

2020-21 MINOR CAPITAL WORKS AND FACILITIES GRANT PROGRAM

GUIDELINES

Online applications close 12 noon Tuesday 10 March 2020

MESSAGE FROM THE MAYOR

Throughout the City of Onkaparinga, community and sporting groups make a significant contribution to our way of life and the success of this area as a great place to live and play. Our Minor Capital Works and Facilities Grant Program gives us an opportunity to foster, encourage and support this good work.



Local government has a strong tradition of providing grants to grass roots projects that act to develop a sense of community and, although not massive in dollar value, are sometimes the difference between doing a project or not. We welcome the opportunity to contribute through projects that take a lead in being innovative and increase opportunities for our community to participate in recreation and sport.

Competition for these grants is high and we encourage you to contact a Recreation Officer on (08) 8301 7340 to discuss your project before completing the application.

Good luck! We look forward to receiving your application



Mayor Erin Thompson

Grant requests will be considered for minor capital projects that contribute to the development of recreation and sport within the city.**1. PURPOSE OF THE GRANTS**

To support projects that focus on maintaining and improving council assets and provide increased opportunities for the community to be involved in sport and recreation activities.

Priority will be given to projects that improve Council assets. Consideration will be given to non council owned facilities dependent on allocated budget.

2. MINOR CAPITAL PROJECTS

A Minor Capital Works and Facilities Grant is for a fixture that is constructed or upgraded to improve or extend the life of the facility, such as shade structures, scoreboards, BBQ areas, storage sheds and skylights.

3. AMOUNT AVAILABLE

The maximum grant available for projects is \$5000 (plus GST) for one project per organisation.

Applicants must be able to demonstrate that they are matching the amount (\$ for \$) of grant applied for with cash and/or in-kind.

4. WHAT DOES 'IN-KIND' MEAN

'In-kind' means that you do not pay cash for the item or service but that it is essentially donated or loaned for the purposes of the project. 'In-kind' refers to the cash value that the item or service would have cost if you had to pay for it. Volunteer hours are valued at \$30 per hour unless they are for specialised services (eg electrical, accounting) which are valued at \$45 per hour.

5. WHO IS ELIGIBLE TO APPLY?

- The applicant must be an incorporated not for profit community organisation providing sporting or recreation services to the community, for example:
 - Sporting and Recreation clubs
 - community groups
 - community halls
 - arts and theatre groups.
- The facility must be physically located within the City of Onkaparinga.
- If oversubscribed, applicants that received funding in the previous financial year MAY not be considered for this year.
- Applicants who receive their core funding from state or federal governments are ineligible for this program, unless the building is a multiuse Council owned facility.
- Elected members and employees of the City of Onkaparinga are not eligible to sign or be listed on any grant application.
- The grant cannot be used for facilities that are owned by state or federal government or a profit making entity.
- Unincorporated groups are eligible to apply provided applications are auspiced through an appropriate incorporated body.
- Applicants must have current Public Liability Insurance (minimum of \$20 million). Successful applicants will be required to produce a copy of the Certificate of Currency when submitting the signed Conditions of Funding. Successful applicants without public liability insurance will need to obtain a minimum \$20 million of cover prior to the project commencing.

6. PROJECT REQUIREMENTS

- The applicant **must** be located within the City of Onkaparinga and the outcomes of the project must be accessible to all residents.
- All work must meet a demonstrated need and be achievable.
- The project must comply with recognised Australian Standards and observe all relevant federal, state or local government legislation, regulation and guidelines.
- The applicant requires 'in principle' approval for heritage work prior to applying for a Minor Capital Works and Facilities Grant.
- The applicant will be responsible for obtaining landowner consent.
- If the project is in a council owned facility the applicant must contact Community Assets Team on 8384 0666 and also complete 'land owner consent' (visit www.onkaparingacity.com/permits).

7. ATTACHMENTS REQUIRED

You will be required to upload the following documents with your application:

- Written quotes providing evidence of all costs
- Site plan of the project and its location (photographs and specifications etc)
- Business/strategic plan or committee minutes identifying the project (please highlight)
- Letter of consent from landowner/management board for non council owned facilities
- Land Owner Consent application form or council approval letter
- Auspice form/letter if not an incorporated body
- Support letters from other users of the facility (where applicable)

8. ASSESSMENT CRITERIA

Priority will be given to projects that:

- increase participation in sport and recreation
- meets community needs
- improve community assets
- provide broader community access to facilities
- align with Council strategic direction
- have a positive environmental impact
- enhance existing services or facilities offered
- are identified in your organisation's business plan/strategy or committee minutes
- provide opportunities for targeted populations
- facilitate improvements to meet Australian Standards, risk, lease responsibilities
- contribute to maximising use of the facility
- contribute to the financial sustainability of the organisation.

