

Capital Grants Program

Clubs and Community Groups

Guidelines for Applicants

August 2023

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Introduction

The City of Kalamunda is pleased to provide financial assistance through the Capital Grants Program to clubs and community groups seeking to develop new or upgraded capital community infrastructure. In 2017, the City established the Capital Grants Program to provide a coordinated approach to the planning, assessment and approval of capital grant requests from clubs and community groups.

The Capital Grants Program is an annual program opening on 01 August and closing 30 September each year. The City and Council consider capital grant requests the year prior to any financial assistance for their project being available.

All clubs and community groups are required to submit an application form detailing their projects need and benefit to the community and alignment to the City's Reserve Master plans or relevant strategic documents. The application will include detailed plans of the project, a comprehensive budget, letters of support and the clubs audited financial statements.

City Officers will work with the clubs throughout the application process to ensure that all details are accurate and up to date.

Please note that all applicants must meet with the Leisure Planning team and other relevant City Officers to discuss their project prior to making an application.

Eligibility Criteria

To be eligible to apply for the Capital Grants Program, the applicant must be:

- An incorporated not for profit sporting or community club, group or association.
- Based within the City of Kalamunda.
- Must have a current lease agreement.
- Able to demonstrate that a majority of its membership base reside within the City.
- Able to provide evidence of sustainable operations.

Project Eligibility

The Capital Grants Program considers the following types of new or upgrade projects including:

- Unisex changeroom;
- Toilets;
- Sports floodlighting;
- Conversion of bowling greens to synthetic;
- Equipment Storage;
- Kitchens;
- Shade structures; and
- Sports specific capital infrastructure such as: cricket / baseball practice nets.

The Capital Grants Program does not consider the following types of projects (renewal – like for like) including:

- Asset renewal projects such as: tennis court resurfacings, fencing etc.;
- Items that are considered above the level of provision for Community sport (without a business case to support the application);
- Maintenance items or repairs to infrastructure such as: roof replacements etc.;
- Requests for capital funding support within the financial year that the application is made;
- Retrospective funding applications;
- Operational costs;
- More than one request for Capital funding in any financial year;
- Car parking;
- Playgrounds; and
- Equipment.

Note: Asset renewal projects would be considered by the City through its asset planning processes in consultation with the relevant sporting club or community group.

City Funding Contributions

As per the City's Capital Grants Policy, City funding contributions will generally be based on a one third contribution towards the estimated total project cost. The other two thirds funding is to be sourced from applicant contributions or other external funding sources. Applicants will need to base their applications on this principle.

Application Process and Timeline

The Capital Grants Program is an annual program opening on 1 August and closing 30 September each year.

Once submitted the City will undertake a detailed Technical Officer assessment of your project. Applicants will be advised in November each year if further information is required to support their application. If required, applicants will have until the 31 January each year to resubmit their updated application or supporting information.

Sporting Clubs

All sporting club applications are progressed for assessment through a Committee of Council, known as the Strategic Sport and Recreation Committee (SSRC). It is the role of this Committee to assess, prioritise and rank the submissions and to make the final recommendations to Council as part of the budget deliberation process and competing funding priorities of Council.

Please note that club officials will be requested to present their proposal to the SSRC in February / March of the relevant year.

