

MINOR CAPITAL WORKS GRANT (MCWG)

Guidelines and Application for Applicants &
Application Form

Guidelines For Application

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INTRODUCTION

The City of Cockburn owns a range of facilities throughout the municipality that are utilised and managed by local sporting clubs who play an important role in keeping our local community active. The Minor Capital Works Grant (MCWG) reflects Council's commitment to support local sporting clubs by contributing to minor capital works projects carried out on Council owned property. The purpose of providing funding for minor capital works is to support sporting clubs to undertake the timely development and upgrading of infrastructure and with the aim to increase community participation in sport and recreation.

WHO IS ELIGIBLE

The Minor Capital Works Grant will only be open to incorporated sporting clubs, that are based or operating within the City of Cockburn under a lease or seasonal licence on Council owned property and, are servicing a significant number of local residents.

LEVEL OF FUNDING

The maximum grant available through the MCWG is **\$4,000** per project however; Council's contribution towards minor capital works projects will not exceed 50% of the total project cost.

It is important to note that contributions of voluntary labour and donated materials (in-kind contributions) can be recognised as a component of the applicant's contribution towards projects in this category. Contributions of voluntary labour and donated materials are discussed later in this guide.

PROJECT EXAMPLES

Examples of projects that would be considered for funding under this category include:

- Extension of a patio area at an existing facility;
- Extension or construction of storage space;
- Minor Lighting upgrades
- Baseball Nets
- Cricket Nets
- Court Cleaning

VOLUNTARY LABOUR & DONATED MATERIALS (IN KIND CONTRIBUTIONS)

For categories in which voluntary labour or donated materials will be considered as components of the applicant's contribution, the combined value of voluntary labour and donated materials may not exceed 50% of the applicant's contribution towards the project.

Voluntary labour may be calculated at a rate of \$20 per hour for unskilled labour, \$35 per hour for qualified tradesmen, and \$50 per hour for professional services (i.e. structural engineer, architect etc.)

Successful applicants will be required to record voluntary hours worked on a particular project on a form provided by the City for inclusion with grant acquittal information.

The value of donated materials will be calculated as the difference between the normal retail value of the materials and the cost at which the organisation is able to secure the product or service. For example, if the organisation was planning to undertake extensions to a patio with the normal retail cost of steel associated with the project being \$1,000 and they had a sponsor that was willing to provide the steel at a cost price of \$500, then the difference between the retail price and the price at which the goods were secured (in this case \$500) will be recognised as a contribution in donated materials.

PAYMENTS

Successful applicants for the Minor Capital Works Grant will receive the full funding amount on the commencement date of the project, nominated on the application form.

All funds are to be expended within 12 months from the commencement date with unspent funds returned to the City along with the Acquittal report. Failure to acquit funds will result in no further funding in the future. For funding to be approved Clubs must have no outstanding monies owing to the Council.

ASSESSMENT OF APPLICATIONS

All applications for funding will be assessed against the following criteria:

| | |
|-------------------------------|---|
| <i>Project Justification:</i> | Has the applicant provided sound justification of the need for the project? |
| <i>Community Benefit:</i> | Who and how many people will benefit from the project? |
| <i>Planned approach:</i> | Is the project the result of some form of planning undertaken by the applicant? Have the relevant approvals been granted |
| <i>Management Planning:</i> | Has the applicant described how it is intended that the project will be managed and do they have the capacity to deliver what they say they will provide? |
| <i>Financial viability:</i> | Is your club financially viable and growing? |
| <i>Ongoing Costs</i> | Will there be ongoing costs and as a result who will meet these costs? |
| <i>Coordination:</i> | Has the applicant consulted or gained support with other clubs and that may be affected by the proposed project? |

In addition to assessing applications against these criteria, projects will also be given a rating against the following statements:

| Rating | Criterion |
|---------------|--|
| A | Well planned and supported by the City. |
| B | Well planned and needed by the applicant. |
| C | Supported by the City, more planning required. |
| D | Needed by the applicant, more planning required. |
| E | Not recommended. |

Assessments will be undertaken by Delegated Officers and presented to a Delegated Committee for consideration. Assessments and the Committee's allocation of funding will be final and there will be no grounds for appeal or dispute.

