

**Community Partnership Fund**

**Guidelines 2017/2018**

**Sport and Recreation Facilities Grant**

# Welcome to the City of Canning’s Community Partnership Fund – Sport and Recreation Facilities Fund. These guidelines outline specifically the Sport and Recreation Facilities grant available to the Canning community.

Contents

[Welcome to the City of Canning’s Community Partnership Fund – Sport and Recreation Facilities Fund. These guidelines outline specifically the Sport and Recreation Facilities grant available to the Canning community. 2](#_Toc471910798)

[1) Introduction 3](#_Toc471910799)

[2) How to Apply 4](#_Toc471910800)

[3) Grants Available 5](#_Toc471910801)

[4) Eligibility 6](#_Toc471910802)

[5) Assessment Criteria 7](#_Toc471910803)

[6) Making a Difference 9](#_Toc471910804)

[7) Sport and Recreation Facilities Grant 9](#_Toc471910805)

[8) Sport and Recreation Grant Process 12](#_Toc471910806)

[9) Payment and Acquittal of Grant 13](#_Toc471910807)

[10) Publicity 13](#_Toc471910808)

[11) Application Support 13](#_Toc471910809)

[12) Definition of Terms 14](#_Toc471910810)

# Introduction

The City of Canning’s Community Partnership Fund is a grant program providing financial assistance to groups, individuals and organisations for initiatives which enrich the cultural, social, environmental, and economic opportunities for the Canning community.

The Community Partnership Fund is aligned with the community priorities which make up the City’s Strategic Community Plan 2013-2022, available at [www.canning.wa.gov.au/C/city-futures.html](http://www.canning.wa.gov.au/C/city-futures.html)

These priorities include;

* Support and encourage environmental community groups who are active in achieving the goal to protect, preserve and promote our natural places, flora and fauna;
* Support and collaborate with organisations working to provide sustainability education within the community;
* Provide a diverse range of community services and facilities;
* Encourage and support the wider community to be involved in community initiatives;
* Encourage and support community groups to become self-reliant;
* Support accessible, inclusive recreational and sporting opportunities;
* Promote a healthy, clean and safe living environment;
* Recognise and celebrate our cultural diversity, beliefs and values of the community; and
* Respect and recognise our Aboriginal culture, heritage and history.

The Community Partnership Fund Guidelines 2017/2018 – Sport and Recreation Facilities underpin the Community Partnership Fund policy CS.01 for the grant rounds available in the 2017/2018 financial year. Please read these guidelines in conjunction with the application form for your selected grant. Application forms can be found at <http://www.canning.wa.gov.au/>

There is a Frequently Asked Questions fact sheet to help you through the process at <http://www.canning.wa.gov.au/>

**Please contact a Grants Officer for information and support with applying for a grant:**

**City of Canning**

**Grants Officer**

**Locked Bag 80, Welshpool, WA 6986**

**Ph: 1300 422 664**

**Fax: 9458 2353**

**Email:** [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au)

# How to Apply

1. Check that your organisation is eligible to apply (see section 4).
2. Contact the Grants and Sponsorship Officer on 1300 422 664 or [grants@canning.wa.gov.au](mailto:grants@canning.wa.gov.au) to discuss your proposal, requirements and timeframes.
3. Complete and submit the Expression of Interest Form (EOI) [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au) by the closing date (Page 12). If successful, you will be advised to progress onto the Development Proposal for Premises stage.
4. Complete the Development Proposal for Premises stage by the closing date (Page 12). If successful, you will be advised to progress onto the Grant Submission stage.
5. Complete a City of Canning Sport and Recreation Facilities Fund grant application and other funding source application (if applicable) by the closing date (Page 12).
6. Successful applicants will be advised of next steps
7. Payment:
8. City of Canning Sport and Recreation Facilities Grants will be paid 50% prior to commencement of development and 50% following an accurate acquittal and inspection of the completed initiative.
9. Acquittal:
10. If your application is successful, please provide the documentation outlined in the grant offer letter once your initiative is completed to ensure you remain eligible for future grants.
11. All documentation must be sent by email to [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au) or posted to City of Canning, Locked Bag 80, Welshpool WA 6986.

