

# Facility Design

## Grants Program

Funding Guidelines 2023-2024



### **PURPOSE OF THE PROGRAM**

This program will provide financial assistance to organisations to fund schematic designs or quantity surveyor costs for the redevelopment or new facilities, where communities conduct, organise and participate in sport and recreation.

### **ELIGIBILITY OF APPLICANTS**

Eligible applicants will be:

- Organisations whose primary facility is located in the Corangamite Shire.
- Providing improved facilities for participants and officials which meet the principles of universal design and relevant State Sporting Association facility development guidelines.
- Improving and enhancing the experience of participation in sport and recreation.

### **PERIOD OF GRANT**

It is expected that designs / costs will be completed by 30 November 2024

### **WHAT FUNDING IS AVAILABLE?**

Grants of up to \$7,500 will be considered (GST exempt).

Applicant contributions are not mandatory; however applicants must be able to demonstrate a capacity to manage the project within the proposed timeframe.

Any cost overrun on the project will be the responsibility of the applicant.

### **GRANTS ASSESSMENT**

Grant allocations will be determined after considering:

- Number of applications and funds sought
- Organisation's capacity to deliver the project (evidence required)
- Organisation's capacity to fund construction (evidence required)
- Confirmation of engaged services by a qualified architect, draftsman or quantity surveyor (evidence required)
- Response to the assessment criteria (refer below). The percentages allocated to each criterion represent the weighting Council will use to assess project applications.

### **WHAT APPLICATIONS WILL NOT BE FUNDED?**

- Where the applicant has overdue debts to the Corangamite Shire.
- Where there is a request for retrospective funding (i.e. funding for projects already commenced).
- Where the facility is not located in Corangamite Shire.
- Please note applicants that have outstanding debts to Council or have failed to provide satisfactory acquittal reporting from any previous Corangamite Shire funding may not be considered eligible for funding.

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<b>Project Development 30%</b>	
<u>Question</u>	<u>Detail</u>
Describe why the project is required?	Responds to identified infrastructure limitations
Can the application outline plans to fund the construction phase of this project?	A description of how the project might be funded e.g. applicant contribution, external grant required, and evidence in the form of a bank statement to be provided
How will the project be managed and who will be responsible for the project management?	The applicant can use the project management framework provided to detail the key steps and responsibilities in the project. Details of the project team and their roles are to be included.
<b>Project Alignment 20%</b>	
Describe why redeveloped or new facilities are required?	Describe how it responds to an identified need for infrastructure to support women, girls and improved participation in sport
How does the project link with future plans for the facility?	Is identified as the priority project. Provides sustainable benefits to the facility and may be supported by strategic or other planning
<b>Project Consultation 10%</b>	
Has the applicant engaged the services of a qualified architect, drafts person or quantity surveyor?	Evidence e.g. letter, confirming the engagement and cost of services for the project  Use of local businesses is encouraged.
What other stakeholder consultation has occurred?	Where the applicant is a tenant, a letter of support from the Facility or Reserve Committee should be provided.
<b>Project Outcomes 40%</b>	
Once constructed how will the infrastructure upgrades assist to maintain or increase participation?	Projects should encourage participation through accessible and safer facility design and sustainable participation opportunities. Evidence of Universal Design Principles within the design to be provided as a part of the acquittal.
Once constructed who will benefit from the project? (outline participation groups by age and gender)	Projects should improve and enhance participation; improve equity, access and opportunities and support the wider community.
How will gender equality be addressed?	What measures are or will be put in place to ensure gender equality will be addressed e.g. gender equality policies and practices.
What elements of environmentally sustainable design will be considered as part of this project?	This may include building design, renewable energy sources and environmentally friendly.

## GRANT PAYMENT PROCEDURE AND CONDITIONS

- All applicants must submit a completed application form with supporting evidence and the appropriate finance forms to Council before the closing date to be considered for funding.
- Applicants will be advised in writing of the outcome of their submission.
- Council is only obliged to pay the allocated amounts. No responsibility will be taken for applicant's budget over run.
- Project outcomes will be monitored by Council.
- If the project does not proceed, or the conditions/funding agreement are not met, any grant monies must be returned to the Council within 30 days of notification.
- To satisfactorily acquit the project, applicants will be required to:
  - a. submit a copy of invoices
  - b. provide a copy of plans and cost estimates
  - c. provide a letter from the architect or draftsman confirming the design has been developed in accordance with principles of universal design and relevant State Sporting Association facility development guidelines
- EFT payments are the preferred method of payment. Please complete the front page of the application form.
- Applicants must submit an invoice with the amount of grant funding requested.
- All grant payments made by the Corangamite Shire will be GST exempt.
- Those organisations without an ABN are required to complete a **Statement by Supplier form with their application.**
- Council will pay any successful funding allocations to your organisation immediately on approval of the funding.
- The applicant is responsible for managing the project.
- Grant recipients will be required to acknowledge Council's contribution in any media, documentation and speeches relating to the project.
- Council reserves the right to amend project applications to ensure budgeted allocations deliver the best value for Council.

## APPLICATION FORMS AND FURTHER INFORMATION

Please note application forms are available in an electronic format at [www.corangamite.vic.gov.au](http://www.corangamite.vic.gov.au)

Applicants are invited to discuss their project/application with Jane Hinds, Corangamite Shire Council, 181 Manifold Street, Camperdown, Telephone: 5593 7100.

Completed applications will be accepted until 5 pm, Friday 3 November 2023.

### Please forward to:

Corangamite Shire Council

PO Box 84

Camperdown, 3260

Email: [grants@corangamite.vic.gov.au](mailto:grants@corangamite.vic.gov.au)