HOW TO APPLY

Prospective applicants should contact the Recreation Services Coordinator to assist in determining whether the project for which they are seeking support is eligible for funding. The Recreation Services Coordinator Officer may suggest that a prospective applicant liaises with other Council Officers in the preparation of their application. For example, for works that involve extensions to a City facility, the applicant will be required to liaise with the City's Building Coordinator. An application form can be downloaded from the City's website www.cockburn.wa.gov.au or by contacting Recreation Services on 9411 3676 or by emailing recreation@cockburn.wa.gov.au

INFORMATION ON THE GOODS AND SERVICES TAX

The following guidelines are provided to help organisations understand the GST. Under the new Federal Legislation relating to the Goods and Services Tax (GST), financial assistance received by an organisation may be subject to GST.

Organisations that have an Australian Business Number (ABN) and are registered for the GST: will be liable to pay GST on any financial assistance received from the City of Cockburn, to the Australian Taxation Office (ATO). In this case, the Council will provide a "cashed-up" amount, i.e. it will include an additional 10% for the GST. For example, if an organisation applies for financial assistance of \$1,000 and Council approves it, they will receive \$1,100.

Organisations that have an Australian Business Number (ABN) and are **not** registered for the GST: will **not** be liable to pay GST on any financial assistance received from the City of Cockburn, to the Australian Taxation Office (ATO). In this case the Council will **not** "cash-up" the financial assistance amount.

Organisations that do **not** have an Australian Business Number (ABN) and are **not** registered for the GST: will **not** be liable to pay GST on any financial assistance received from the City of Cockburn, if they can provide proof that their organisation is not required to have an ABN (please complete the "Statement by a Supplier" form which is available from the Australian Taxation Office). If this is not provided, the organisation may have 48.5% of their financial assistance payment withheld by the City of Cockburn, which is then payable to the Australian Taxation Office.

APPLICATION PROCESS AND TIMELINE

Applications are open all year round. All applications will be viewed and assessed by a committee, who will discuss applications and allocate funding.

Successful/unsuccessful applicants will be notified. The process will take approximately two months from time of application until the allocation of funds.

CONDITIONS OF GRANT

Funding under the Minor Capital Works Grant will be administered in accordance with the following conditions of grant which will need to be acknowledged and accepted by successful applicants.

The successful applicant agrees to:

1. Use the funding for the purpose for which it was given, unless otherwise agreed in writing with the City of Cockburn.
2. Acknowledge the funding support from the City of Cockburn as follows:
 - Mention the "City of Cockburn" as a sponsor of the project in any correspondence with the media. Eg media releases or newspaper articles
 - Mention "City of Cockburn" as a sponsor of the project in promotional material.
3. Return any unexpended funds to the City of Cockburn within two (2) months of project's completion.
4. Complete the funded project within twelve months from the date grant is awarded.
5. Acknowledge the City's right to terminate the funding the organisation fail to adhere to any of the conditions as set out in this agreement.
6. Provide an evaluation report (including receipts for all items of expenditure) to the City of Cockburn, within two months of the project completion, detailing how the funding was expended. ***The City of Cockburn shall reserve the right to undertake random audits or seek audited financial statements of specific project expenditure.***
7. The successful applicant agrees to take out and maintain a current public liability insurance policy to the value of \$10 million for the duration of the project.

MINOR CAPITAL WORKS PROGRAM 2011 APPLICATION FORM

1. APPLICANT PROFILE

| | | | |
|---|---|------------|------|
| Club Name: | | | |
| Postal address: | | | |
| | | Postcode: | |
| Telephone: | | Facsimile: | |
| ABN: | Is your club registered for GST? Yes No | | |
| Contact person: | Position: | | |
| Postal address: | | | |
| | | Postcode: | |
| Tel: (wk) | Mobile: | Tel: (hm) | |
| Email: | | | Fax: |
| Is your club affiliated with the State Association? | | Yes | No |
| <p>What is the name of the State Association for your activity/sport? _____</p> <p>How many members do you have in your club?</p> <p>Last season: _____</p> <p>Current season: _____</p> <p>Is your club incorporated? Yes No [Please attach a copy of your Incorporation Certificate]</p> <p>Does your organisation have current public liability insurance? Yes No [Please attach your certificate of currency]</p> | | | |
| <p>In the case of multiple applications being submitted by your club in the same funding round, applicants are required to rank their applications from highest to least important, with the highest ranking being 1.</p> <p>This application has a priority ranking of: 1 2 3 or __</p> | | | |

2. PROJECT DETAILS

Please provide a brief overview of the project for which you are requesting funding.

