs related to the project, supported by quotations	Detailed budget provided for key components and related costs, supported by a number of quotations.	Comprehensive budget provided for key components and related costs, supported by a number of quotations. And/or quantity surveyor report
Value to the Community	Project does not demonstrate an social and economic benefit to the community.	Project demonstrates a limited social and economic benefit to the community.	Project demonstrates a good social and economic benefit to the community with other funding of in-kind and/or financial contributions	Project demonstrates a high social and economic benefit to the community with other funding of in-kind and/or financial contributions	Project demonstrates a very high social and economic benefit to the community and is requesting a lessor contribution from Council.
Reach and Visibility of Activity (Level of Community Involvement)	Project does not demonstrate an ability to attract broader community involvement	Project demonstrates a minimal ability to attract broader community involvement	Project has a good level of community involvement	High level of community involvement with other organisations.	Very high level of community involvement including other organisations responsible for the project.
Capacity of Applicant to Manage the Project	Applicant has no proven capacity or experience in management of the project.	Applicant has very limited capacity or experience in management of the project.	Applicant has a proven capacity and/or experience in management of the project with the majority of work to be undertaken by contractors	Applicant has a proven capacity and/or experience in management of the project such as other grant projects with the majority of work to be undertaken by contractors	Application includes a comprehensive strategy and experienced team to oversee the project engaged with specialised project management.

Applicants ability to maintain the new or refurbished asset.	Applicant has no proven capacity or experience in maintaining assets.	Applicant has very limited capacity or experience in maintaining assets.	Applicant has a proven capacity and/or experience in maintaining assets.	Applicant has a proven capacity and/or experience in maintaining assets.	Application includes a comprehensive strategy and experienced team to oversee the maintenance of assets.
Applicant's Monitoring, Reporting and Evaluation Structure to Assess the Impact of the Project	Applicant does not provide evidence as to how the project will be monitored, reported or evaluated on completion of the project.	Applicant provides limited evidence as to how the project will be monitored, reported or evaluated on completion of the project.	Application has good evidence as to how the project will be monitored, reported or evaluated on completion of the project.	Application has good evidence as to how the project will be monitored, reported or evaluated on completion of the project and has demonstrated this in past grant applications	Application has comprehensive evidence as to how the project will be monitored, reported or evaluated on completion of the project and has demonstrated this in past grant applications
Environmental Impact	Negative impact on the surrounding environment	Minimal ecological benefit or environmental improvement	Positive impact on the surrounding environment, good ecological benefits or environmental improvement	High level positive impact on the surrounding environment, good ecological benefits or environmental improvement	Very high level positive impact on the surrounding environment, good ecological benefits or environmental improvement
Alignment with Council strategic documents such as: - MyCoffs Community Strategic Plan - Sports Facility Plan	No alignment	Minimal alignment	Good alignment	High level alignment	Very high level alignment
Development Consent Requirements are documented	No				Yes

- In the event of a member of the Assessment Panel having a direct interest in an application, they will not participate in the decision making process for that application only.
- The process of consideration and determination may take up to 60-90 days from the date of submission of the application.

#### **Step Four      Formal Documentation**

- A report is submitted for formal approval by the elected members of Council.
- If approval is granted by Council, the applicant will be advised of the outcome in writing within 14 days. The letter will include the Conditions of Funding for the Grant and an invitation to the presentation ceremony.
- If not approved, then Council will write to the applicant to advise the project was not approved.