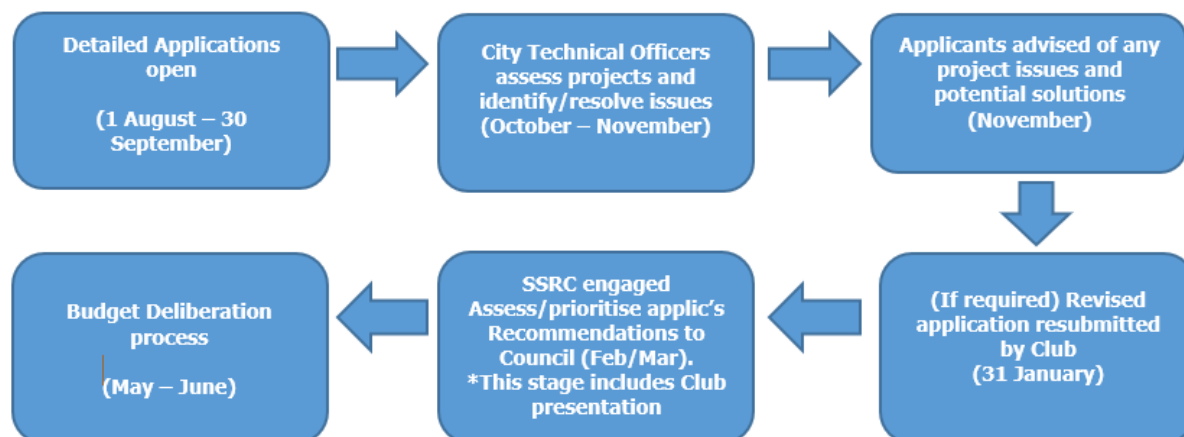
Community Groups

Community applications will be assessed by the City's Technical Officers and recommendations made to Council as part of the budget deliberation process.

Please note the City may request subsequent meetings with community club or group officials during the assessment process.

During the assessment process the City at its discretion may seek the advice of independent experts to evaluate a club or community groups application.

Capital Grants Program Process Flowchart



How to Submit Your Application?

Applications can be provided to the City via email: enquiries@kalamunda.wa.gov.au or via hard copy addressed to the Leisure Planning Team.

Application Requirements

Clubs and community groups are required to provide the following information during the application process:

- Discuss your application with the Leisure Planning Team;
- Complete and sign the application form;
- Incorporation Certificate; or advise if City has this on record
- Letters of support from State Sporting Associations and other users / clubs;
- Needs assessment, business case or feasibility studies (As directed by the City);
- Copies of Club committee meeting minutes where the project and allocation of finances were approved;
- Two written quotes detailing the cost of the project;
- Last three audited financial year records of the Club;
- Summary of membership numbers that reside in the City of Kalamunda;
- Written evidence of commitments from other funding sources (loans, grants and donations);
- Detailed design drawings (i.e. lighting plans, building plans and elevations);
- Photographs of the facility relevant to the project; and
- Any other supporting documentation.

Facility Planning Information

The level of forward planning to substantiate the need and feasibility for a project must be based on key considerations including but not limited to:

- Size, scope and financial viability of the project.
- Adequacy and availability of existing provision of community infrastructure.
- Existing and proposed usage/participation trends.
- State and local strategic plans/direction/policies.

The extent and detail of such forward planning will be dependent on the size, complexity and sensitivity of the proposed project. It is acknowledged that minor or incidental sport, recreation and other community infrastructure projects, will not warrant such a thorough forward planning process.

Projects exceeding \$500,000 in total project cost, or as identified by the City, or required for grant funding applications, are considered large scale projects and will require a needs/feasibility study or business case to be undertaken as the first step in the project application process.

Clubs or community groups can apply to the City for financial assistance to undertake such studies on their behalf. Please contact the Leisure Planning Team to discuss your project and the application process for needs and feasibility studies or business cases.

Large Scale Projects

In general, large scale projects are derived through the relevant City Reserve Master Plans and / or business cases. These projects will be implemented by the City as significant external funding sources are obtained or City funding allows. Examples of such projects would be; a new clubroom facility, major floodlighting project and/or extensions to ovals.

Large scale projects submitted by a Club/Group that are either not aligned to a relevant reserve Master Plan, or are proposed at an increased service level to what is normally provided by the City, require a higher level of project justification in the form of a detailed Business Case, to demonstrate the need for the project, and importantly how the project will be funded both in terms of initial capital costs and any ongoing lifecycle costs (Operating/Renewal). The Business Case will also form an important component in support of any external funding application and in generally a requirement for projects valued over \$500,000.

Note the implementation of large scale projects are often undertaken across multiple financial years, to ensure appropriate planning is undertaken and funding is secured prior to the projects being implemented.

External Funding Opportunities & City

Process's

The first stage in seeking external funding support for your project is to apply through the City's Capital Grants Program. Once applications are endorsed by Council, any external funding opportunities will be coordinated between City Officers and the club or community group, to maximise opportunities to obtain external funding sources.