Priority will also be given to organisations that are:

- registered with:
 - OACNET (Onkaparinga Active Community Network), and
- registered with a recognised continual improvement program, such as:
 - Office of Recreation Sport and Racing STARCLUB program
 - Department of Human Services STARservice Program
 - Department of Human Services Australian Service Excellence Standards
 - Peak Body Governance Continual Improvement Program

9. Definitions

'**Fixture**' is defined as: For the purpose of this grant a fixture is an item that is constructed, installed or upgraded to improve or extend the life of the facility, such as shade structure, scoreboards, kitchen upgrades, storage shed and skylights. A fixture is not removable and remains connected to the building.

'**Land Owner Consent**' is: a formal letter from the landowner providing permission for works to be undertaken on the premises. For council owned building this form can be found on our website www.onkaparingacity.com/Services-and-projects/Online-services/Land-owner-consent

'**Sport**' is defined as: A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

[National Sport and Active Recreation Policy Framework

<http://www.health.gov.au/internet/main/publishing.nsf/Content/nsarpf>]

'**Recreational activities**' are defined as: 'participation in any pursuit other than those associated with work that a person undertakes freely for purposes of entertainment or for their own personal and social development'.

10. THE GRANT PROGRAM CANNOT BE USED FOR:

- money already spent
- multiple projects (only one project allowed)
- payment of ongoing salaries or wages or any other operational expenditure
- furniture (this may be eligible through other council grants and will be referred where appropriate)
- fixtures and fitting that can be easily removed from the building or grounds
- purchase of land or facilities
- costs associated with preparing and submitting a funding application
- funding of consultancy work
- projects that have already commenced or have been completed
- expenses relating to conferences, travel, equipment, personal equipment or other similar expenses
- fixtures and fitting that are located within buildings owned by state or federal government or a profit making entity.

11. ASSESSMENT

Once an application has been received:

- applications will be scored against the assessment criteria and we may contact you for further information
- council's Strategic Directions Committee will recommend which applications will be funded and to what amount
- the committee's recommendations will be presented to Council for approval, applicants will be notified within seven working days of the Council meeting of the outcome of their application.

Successful applicants will be invited to attend a public grants presentation ceremony in July 2020.

12. CONDITIONS OF FUNDING

The following conditions will apply to successful applicants:

- use the funds provided only for the approved project within the 2020-21 financial year (note – projects should not commence before 1 July 2020 and be completed by 30 June 2021 and can not be used for any retrospective funding)
- supervise the administration of the grant
- at completion of the project complete and return the project evaluation report, including an expenditure statement, signed off by at least two current members of the organisation's management committee and include photographs of the completed project
- use the City of Onkaparinga logo on all printed material relating to the funded project and appropriate acknowledgment of the City of Onkaparinga's funding must be given by the recipient in all promotional material and reports of the project available to the public
- the organisation is to seek written approval from the City of Onkaparinga to continue with the project if any changes are required
- obtain any required development approval or building rules consent before commencing the project
- obtain all necessary insurances and that the City of Onkaparinga will not be held liable for any matters arising out of this grant
- comply with recognised Australian Standards and observe all federal, state or local government legislation, regulations and guidelines including any applicable construction industry or public health and safety standards
- the organisation is responsible for undertaking any further works or repairs at the premises which arise as a result of the works
- ensure that the installation of sporting infrastructure complies with relevant sporting standards for your sporting code
- provide a certificate of currency for Public Liability (minimum of \$20 million) with the signed Conditions of Funding
- complete the project within 12 months and return the Project Evaluation Report provided
- ensure the project remains as a permanent fixture and is not removed from the premises
- use local contractors/businesses to support the project where possible (please refer to our ON Business Program register at www.onbusinesspartnerprogram.com)

13. HOW TO APPLY

It is strongly recommended you contact us to discuss your project before preparing your application. Please contact a Recreation Services Officer on (08) 8301 7340.

All online applications are to be submitted before **12 noon, Tuesday 10 March 2020**.

Only on-line applications will be accepted. **No late or incomplete** applications will be accepted.

You will receive an acknowledgement email confirming the submission of your application (**if you do not receive an email, it is your responsibility to contact the Grants Officer**).

14. USEFUL TIPS

- letter(s) of support are encouraged
- include photos of the project site
- discuss your project idea with a Recreation Services Officer as early as possible
- ensure you save as you go
- review your application prior to submitting

Further information on our Grants and Sponsorship Program, and Frequently Asked Questions, is available on the grants and sponsorship page of our website www.onkaparingacity.com/grants