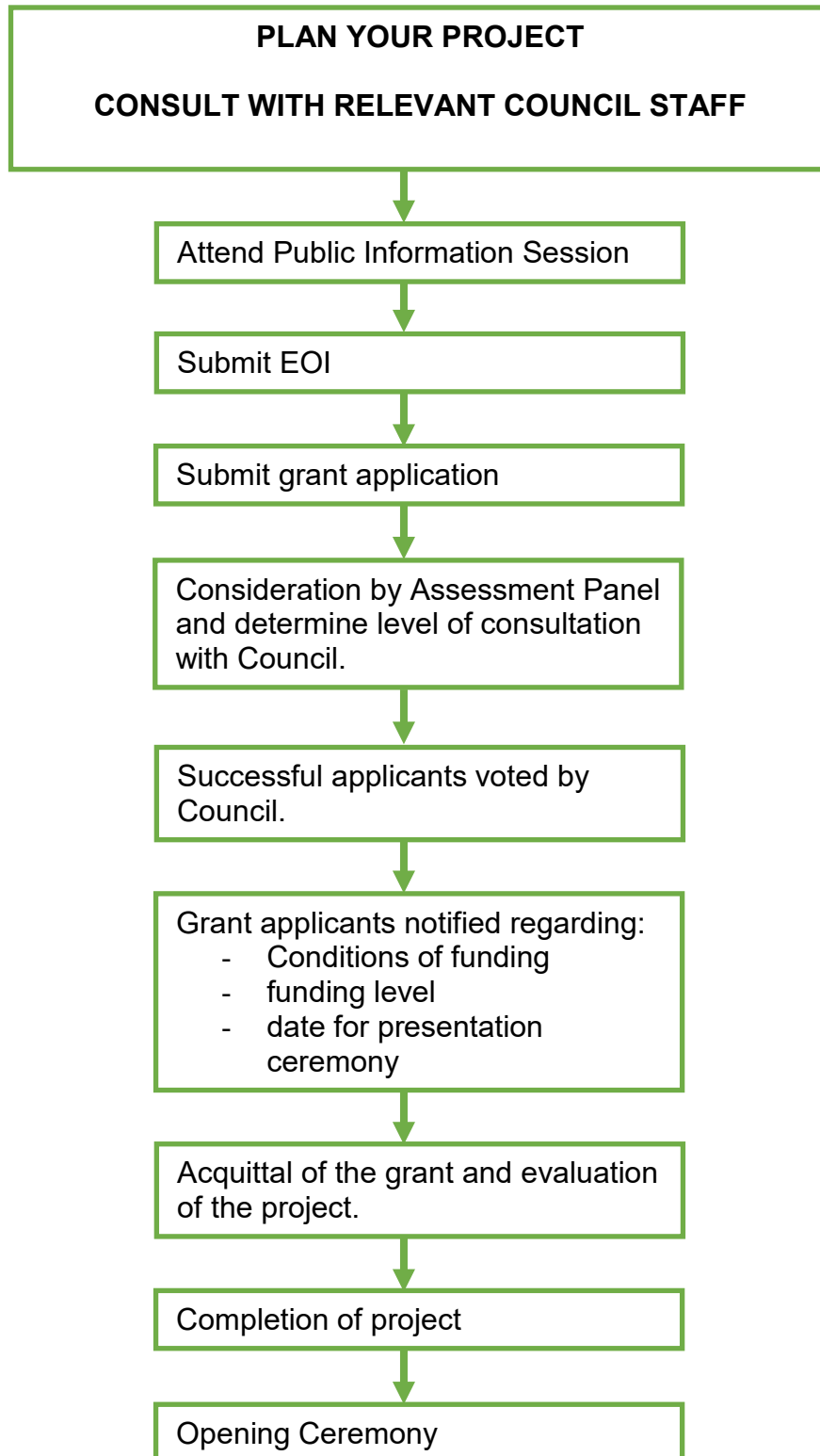
#### **Step Five      Completion of Project**

- All projects must be completed within one year of the organisation receiving the funds, in accordance with the timeframe set in the application. Completion date is 30<sup>th</sup> June 2021.
- Conditions of the grant are outlined in the Conditions of the Grant (Section 12 of this document).

#### **Step Six      Acquittal**

- Organisations must formally notify Council of the completion of the project.
- Organisations must complete the acquittal form for the funds including submitting completed financial statements.
- Inspection by relevant Council officer for sign off
- Community Planning and Engagement Specialist to prepare a Report to Council on the projects funded in that financial year.

## Application Process - Community Capital Infrastructure Grants Program



## 10. Applicant's Checklist for a Successful Application

### Project Design

- Develop Project Scope
- Technical reports (if required) eg survey, geotechnical reports.
- Engineering report (if required)
- Develop concept plans

### Project Administration and Management

- Confirm and seek development consent requirements
- Landholders consent (if required)
- Costings and quotes (minimum 2 quotes required)
- Project budget
- Identify project manager
- Project delivery time line

The above list is designed as a guide for applicants. The number of documents required will vary depending upon the size, scope and cost of the applicant's proposed project. Some projects may require additional or alternative documents to support the application.

## 11. Help, Advice and Additional Information

Coffs Harbour City Council will hold an information session, where the complete process will be explained, including a step through the application form and provision of detailed information regarding the approval process.

A date for this session is to be announced at the time of the program being advertised.

For help with completion of your application, advice on how to best prepare your project for success or any additional information that we can help you with, please contact:

### Community Capital Infrastructure Grants Program Information

Heather Reid, Community Planner

T: 6648 4281

E: [heather.reid@chcc.nsw.gov.au](mailto:heather.reid@chcc.nsw.gov.au)

## 12. Conditions of Funding for Successful Applications

Should an application be approved for funding, Council will provide the applicant with a "Conditions of Funding Agreement", which will include the following conditions:

Council requires the following conditions:

### 12.1 Conduct of the Project

- Completion of the project must be carried out in a diligent, efficient, effective manner and in good faith to a high standard, so as to achieve the project's objective.