# Grants Available

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grant** | **Max Funds Available**  **(exc GST)** | **Submission Requirements** | **Match Funding** | **Closing Date** | **Project Start Date** | **Acquittal Due** |
|  |  |  |  |  |  |  |
| Sport and Recreation Facilities | Please see pages 9 and 10 | Please see process on page 12 | Please see pages 9 and 10 | Various deadlines apply. Please see page 12 | Liaise with Grants / Sponsorship Officer | Liaise with Grants / Sponsorship Officer |
|  |  |  |  |  |  |  |

# Eligibility

To be eligible for a Sport and Recreation Facilities Grant, applicants must be proposing a change to City of Canning facilities and must:

1. Operate within the boundaries of the City of Canning;
2. Show how the outcome of the grant will benefit the City of Canning community;
3. Be an incorporated not-for-profit organisation; and
4. Have satisfactorily acquitted all previous grants from the City of Canning.

**INELIGIBILITY**

The following groups and individuals are not eligible for grant funding from the City:

1. Political parties;
2. Government organisations;
3. Education institutions;
4. Applicants who have already been awarded a grant in any one financial year (the exception is the Small Community Grant, as applicants may receive that grant in addition to any other grant per financial year); and
5. Applicants with a 12 month ineligibility period in place due to not acquitting previous City of Canning grants by the due date.

**What is not funded?**

1. Initiatives better suited to other Government Departments or agencies;
2. Ongoing salaries and operational costs;
3. Initiatives which fail to demonstrate a benefit to the Canning community;
4. Retrospective funding i.e. where activities have already taken place or expenditure has occurred prior to grant approval;
5. Applications received after the closing date;
6. Commercial activities, except for Economic Development grants;
7. More than one application in any round from the same applicant.

# Assessment Criteria

The proposal will be assessed against how well it meets the following criteria:

1. The perceived community need and benefit of the initiative or activity i.e. is your initiative needed and how have you identified the need;
2. Level of community support e.g. evidence of support or consultation with the local community and/ or relevant sector;
3. Level and kind of resources you can offer the initiative e.g. in-kind contribution or sponsorship contributions (see section 13);
4. Your ability to financially manage the grant e.g. what processes have you implemented to ensure the initiative stays on budget and only approved expenditure items are purchased;
5. The initiative’s alignment to the City of Canning’s Strategic Community Plan and other strategic plans (see <http://www.canning.wa.gov.au/C/city-futures.html>); and
6. Level of dedication and commitment demonstrated by the applicant.

In addition, the level of support, if any, will be determined by the quality and content of the proposal in relation to each of the guiding principles below.

Organisations can address these guiding principles through the ‘Expression of Interest’, ‘Development Proposal for Premises’ and ‘Grant Application’ forms.

Project Justification

Proposals need to clearly outline the need for the development and alternatives to the proposal need to have been considered. A needs assessment may be required for external funding applications.

A Strategic Alignment

A strategic alignment to facility development is essential. Proposals will need to be aligned with the City’s Strategic Community Plan, other relevant City Strategic Plans and other funder’s strategic plans.

Co-ordination

Proposals which demonstrate shared use and / or co-location of facilities will be given a high priority. Proposals will need to demonstrate that a new or improved facility will accommodate multiple users from different activities, improved functionality, reduce duplication of facilities and reduce running costs.

Community Input

Community input into the planning process is essential in providing a facility which meets local needs. The consultation process undertaken with members and wider community members (where applicable) is to be outlined in the proposal and evidence included to support the proposed development.

Management Planning

The proposal should include details of the management and maintenance plans which will be in place prior to, during and post development. The plans should outline the aims and objectives, target audiences, programs and services, fees and charges, organisational structure, administrative systems, operating budgets, building (asset) management, sponsorship and marketing strategies, maintenance details, risks and assumptions that underlie the justification of the project, performance indicators and future developments impacting upon the proposed facility.

Access and Inclusion

The proposal should be designed to meet a broad range of needs and cater to a diverse age, cultural and physical requirements of people in the community. The community consultation undertaken should reflect the needs of current and future members.

There should be a sufficient lease/ license agreement in place to enable all parties to achieve a sufficient return on investment and increase participation.

Design

The design needs to reflect the needs and aspirations of current and potential users. Australian Standards and Building Code of Australia requirements must be taken into account when designing a project.

Internal design elements need to take into account good use of space, energy efficiency and low maintenance features and facilities should be able to cater for multiuse activities.

The proximity to other similar facilities will need to be taken into account during all development stages.

Financial Viability

The proposal must clearly outline the financial cost of the development and ongoing management and maintenance costs. Outlining the fundraising strategy and exercises will support the proposal.

