

2020/21

Minor Capital Works Grants Program Guidelines and Eligibility



ABOUT THE PROGRAM

The City of Salisbury, through its Minor Capital Works Grants Program (MCWGP), aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.

The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance the club viability.

The MCWGP aims to deliver outcomes in alignment with the Salisbury City Plan 2035. By applying for eligible projects you are helping Salisbury to achieve the vision of “Council’s commitment to develop a welcoming and liveable City”.

The MCWGP assists clubs that deliver sport, recreation and leisure programs through Council’s many assets to improve service delivery to the community. The guidelines contained within this document outline the types of projects that can be considered for funding.

BEFORE YOU BEGIN

Before commencing your application please contact the Community Planner: Sport & Recreation on **8406 8222** who will:

- assess the eligibility of your project;
- book a site assessment with you;
- assist in developing a scope of works for seeking quotations;
- advise you of the MCWGP application process and timelines; and
- advise you of potential trades people for quotations.

Applications must be made using the **Minor Capital Works Grants Program Application Form**.

You can download a MCW Grants Program application form from Council's website at: **www.salisbury.sa.gov.au/MCWgrants** or request a hard copy application form to be sent to you by telephoning **8406 8222**.

Submit your completed application via:

Email: city@salisbury.sa.gov.au

Fax: 8281 5466

Post: Minor Capital Works Grants Program
City of Salisbury
PO Box 8
Salisbury SA 5108

If you require any assistance in completing your application, please contact the Community Planner: Sport and Recreation on 8406 8222.

WHO CAN APPLY?

The MCWGP is open to all community organisations that meet all of the following criteria:

- are an incorporated not-for-profit community organisation;
- are physically located in the City of Salisbury;
- provide sporting, recreation and leisure services to the City of Salisbury;
- are significantly free of Council debt*;
- have not received MCWGP funding in the past 24 months;
- have completed all relevant sections of the application form; and
- have supplied all essential documentation.

**for the purposes of Council Debt Eligibility under this policy, Council Debt is defined as including unspent funds, overdue acquittals from previous funding applications, outstanding payments or overdue lease fees. Further in this instance, Council debt does not include where clubs have taken out loans from Council and are making repayments in accordance with the terms and conditions of this loan (note that if the club is behind in repayments, then this is regarded as an 'outstanding payments').*

CATEGORY A – up to \$50,000

Clubs that meet one of the following may apply for **CATEGORY A** funding:

- have a current lease or sub-lease of a Council owned building; or
- licence or sub-license over Council owned land; or
- have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or
- have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted first right of refusal to purchase the property.

IMPORTANT – funding for Category A applications will remain with Council who will coordinate and undertake all works and pay the contractor(s).

WHO CAN APPLY? CONT'D

CATEGORY B – up to \$25,000

Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for **CATEGORY B** funding.

IMPORTANT – following confirmation by Council, Category B applicants will be required to invoice Council for the value of the grant.

Please note: a 20% contingency must be applied to the quoted project/works costs in case of unforeseen additional works to be undertaken as part of the agreed project scope of works. Where the application of 20% takes the grant request amount over the Program's upper limit, application approval amounts will be set at \$50,000 for Category A and \$25,000 for Category B.

Please note: applications for funding must relate to the premises or property where the executed usage agreement is held (e.g. Category A - lease/sub-lease, license/sub-license, hire agreement, or Council's contracted interest to purchase the land and Category B – property ownership).

WHO CAN'T APPLY?

The following are ineligible for MCWGP funding:

- clubs who have received an MCWGP grant in the past 24 months;
- for profit / commercial organisations;
- schools / school councils;
- individuals; and
- unincorporated not for profit organisations that operate from commercial, privately owned and/or education facilities.

HOW MUCH MONEY IS AVAILABLE?

The annual budget is capped at approximately \$325,000 for Category A and Category B projects. Applications that include contributions from the applicant and other sources are encouraged.