The City understands and encourages sporting clubs and community groups to seek external funding sources other than local government funding to deliver their projects. Clubs and community groups seeking external funding should ensure that their project is fully scoped, costed and where appropriate, any necessary approvals are sought prior to submitting their application for external funding. As land owner, it is essential that the City has been provided sufficient advance notification of the proposed project and has cited and supported the funding application. An application will not be supported should the details conflict with any Council adopted reserve Master Plan.

If the City is requested to contribute funding toward the project, then an application is to be submitted through the Capital Grants process.

Should the external funding application be successful prior to applying through the City's Capital Grants process, this will not necessarily commit Council to funding the project.

Community Sporting and Recreation Facilities Fund (CSRFF)

For sporting related projects, the primary external funding source is the State Government's CSRFF program, which is administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI). The program aim is to increase physical activity through the provision of quality community level infrastructure. Note: All sports lighting projects are now directed to apply through the new Club Night Light Program.

For further information and eligibility criteria please visit:

<https://www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/community-sporting-and-recreation-facilities-fund>

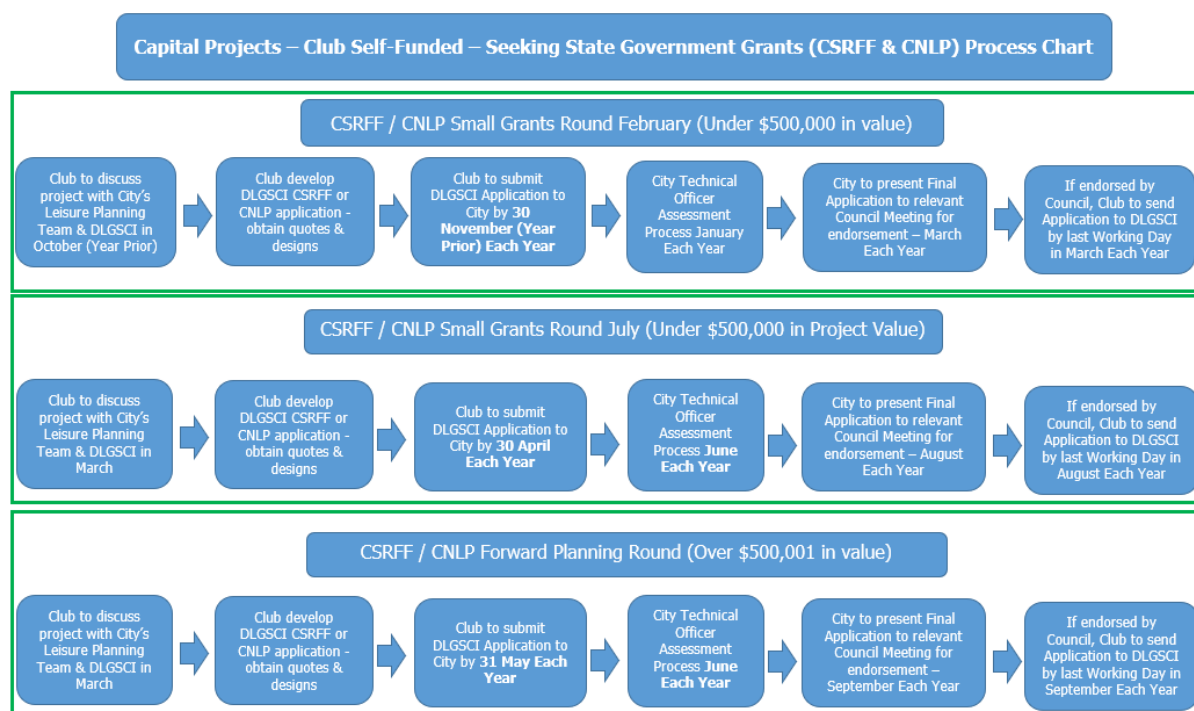
Club Night Light Program (CNLP)

Recently the State Government advised of a new grants program known as the CNLP, which is administered by DLGSCI. This program aim is to increase physical activity through the provision of sports floodlighting infrastructure. For further information and eligibility criteria please visit: [Club Night Lights Program \(dlgsc.wa.gov.au\)](http://dlgsc.wa.gov.au)

Club Self-Funded Process – Supported by External Funding (CSRFF / CNLP)

In instances where Clubs, are intending to self-fund a portion of their project along with seeking an external funding contribution, such as the State Governments CSRFF and CNLP's, then Clubs must first discuss the project and targeted funding round with the City's Leisure Planning team.