Increase physical activity

All proposals must demonstrate that a development will maintain current users as well as attracting new users to the facility. Priority will be given to proposals which primarily focus on playing and participation needs rather than administration and / or social needs.

# Making a Difference

Your application will need to explain how your initiative will contribute to relevant City objectives. The Strategic Community Plan is one of many tools that guide the future direction of our City. The Strategic Community Plan is part of the Integrated Planning Framework introduced by the Department of Local Government. For more information and to download this plan please see: <http://www.canning.wa.gov.au/C/city-futures.html>. You can also collect a copy at the City of Canning Administration Building (cnr George St West and 1317 Albany Highway) or any of the City’s libraries.

# Sport and Recreation Facilities Grant

The City provides funding to incorporated not-for-profit organisations towards the development of sport or recreational facilities to assist with increasing participation through rational development of sustainable, good quality, well designed, well managed and well utilised facilities.

Funding is available through the City’s Sport and Recreation Facilities grant for developments located on Council owned or managed land within the City of Canning.

In addition, organisations may apply for funding from alternative sources to help strengthen the financial contribution towards a proposal.

Organisations must liaise with the City of Canning’s Grants Officer prior to commencing the Sport and Recreation Facilities Grant process. This is to ensure proposals meet legislation requirements and the City’s strategic needs.

**For grants up to $25,000 (exc GST):**

The City will provide grants up to $25,000 where the applicant is providing or sourcing at least 50% cash contribution of the eligible total project cost. (This does not include volunteer time).

*Example 1:*

In the example below, the applicant has been awarded the maximum grant from the City of Canning (50% of eligible total project cost). The applicant would need to provide the remaining balance of the eligible project cost.

|  |  |
| --- | --- |
| Canning Volleyball would like to upgrade Shade Sails.  Eligible project cost: $50,000 (exc GST) | |
| Applicant funds | $25,000 (50% of eligible total project cost) |
| City of Canning grant | $25,000 (50% of eligible total project cost) |

*Example 2:*

In the example below, the applicant has been awarded the maximum grant from the City of Canning. (25% of eligible total project cost). The applicant would need to provide the remaining balance of the eligible project cost.

|  |  |
| --- | --- |
| Canning Netball would like to upgrade a court surface.  Eligible project cost: $100,000 (exc GST) | |
| Applicant funds | $75,000 (75% of eligible total project cost) |
| City of Canning grant | $25,000 (25% of eligible total project cost) |

*Example 3:*

In the example below, the applicant wasn’t awarded a grant from the City of Canning and would need to find the balance of the project costs to proceed. In these circumstances, applicants are encouraged to liaise with the City’s Grants / Sponsorship Officer to discuss potential next steps.

|  |  |
| --- | --- |
| Canning Badminton would like to upgrade a court surface.  Eligible project cost: $100,000 (exc GST) | |
| Applicant funds | $100,000 (100% of eligible total project cost) |
| City of Canning grant | $0 (no funding awarded) |

**For grants between $25,001 and $166,666 (exc GST):**

The City will consider providing grants greater than $25,000 where the applicant is also sourcing funds from Department of Sport and Recreation or alternative funders. In these circumstances, the City may provide up to one third of the eligible total project costs.  (This does not include volunteer time).

In circumstances where proposals to other funding sources are not successful, the applicant would need to fund the remaining balance of the project total or agree to alternative proposal designs with the City of Canning, for the City’s grant offer to be still valid.

*Example 4:*

In the example below, the applicant has applied to both the City of Canning’s Sport and Recreation grant and the Department of Sport and Recreation’s Community Sporting and Recreation Facilities Fund. The applicant has been awarded funding from the both sources.

|  |  |
| --- | --- |
| Canning Tennis Club would like to resurface tennis courts.  Eligible project cost: $150,000 (exc GST) | |
| Applicant funds | $50,000 (one third of eligible total project cost) |
| City of Canning grant | $50,000 (one third of eligible total project cost) |
| Department of Sport and Recreation grant | $50,000 (one third of eligible total project cost) |

*Example 5:*

In the example below, the applicant has applied to both the City of Canning’s Sport and Recreation grant and the Department of Sport and Recreation’s Community Sporting and Recreation Facilities Fund. The applicant was awarded funding from the City of Canning but not from the Department of Sport and Recreation. In this circumstance, the applicant would need to confirm whether they would be able to fund the balance of the eligible project costs or identify alternative funding source for the City’s grant offer to be still valid.

