

## Minor Capital Works Grant

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 Sporting & Recreational Grants is to support sporting clubs to undertake the timely development and upgrading of infrastructure and aid in upgrading sporting equipment with the aim to increase community participation in sport and recreation.

### WHO IS ELIGIBLE

The Grants 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, unless financial hardship can be demonstrated. Clubs may only apply for the MCWG once per financial year.

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

- Extension of a patio area;
- Extension or construction of storage space;
- Minor Lighting upgrades;
- Baseball or 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 (e.g. 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.

## 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.

## 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.

## HOW TO APPLY

Prospective applicants should contact the Recreation Services Team to assist in determining whether the project for which they are seeking support is eligible for funding.

The Recreation Services Team 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](http://www.cockburn.wa.gov.au) or by contacting Recreation Services on 9411 3676 or by emailing [recreation@cockburn.wa.gov.au](mailto:recreation@cockburn.wa.gov.au)

## **PAYMENTS**

Successful applicants for the MCWG will receive the full funding amount on the commencement date of the project, nominated on the application form.

All funds are to be expended as per items approved in the funding application within three (3) 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.