



GUIDELINE

Community Infrastructure Grant Program

Community Infrastructure Grant Program

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1 WHAT IS THE COMMUNITY INFRASTRUCTURE GRANT PROGRAM

The Community Development Infrastructure Grant Program aims to improve or build on new or existing local community assets. This is to resource the community to have an input in infrastructure improvements that enable delivery of beneficial projects and activities.

This includes projects to upgrade community infrastructure that provide reasonable benefit to the Central Coast community and attract additional funds to upgrade facilities on the Coast.

2 AVAILABLE FUNDING

Total funding available per financial year is \$300,000

Applications can be made for funding up to \$75,000 matched on a 2:1 dollar basis.

For example a group contributing \$10,000 is eligible for up to \$20,000 from Council. The maximum Council contribution is \$75,000 per project.

3 KEY DATES

- Round 1 – Opens August 2019
- Round 2 – Opens February 2020

The Community Infrastructure Grant Program is time limited and will cover activities that are able to be completed within a twelve (12) month timeframe from the date of funding.

One Central Coast Community Strategic Plan Alignment Areas for Community Development Program

Liveable Objectives

- L1 Promote healthy living and ensure sport, leisure, recreation and aquatic facilities and open spaces are well maintained and activated.
- L4 Provide equitable, affordable, flexible and co- located community facilities based on community needs.

Green Objectives

- E4 Incorporate renewable energy and energy efficiency in future design and planning and ensure responsible use of water and other resources.

Responsible Objectives

- G1 Build strong relationships and ensure our partners and community share the responsibilities and benefits of putting plans into practice

4 EXPECTED PROGRAM OUTCOMES

Each application is required to address a minimum of one of the following community outcomes identified:

- 4.1 Community benefit to be aligned to One Coast Community Strategic Plan 2018-28.
- 4.2 Building of new local community, cultural, environmental and sporting facilities.
- 4.3 Improvement of existing local community, cultural, environmental and sporting facilities for increased utilisation and functionality.
- 4.4 Community infrastructure to be more accessible, equitable and or affordable to all people within the community including people of differing ages, abilities, income levels, cultural backgrounds and interests.

- 4.5 Improves quality of life through greater access to sport, leisure, recreation and aquatic facilities and open spaces.
- 4.6 Enhances or re-designs facilities so they are more flexible and adaptable to better meet demonstrated community needs and expectations.
- 4.7 Enhancement of facilities which incorporate renewable energy and energy efficiency and ensure responsible use of waste, water and other resources.
- 4.8 Improve facilities and community spaces which cultivate learning and knowledge.
- 4.9 Greater opportunities for community members to be involved in community life.
- 4.10 Increase in numbers of people feeling safe within neighbourhoods, public spaces and places.

5 TYPES OF ACTIVITIES / PROJECTS SUPPORTED

Community Infrastructure, for the purposes of this Grant Program, is defined as publically owned fixed physical structures, facilities and/or fixed equipment, including but not limited to Council owned or controlled structures and land. This includes infrastructure that supports any recreational, sport, cultural and community activity and the following types of projects and activities:

- 5.1 Projects that aim to build new community infrastructure in response to demand.
- 5.2 Projects that aim to upgrade, develop or improve existing community infrastructure.
- 5.3 Projects that enhance facilities to improve the quantity and diversity of community use and/or to meet disability access legislated requirements and guidelines.
- 5.4 Infrastructure projects that create, diversify or enhance participation in the community; or that provide demonstrated benefits to address an identified community need.
- 5.5 Infrastructure projects that address community safety and perception of community safety.

- 5.6 Projects that address environmental performance (including energy, waste, water and recycling) of community infrastructure.
- 5.7 Infrastructure projects that address demonstrated environmental issues and concerns within a neighbourhood.

Examples of types of projects supported include:

- Upgrades, construction and fit-out of community spaces.
- Fit-out of community centres, health centres e.g. kitchen upgrades.
- Purchase of fixed equipment purchases e.g. fittings, solar panels, air conditioners, lighting, heating etc.
- Sporting facilities upgrades including new scoreboards, spectator seating, goalposts, new turf, fit-out of changes rooms, new canteen, new lights, medical equipment (permanently on site), upgrade drainage and water systems, gymnasiums.
- Improvements to streetscapes.
- New or upgrades to security measures.
- Park furniture upgrade or installation including shade/shelters, BBQs, toilet facilities, drinking fountains.

6 ELIGIBILITY

- 6.1 Applicants must be:
 - A legally constituted not-for-profit organisation.
 - An unincorporated community group, business or individual auspiced by a legally constituted not-for-profit organisation.
- 6.2 Applicants must operate within the Central Coast area and/or be able to demonstrate that the project will benefit residents of the Central Coast community.
- 6.3 Applicants must provide evidence of infrastructure owner consent for the proposed project as well as evidence that all planning and other approvals are, or will be secured, before any funds are released.
- 6.4 Applicants must demonstrate that they can meet one third of the total infrastructure project cost via other funds and/or volunteer hours.

- 6.5 Applicants must meet the grant program eligibility criteria and address one or more of the program outcomes.
- 6.6 Only one application per project, per financial year, may be successful in obtaining funding across any of Council's grant funding programs.