|  |  |
| --- | --- |
| Canning bowling club would like to install a synthetic lawn.  Eligible project cost: $150,000 (exc GST) | |
| Applicant funds | $50,000 (one third of eligible total project cost) |
| City of Canning grant | $50,000 (one third of eligible total project cost) |
| Department of Sport and Recreation grant | $0 (no funding awarded) |
| Balance to be provided by the applicant or proposal to be revisited | $50,000 (remaining third of eligible total project cost) |

# Sport and Recreation Grant Process

Any organisation requesting funds from the City of Canning towards development of facilities must complete each stage in order of the process below by the specified deadlines. Successful applicants will be invited to progress onto each stage.

This process also applies for applicants proposing to submit proposals to Department of Sport and Recreation or other funders for funding. Proposals submitted which have not undergone assessment at each stage of the process by the specified deadline will be ineligible for a City Sport and Recreation Facilities grant. Feedback will be provided to external funders on the assessment undertaken of each proposal.

July / August 2017

November 2017 / February 2018

August / September 2017

22 March 2017

May 2017

7 February 2017

# Payment and Acquittal of Grant

If your application is successful, you will be required to provide monitoring reports throughout the duration of your project and submit an acquittal at the completion of your initiative. The information required in your acquittal will be outlined in the grant offer letter. If you do not supply an acquittal and complete the project by 4 June 2018, then the remainder of the grant (50%) may not be paid.

**Sport and Recreation Facilities Grants**

The following payment and acquittal procedure will apply:

1. If successful, you must return a signed copy of the grant offer letter to the Grants/ Sponsorship Officer within 30 days of receipt of the grant offer to formally accept the grant and any terms and conditions that apply.
2. The grant will be paid in two stages. The first 50% of the City of Canning Grant will be paid once all approvals and other funding sources have been confirmed. You will need to supply an invoice addressed to the City for stage one payment. The remaining 50% of the grant will be paid within 25 days of the following milestones:
   * Completion of the initiative as per the submission;
   * A successful inspection by a City officer confirming implementation of initiative to City standards;
   * Invoice received; and
   * Acquittal documentation received and approved by the City.
3. If the initiative is incomplete or does not take place, the grant must be returned to the City of Canning within 6 weeks of the original initiative completion date or by 4 June 2017 whichever is the soonest.

# Publicity

If successful, please promote your initiative to the Canning community. This will increase accessibility and participation and provide recognition of the grant received from the City.

The City of Canning’s logo will be included on all marketing materials on initiatives funded through the Community Partnership Fund. The logo can be accessed via the Grants / Sponsorship Officer.

# Application Support

All applicants must speak with the Grants / Sponsorship Officer before submitting an Expression of Interest form. This will ensure your proposal is eligible prior to submitting the EOI. One to one sessions are available with the Grants / Sponsorship Officer and Recreation Team.

# Definition of Terms

**Acquittal**

This is the documentation that shows that the initiative took place and that costs associated with the initiative were paid in full. The materials you will need to supply are listed in your Grant Offer Letter. The acquittal, once approved by the City of Canning, completes your obligations under the terms of the grant and means you are eligible to apply the following year.

**Grant Offer Letter**

The Grant Offer Letter confirms that the applicant’s application for a grant was successful. The letter outlines any special conditions, any due dates, provides the total grant sum awarded by the City, and lists the documentation required for the initiative to be successfully acquitted. The offer is not final until you sign and return the Grant Offer Letter.

Please ensure that the delegated authority for the organisation signs this letter. This will be the person(s) empowered to make decisions and to take action on behalf of the organisation. This may not be the same person who is the contact person for the grant application.

**Match or matching funding**

Cash Match Funding

Cash match funding is the contribution in cash from the applicant (and/or other funding or sponsorship sources) towards the costs, where the applicant’s contribution matches the grant request to the City of Canning.

**Supporting Documents**

These documents may differ from application to application. These documents show that your initiative will proceed if you receive a grant. These may include permission letters, confirmation letters, proof of public liability insurance, quotes etc. Some documents will be necessary at the time of application to show your initiative is viable (e.g. confirmation of in-kind use of a venue). Others may be required as a condition of the grant and will be listed in your Grant Offer Letter (e.g. proof you have any necessary insurances in place).