

Major Capital Works Grant

PURPOSE

The purpose of providing funding through the Major Capital Works Grant (MCWG) is to support incorporated not-for-profit organisation/associations (sporting clubs) to plan and implement projects to develop, modify, upgrade, or extend sporting, recreation and community facilities. To be eligible, the facility must be located on land owned by the City of Cockburn. The club must be based or operating within the City of Cockburn under lease or seasonal license on Council owned property.

Applicants can apply for up to 50% of the total project cost, to the maximum grant amount of \$50,000.

ELIGIBILITY

- The MCWG will only be available to incorporated and not-for-profit sport or recreation clubs.
- Clubs must be based or operating within the City of Cockburn under lease or seasonal license on Council owned property.
- Clubs must be servicing a significant number of local residents.
- No additional funding will be provided over the approved application.
- Grants will not exceed 50% of the total project cost.
- The project will be completed within one year of the award of grant funding.
- Contributions of voluntary labor and donated materials can be recognized as a component of the applicant's contribution – refer to 'Sport & Recreation Club Grants Guidelines for Applicants' for further details.
- Additional information must be attached to the application form i.e. quotes
- Once a club has a successful application, they cannot apply for the MCWG again for three years and until they have acquitted all previous grant funding.

INELIGIBILITY

- The applicant is a local, State or Commonwealth authority.
- The applicant is an individual or private company.
- The applicant has failed to acquit previous City of Cockburn grants.
- The application is incomplete or the applicant has not provided all supporting documentation.
- The applicant is requesting retrospective funding.
- The application is for a project already funded by a City of Cockburn grant and the organisation is seeking additional funding to cover escalated costs.
- Projects that are not fixed infrastructure such as furniture, equipment, or portable air conditioning units.
- Major Projects that are unsubstantiated by needs assessment and feasibility documentation.

AUTHORISATION

Manager Recreation & Community Safety in conjunction with the Recreation Services Coordinator, Recreation Development Officer, and Club Development Officer. Clubs must communicate intent to submit an application for the MCWG to the Recreation Services Coordinator prior to submitting their application.

GRANT ROUNDS

Two grant rounds will be offered each financial year as a part of the Champion Clubs Sport & Recreation Grants Program. Closing dates will be displayed on the City's website. Please allow adequate time to complete the application as late submissions will not be accepted.

LEVEL OF FUNDING

The maximum grant available through the MCWG is **\$50,000** per project however; Council's contribution towards Major 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

- Upgrade of existing facilities where they will lead to an increase in physical activities;
- Floodlighting projects;
- Replacement of synthetic surfaces;
- Baseball or Cricket Nets;

VOLUNTARY LABOUR & DONATED MATERIALS (IN-KIND CONTRIBUTIONS)

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

Voluntary labor may be calculated at a rate of \$20 per hour for unskilled labor, \$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 recognized as a contribution in donated materials.

PROCUREMENT

If your grant includes purchases of an item or service over \$500, you need to supply two quotes for each item or service costing at over \$500 with your application.

ASSESSMENT OF APPLICATIONS

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

Project Justification: Has the applicant provided sound justification of the need for the project?

Community Benefit: Who and how many people will benefit from the project?

Planned Approach: Is the project the result of some form of planning undertaken by the applicant? Have the relevant approvals been granted?

Management Planning: 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?

Financial Viability: Is your club financially viable and growing?

Ongoing Costs: Will there be ongoing costs and as a result who will meet these costs?

Coordination: 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

Closing dates for MCWG will be displayed on the City of Cockburn's website. 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.

Please note: Incomplete applications will not be processed.

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 or by contacting Recreation Services on 9411 3676 or by emailing recreation@cockburn.wa.gov.au

PAYMENTS

Successful applicants for the MCWG will receive 50% of the grant funding amount on the commencement date of the project, nominated on the application form. The remaining balance (50%) will be received 30 days after the applicant has submitted proof of commencement of project.

All funds are to be expended as per items approved in funding application 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.