

Facilities Grant

1. Overview

The Facilities Grant provides financial assistance for organisations to enhance the provision (or replacement) of sporting or community facilities within the Town. Financial assistance is made available to successful applicants the following financial year or a later nominated financial period. The Facilities Grant is open for projects that provide benefit to the Town of Cambridge community, and align with the Town's Strategic Community Plan 2018 - 2028.

1.1 GRANT INFORMATION

	Opening date	Closing date	Maximum amount per request
Facilities Grant	Yearly, in line with CSRFF	December	50% of project cost (After deducting any other grants from the total project cost)

2. Eligibility

2.1 ELIGIBLE APPLICANTS

- Applicants must be legally constituted, incorporated bodies and not-for-profit community organisations.
- The organisation must have a membership representation of at least 40% of Town of Cambridge residents, or if the services provided by the group directly benefit a substantial number of Cambridge residents. Determination of this will be at the discretion of Council.
- The organisation must be able to confirm their financial commitment to the project cost and how it will be funded.

2.2 ELIGIBLE PROJECTS

- Financial assistance will only be provided for facilities on land freehold by the town or leased to the applying organisation.
- Projects must not have commenced prior to application approval.
- Projects need to provide evidence of community need and a considered solution to meeting those needs.
- Projects must meet Australian Standards and National Construction Code.
- All major lighting and building works associated with sporting clubs will be coordinated and managed by the Town.

Examples of past eligible projects

- Building extensions or renovations
- Provision or replacement of sporting facilities
- New playing surfaces - ovals, courts, synthetic turf
- Floodlighting (new or upgraded)
- Change rooms and ablutions

2.3 INELIGIBLE PROJECTS

- Development of privately owned facilities.
- Development of facilities considered to be a full state government responsibility.
- Recurring maintenance or operating costs of existing facilities.
- Applications where costs are fully reimbursed by another body.
- Non-fixed equipment.

3. Funding Process

The Town aims to meet grant requests wherever possible. We endeavour to work with applicants to help make their proposals “fundable”. This often involves working with a particular group to assist in guiding and shaping their project.

3.1 PROJECT VIABILITY

Applicants must contact the Coordinator of Property and Purchasing in writing with the intended project brief.

To: propertymanagement@cambridge.wa.gov.au

CC: CDevelopmentMailbox@cambridge.wa.gov.au

The property team will advise you of whether the project is viable for your facility, and give you direction on any requirements that there are to consider when obtaining project quotes.

- All major lighting and building works associated with buildings will be coordinated and managed by the Town.

3.2 PROJECT DEVELOPMENT

The organisation must then develop and send through the following items to the email addresses above;

- A project overview
- A letter identifying why the developments are required
- A project budget
- A copy of the organisations audited financial statements from the previous two years
- For financial assistance over \$50,000, applicants must complete a feasibility study and a Business Plan

Successful applicants are required to adhere to the various terms and conditions of the Town's Community Facilities Asset Management Policy - 3.1.10.

3.3 DEVELOPING THE GRANT APPLICATION

Once the initial project discussion has occurred with the Coordinator of Property and Purchasing, the Community Development team will send you an application form for the Facilities grant and work with you to identify key components or requirements.

- Applications must include all the required supporting documents requested in the application form;
- An authorised organisational representative must sign the application conditions;
- We encourage organisations to form partnerships with other groups and funding sources to make the best use of available resources and maximise the benefits to the local community;
- The applicant must comply with all Council policies, conditions and local laws relating to the project;
- If prior to the determination of Sponsorship/Grants by the Council or Committee, an applicant (or any agent) canvasses any Elected Member of the Town of Cambridge, or attempts to provide additional information, either directly or indirectly, on any matter relating to the sponsorship/grant to an Elected Member, the person/organisation may be disqualified and the sponsorship/grant excluded from being considered for approval. In the event supplementary information is requested to be provided to Elected Members, please contact the Town's Community Development Officer to discuss this.
- Organisations must confirm their financial commitment to the project and how it will be funded.