- Prior to funding of the grant, the applicant must have in place public liability insurance (minimum \$20 million), personal injury income protection for volunteer insurance and/or any other appropriate insurance cover for the project. Council is to be noted as an interested party on all insurance certificates for the purposes of the grant.
- Your organisation is to ensure that **all** approvals and development consent required are obtained prior to commencement of any works. This includes consultation with the relevant Council Departments.
- Council requires that all works are to be carried out in a safe work environment in accordance with the Work Health and Safety Act, Regulations and Codes of Practice.
- Only licensed contractors are to undertake related works for the project. Council reserves the right to pre-approve contractors for the project.
- Any changes to the project that would result in the funding being expended for activities other than those detailed on the application may not be undertaken without prior written approval of Coffs Harbour City Council.
- All projects must be completed within one year of the organisation receiving the funds, in accordance with the timeframe set in the application.

## 12.2 Record Keeping Requirements

- Your organisation must keep accurate records and accounts regarding each activity including receipts, proof of purchase and invoices and other documents to show how your organisation spent the grant funds for at least 7 years after the Activity End Date for that Activity (or any such longer period required by legislation).

## 12.3 Financial Requirements

- A minimum of 2 quotes are required.
- The applicant must be able to demonstrate co-funding to a minimum of 50%. This co-funding can be done in cash, grants, in-kind labour, materials supply or other, although the applicant is required to make at least a 20% financial cash contribution. Voluntary labour is to be costed at \$44.39 per hour\*.

*\* (Based on a 3% p.a increase on base of \$37.17 per hour reflecting an average cost of 'mixed' volunteers – Reimbursement & Value of Volunteer Effort Report, The Centre for Volunteering, February 2010).*

- Applicants are encouraged to seek alternate grant funding where available. Council will consider pending grant applications, which represent a component of the non-Council funding for projects.
- The funds provided must be used solely for the approved project.
- **Council will provide the grant funds to the organisation on substantial progress or completion of the project.**
- Council may elect to fund the grant, in instalments where deemed appropriate.

- The successful organisation is required to issue Council with an invoice for the grant received. This invoice is to state the Australian Business Number (ABN) for the organisation and the name of the organisation.
- Allocation of funds to your organisation in any year should not be taken as a commitment for funding in subsequent years.
- Within three months of conclusion of the project, or by 30 June of that financial year, Council requires that the “Community Capital Infrastructure Grants Program Acquittal Form” is completed and returned to Council.
- For grants over \$20,000 the recipient is required to provide audited financial statements are provided by 30 August. Failure to comply with this condition may jeopardise future funding applications.

#### **12.4 Acknowledgement of Support**

- Coffs Harbour City Council is to be acknowledged on all printed material and/or promotional material in either hardcopy or digital formats (eg Facebook).
- Organisations are required to forward any draft media releases relating to the project to Council before they are sent to the media to ensure Council’s contribution is recognised. This also allows Council to plan for any Ministerial visit that may be related to the project if the project receives funding from State or Federal Governments.
- Organisations are required to host an opening ceremony on completion of the project with an invitation to attend for the Mayor and local media. Applicants are required to invite the Mayor at least 2 months before the opening ceremony to ensure availability.
- Information to assist with the opening ceremony can be found on Council’s website at <http://www.coffscostevents.com.au/plan-my-event/>

#### **13. How do I lodge an application?**

Applications are to be submitted by completing the “Community Capital Infrastructure Grants Program 2020 / 2021 Application Form”.

Applications forms are available from Council’s Community Planner or downloaded from Council’s website at [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)

Completed application forms can be submitted

In Person at: Coffs Harbour City Council  
Cnr Coff and Castle Streets  
COFFS HARBOUR NSW 2450

Posted to: Coffs Harbour City Council  
Locked Bag 155  
COFFS HARBOUR NSW 2450

Emailed to : [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au)  
Please cc: [heather.reid@chcc.nsw.gov.au](mailto:heather.reid@chcc.nsw.gov.au)  
(original to be submitted either in person or by post)

**Please keep a copy of your application and submit the original application form to Council.**

Applications received after the closing date will not be considered.

<b>Key Dates</b>	<b>Process</b>
11 March 2020	Community Workshop
1 April 2020	Expressions of Interest for CCI Funding Open
17 April 2020	Expressions of Interest for CCI Funding Close
8 May 2020	If the organisation's EOI is accepted, then they will be asked to submit the Additional Information Form which is due on this date.
3 June 2020	Consideration by Assessment Committee
9 July 2020	Report to Council
10 July 2020	Applicants notified , acceptance received