Clubs are then to submit all project and application details to the City three months prior to the closing date of the relevant external funding grant round as indicated in the below process flow chart. This process ensures that the City has sufficient time to review and consider applications through Council processes. Note: Any project seeking City funding must be submitted through the Capital grants program.



Club and Community Group Self-Funded Projects

If Clubs and community groups are seeking to fully self-fund projects without any external funding assistance (City or State Government) then they must complete an "Application to Undertake Improvement Form (AUI)", which is available through the City's Property Services team.

Lotterywest

For community related projects, the primary external funding source is the State Government administered Lotterywest Grants Program. Applicants considering this as a funding source for Club Self Funded Projects, should contact the City in the first instances to understand any City approval processes and timeframes. For further information and eligibility criteria please visit: [Grant opportunities — Lotterywest](#)

Key Project Considerations

Priority Projects Considerations for the City in alignment with Governance 11: Capital Grants Clubs and Community Groups

- Align with and support relevant City reserve Master Plans and strategic plans including, but not limited to, the City's Strategic Community Plan, State Sporting Associations (SSA), Strategic Facilities Plans and other relevant strategic directions;
- Clearly demonstrate the current and projected community need and project sustainability that provides clear direction with regard to future community benefit and utilisation;
- Will be used by multiple club or community groups;
- Meet eligibility criteria for external funding opportunities such as the DLGSCI's – CSRFF, CNLP and / or Lotterywest funding programs;
- Increase opportunities for physical activity and social wellbeing as well as recognising the value of accessibility and inclusive participation in the community;
- Meet established best practice functionality and operational objectives, Australian Standards and ensure it is fit for purpose; and
- Can identify similar facilities within close proximity and explain how participation will be impacted at each facility.

Project Planning Considerations:

- Alignment to the relevant City reserve Master Plan.
- Are there any environmental impacts (removal of trees, clearing permits etc) required?
- Leasing requirements - will the project require a change to your current lease agreement? E.g. the project is located outside of the current lease boundary.
- Does the project affect the current location or capacity of septic tanks and leach drains?
- Does the project trigger any building upgrades such as accessibility requirements or Bush Fire Attack Level (BAL) ratings?
- Does the project trigger any Approval processes such as Aboriginal Heritage Approvals (note: Hartfield Park is a known Aboriginal Heritage site) and / or Western Australian Planning Commission.
- Identify what external funding opportunities are available for your project?

City Project Management

- Please note all projects will be undertaken by the City as the land and asset owner. The City may consider delegating project management to the applicant, where they are able to demonstrate considerable and relevant project management experience.

SSRC Club Presentation Guidelines

As part of the application and assessment process for sporting groups, applicants will be invited to present their project to the SSRC. As a general guideline, presentations are suggested to go for no longer than ten minutes.

Applicants are encouraged to use a variety of presentation methods such as Powerpoint, handouts, short videos (1-2 minutes) or verbally.

When developing presentation content, applicants should look to consider delivering content that includes the real story behind the project, that hasn't been captured in the application form. This may include the emotive stories for undertaking the project- e.g.

- Why there is a need for the project?
- What challenges do the club face and why this project will overcome them?
- How many people the project will provide for?
- How the project activates the community and helps increase physical activity?
- How the project will serve the club into the future?

Applicants should avoid repeating information provided in the application form, as the SSRC are already briefed on the project.

Following your presentation there will be a 5-minute Q&A period, applicants will be provided with the SSRC's questions prior to the presentation, to allow you to develop informed responses.

City Officers can provide further guidance on your presentation, if required.

Leisure Planning Team – Contact Details

For further information regarding the Capital Grants Program or to discuss your application please contact the Leisure Planning team on the below details:

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