How does this project assist in achieving club objectives?

How have you identified the need for this project?

Who owns the land on which your project will occur?

Have you obtained Planning and Building approval for your project? (If yes, please attach a copy of these approvals.) Please circle.

YES **NO** **N/A** **Not sure if building
plans are required**

What is the planned commencement completion dates for your project?

Commencement date: _____ Completion date: _____

How many people will be involved or benefit from this project? _____

Any other supporting information that is relevant to this application?

3. PROJECT BUDGET

Please indicate in the table below how your project will be funded. In terms of total project cost, you should make an allowance for cost increases over the period of the project as it is not possible to receive additional funding to meet that cost once the project has been approved.

| Funding Source | Cost \$ (Ext GST) | Notes |
|---|-----------------------|--|
| Applicant's Cash | | How much cash will your organisation contribute? |
| Voluntary Labour | | The value of voluntary labour associated with your project. |
| Donated Materials | | The value of donated materials you expect to secure. |
| Funding Requested from the City of Cockburn | | How much money are you requesting from the City of Cockburn? |
| Other | | Other amounts being contributed to the project? |
| Total Project Cost | | |

4. PROJECT BUDGET

Please provide details of your project budget. Do Not include GST.

| Item (eg. Materials and supplies) | Cost \$ (GST Exc) |
|-----------------------------------|-------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| Total Project Cost | |

For goods or services you intend to purchase or hire, please attach a copy of the quote to your application.

5. CHECKLIST FOR ATTACHMENTS

Please check your application against the table below and ensure all relevant criteria have been completed. If any criteria have not been completed, please supply a **brief** comment stating reasons.

| Criteria | Yes | No | Comments <i>If applicable</i> |
|---|-----|----|-------------------------------|
| Have you discussed this project with Recreation Services Coordinator? | | | |
| Have you enclosed a copy of your Certificate of Incorporation? | | | |
| Have you enclosed a copy of your public liability insurance certificate of currency? | | | |
| Have you enclosed a copy of your clubs audited financial statement for the previous financial year? | | | |
| Have you enclosed a copy of the quote from a supplier/service provider? | | | |
| Have you completed the budget and attached details as outlined in the application? | | | |
| Have you advised the club that shares the grounds and building of your project and do they support if applicable? | | | |
| Has this application been certified by an office bearer? | | | |
| Any research or documentation to support your application (Plans, building approvals, etc.) | | | |

6. FUNDING AGREEMENT

If your organisation's funding application is successful, your organisation will be required to enter into a formal funding agreement with the City of Cockburn. This agreement will contain a comprehensive set of provisions designed to protect the interests of the applicant organisation and the City of Cockburn.

UNDERTAKINGS AND CONDITIONS

If the application is successful these undertakings and conditions will form part of your contract with the City of Cockburn.

1. We agree to acknowledge the City's funding through all promotional avenues. acknowledge the City's funding by displaying signage if applicable (supplied by Council).
2. We are prepared to undertake joint media promotion with the City.
3. We recognise that special conditions may need to apply to the funding addressing relevant elements of the City's Strategic Plan to compliment the organisation's objectives.
4. We agree to provide a report detailing the acquittal of the project funds [on the form provided] within two months of the project's completion.

7. BANK ACCOUNT DETAILS – OPTIONAL

If your application is successful and you wish to receive electronic funds transfer, please provide the following information.

Organisation Name: _____

(Name of the incorporated organisation applying for the funding)

Name Of Bank: _____

Branch Location: _____

Branch Code/BSB Number: _____

Account Name: _____

Account Number: _____

8. DECLARATION

DECLARATION

I hereby certify that I have been authorised to prepare and submit this application. The Information contained herein is to the best of my knowledge true and correct.

| | | | |
|----------------------|--|------|--|
| Name [Block Letters] | | | |
| Signature | | | |
| Position Held | | Date | |

For more information email recreation@cockburn.wa.gov.au or call 9411 3676