7 THE FOLLOWING ARE INELIGIBLE

- 7.1 Late or incomplete applications.
- 7.2 Applicants who have overdue acquittals from previous funding from Council under any of Council's grant programs.
- 7.3 Events, projects or activities with a religious, political or sectarian purpose, where that purpose may exclude or offend members of the broader community.
- 7.4 Applications seeking funds for retrospective projects or activities (any project or activity commencing within 2 months after the grant round closing date).
- 7.5 General fundraising appeals.
- 7.6 Existing projects or programs that require additional funding to be completed.
- 7.7 A project, event, service or activity which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship or a philanthropic trust.
- 7.8 Applicants in a position to self-fund the project.
- 7.9 Proposals from Government Departments, agencies or any Council.
- 7.10 Proposals from employees or Councillors of Central Coast Council (both in a paid or voluntary capacity).
- 7.11 Proposals that duplicate a project, service or activity already existing within the Local Government Area.
- 7.12 A project, event, service or activity which primarily benefits a single individual or business.
- 7.13 Proposals that are for funding the core business of the organisation.

- 7.14 Works to buildings that are managed and occupied by for-profit organisations.
- 7.15 Works to buildings that are primarily used for religious activities.
- 7.16 Works to property that is owned or under the management of State or Federal Government bodies.
- 7.17 Routine maintenance or works to Council owned buildings that are a lease obligation of the Management Committee.
- 7.18 Purchase of land or buildings.
- 7.19 Applicants who have an outstanding debt to Council.

Where alternative funding options exist for any of the above exclusions, applicants will be advised accordingly.

8 ASSESSMENT CRITERIA

Each application will be assessed as follows:

- 8.1 **Project Idea** – Project addresses an identified program outcome as outlined in Section 4.
- 8.2 **Budget** - The extent to which the budget is comprehensive, realistic and provides value for money.
- 8.3 **Support** - The project shows evidence of community consultation and support and promotes participation.
- 8.4 **Sustainability** - The project has a clear beginning and end or demonstrates that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expended.
- 8.5 **Capacity** - Capacity of the organisation to successfully complete the project and to adequately manage funded infrastructure and equipment.

As funding is limited, not every application that meets the assessment criteria will necessarily be successful with being allocated funding or the full funding requested.

9 WHAT IS THE ASSESSMENT PROCESS

- 9.1 Applications are only accepted online through Central Coast Council's [website](#) and the appropriate online application form. Assistance is provided to any group or individual if requested to ensure access and support with the online system.
- 9.2 All applications will be assessed by a Grants and Sponsorship Review Panel and recommendations presented to Council for endorsement.
- 9.3 Central Coast Council reserves the right to request further information in considering any application as well as the right to reject any application that does not meet the criteria.
- 9.4 Council reserves the right to award an amount less than that applied for if it is assessed that the amount requested is not justified by the information provided in the application or the full amount is not available at the time of the request.
- 9.5 Applications may be assigned to another grants program as part of the assessment process if the original funding program selected by the applicant is not deemed the most appropriate for the initiative.
- 9.6 All decisions of Central Coast Council are final and no negotiations will be entered into.

10 NOTIFICATION AND PAYMENT

- 10.1 All applicants will be notified of the outcome of their application.
- 10.2 Unsuccessful applicants are encouraged to seek feedback from Council's Grant Team on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.
- 10.3 Successful applicants may be required to sign a Funding Agreement outlining the requirements of their grant. This Funding Agreement must be signed prior to funding being provided.
- 10.4 All projects must be completed as agreed upon within the funding agreement.

- 10.5 All successful applicants are required to provide an interim report on their project as per their Funding Agreement.
- 10.6 A final project report must be submitted no later than four (4) weeks after the agreed completion date of the activity/project with copies of any photos and promotional materials as specified in the Funding Agreement. All funds will need to be acquitted as detailed in the funding agreement.
- 10.7 Applicants who do not complete and return an acquittal report by dates agreed in their Funding Agreement will be ineligible for any future funding.

11 ADDITIONAL INFORMATION

- 11.1 In addition to the completed application form, the following must be provided:
 - A copy of your most recently audited financial statements (or a statement of income and expenditure signed by your finance manager, if your organisation is not subject to audit requirements).
 - Your organisation's most recent Annual Report - minimum of Form A12, if this is your annual reporting obligation to NSW Fair Trading.
 - Evidence of other funding secured or applied for (if relevant).
 - A copy of your organisation's Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from the NSW Office of Liquor, Gaming and Racing.
 - A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million.
 - For capital works and/or equipment, two quotes for each item valued at \$1000 or more.
- 11.2 Offer of funds by Council in no way implies any ongoing funding commitment or obligation by Central Coast Council.
- 11.3 Approval of a grant does not imply that Central Coast Council has given any other consent. Applicants should note that many activities require approvals and consents from Central Coast Council, NSW Police and other state government agencies.

- 11.4 To ensure an accountable and transparent assessment process is maintained, Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest.
- 11.5 All written and verbal communication regarding an application will only be with the applicant or the contact person listed in the application.
- 11.6 All grants are governed by Central Coast Council's Community Grants Policy.

12 KEY CONTACTS

Grant Enquiries

Community Planning and Funding Team

E: community.grants@centralcoast.nsw.gov.au

P: 02 4350 5360

Event Enquiries

[Events](#) and Place Activation Team

P: 4350 5555

Quotes and bookings for Council's Open Space Areas

Council has a range of spaces available for hire via our online [hall and venue finder](#) and [park and sportsground finder](#).

P: (02) 4325 8222 or (02) 4350 5555