3.1 HOW MUCH SHOULD I APPLY FOR?

- This grant is best applied for in conjunction with assistance from alternative funding sources such as the Department of Local Government, Sporting and Cultural Industries CSRFF (Community Sporting and Recreational Facilities Fund) program.
- Maximum financial assistance will be on a dollar for dollar basis after deducting any other grants from the total project cost.

4. Application Assessment

4.1 TIMELINE

Once the application is submitted, the Town will assess the application. Each applicant will be notified of their grant application outcome.

4.2 SELECTION CRITERIA

To successfully prioritise funding applications on a fair and equitable basis, the Town's Community Development Directorate will coordinate the assessment of your application based on the below selection criteria and project ratings.

Questions provided in the application form have been designed to assist the applicant in providing the information necessary to make an assessment against the below criteria.

	Criteria	Weighting %
1	An innovative project that enhances the provision of facilities within the Town.	25%
2	Supports a number of key priority areas of the Town of Cambridge 2018-2028 Strategic Community Plan namely: <ul style="list-style-type: none"> • A sense of community, pride and belonging • An active, safe and inclusive community 	25%
3	Organisations that show their commitment to the project, through monetary and/or in-kind support and seek assistance from alternative funding sources where applicable. (eg. State Government, Lotterywest , Healthways etc).	20%
4	The project is sustainable and delivers sustainable benefits for the community	15%
5	The project meets all funding conditions.	15%

4.3 PROJECT RATING

Recommendation	Assessment	Funds allocated of the total eligible amount requested
High	Meets 80-100% of the weighted criteria	100%*
Medium	Meets 60-80% of the weighted criteria	75%*
Low	Meets 50-60% of the weighted criteria	50%*
Not recommended	Meets less than 50% of the weighted criteria	0%

5. Successful Applications

If your application is approved you will receive a grant approval letter advising:

- What has been approved;
- How your grant will be paid;
- Protocol for acknowledging the Town's contribution; and
- Acquittal information.

5.1 WHAT HAS BEEN APPROVED

Funding is to be used solely for the specified purpose approved by the Town unless written approval is obtained. Any part of the funds not used in accordance with the grant conditions must be repaid to the Town unless written approval is obtained.

5.2 HOW YOUR GRANT WILL BE PAID

- Upon notification of a successful funding application, a 'Grant Agreement' will be sent to applicants to be completed signed and returned to the Town, accompanied by a Tax invoice.
 - The Tax invoice should include the organisations address, the amount that was funded and EFT bank details.
- The above must be completed prior to the receipt of funds.
- All grants will be paid by cheque or EFT transfer.

Goods and Services Tax (GST)

Where registered organisations receive funding, the Town will increase the payment to cover the GST liability. Where your organisation is not registered for GST or required to register, the grant is not subject to GST and the Town is not entitled to an input tax credit.

- If the organisation is a GST Entity you will be requested to provide a tax invoice for the funded amount including GST.
- If the organisation is not registered for GST you will be requested to provide an invoice for the funded amount.

5.3 ACKNOWLEDGEMENT OF THE TOWNS CONTRIBUTION

Organisations that obtain a grant from the Town must acknowledge the support they receive through marketing strategies. This not only helps people appreciate the benefits that our grants are achieving in the community, but can also inspire other organisations to undertake their own projects.

- Any publications or publicity material associated with the funded project should include the Town's logo. Use of the Town's logo must be approved by the Town's Administration.

5.4 ACQUITTING YOUR GRANT

- The acquittal requirements for funding approved will be distributed upon payment of the tax invoice.
- All acquittal information, including receipts and marketing materials promoting the project must be in the prescribed format and be received within 30 working days of the project's completion.

6. Who to Contact

For any questions in relation to your application, please contact the Town's Community Development team.

Phone 9347 6000

Fax 9347 6060

Email mail@cambridge.wa.gov.au

Address 1 Bold Park Drive, FLOREAT WA 6014