The MCWGP is open for applications year round, with projects awarded monthly. No more than 25% of funding will be allocated in any one financial quarter.

The MCWGP will close to applications when the budget has been fully allocated and will not reopen until the adoption of budget in the new financial year. Council will provide advice on its website when all funds have been allocated.

In some instances successful applications may not receive the full amount of requested funding, but a percentage of the amount sought. If your project can not proceed without full funding then this should be indicated in your application.

TIMING

The MCWGP is open for applications all year.

Applications to the MCWGP must be received by the 15th of each month to be assessed by the Community Wellbeing and Sport Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting).

Due to the timing and assessment process applications will take a minimum of five (5) weeks and applicants will be notified of the outcome following the decision of the Committee.

WHAT PROJECTS CAN BE FUNDED?

The following list provides examples of eligible projects and is a guide only to assist in the preparation of your application:

- Change rooms / toilets
- First aid rooms
- Access for participants and spectators with a disability
- Food preparation areas
- Equipment storage
- Security upgrades
- Solar (PV) Installation
- Umpires rooms
- Verandas and shelter areas
- Air conditioning
- Administration rooms
- Electrical additions (e.g. general lights and power points)
- Meeting spaces
- Ceiling insulation
- Construction of new turf wickets
- Safety cages (eg discus and hammer areas)
- Specialised playing surfaces
- Task lighting
- Players boxes
- Score boards
- Spectator seating
- Sight screens
- Spectator fencing

WHAT PROJECTS CANNOT BE FUNDED?

The following types of projects are ineligible and will not be considered for funding:

- retrospective works: works partially or completely undertaken;
- furniture: all furniture is the responsibility of the lessee and is not classified as minor capital works;
- fixtures and fittings (loose): identified noncore fixtures and fitting items that can be easily removed from the building;
- land purchase or donation: requests to purchase or donate land;
- consultancy: funding for clubs and associations to undertake a consultancy;
- salaries and administration costs: salaried or paid positions;
- grounds maintenance: grounds or surface maintenance and repair;
- other expenses: including conferences, travel, equipment, presentations, and personal equipment; and
- volunteer labour: projects that utilise volunteer and unskilled labour.

ESSENTIAL DOCUMENTATION

All applicants must provide the following supporting documentation:

- most recent annual financial statement certified by the President / Treasurer or audited by a qualified accountant as presented at an AGM;
- a copy of building works drawings or concept plans for the project;
- three (3) project quotes from a qualified individual or business;
- evidence of cash support (where applicable)
- letters of support for the project from each of the user groups (where applicable)
- letter or email from the head lessee supporting the application (where applicable)
- photos that clearly demonstrate why the works are needed;
- Certificate of incorporation demonstrating not-for-profit status; and
- signed copy of committee minutes endorsing the project, authorising an application to the MCWGP and documenting the authorised project contact.

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for funding. You will receive written feedback requesting you to supply missing information. When complete the application will be submitted to the Community Wellbeing and Sport Committee for assessment.

It is not possible to approve all requests for funding, therefore funding should not be deemed automatic or anticipated.

ASSESSMENT CRITERIA

All eligible applications will be assessed against the following criteria:

- completion of the application in full;
- ability to meet the purpose of the MCWGP (see section 1);
- alignment with MCWGP priorities (see section 7);
- demonstrated need for the project;
- relevance to the strategic directions of the City;
- project budget is realistic, comprehensive and provides value for money;
- risk management; and
- extent to which alternative, complementary funding sources has been explored or secured.

FUNDING CONDITIONS

All applications are administered according to the following conditions.

1. MCWGP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of funding must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
3. City of Salisbury is not responsible for any loss or expense endured during project implementation or in relation to the completed project.
4. The applicant acknowledges and accepts that any project cost amounts over the approved Minor Capital Works Grant Program funding amount would be borne by the club.
5. The project being funded must relate to the premises or property where the executed usage agreement is held.

Category A Applications

1. All applicants must, at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted right to first right of refusal to purchase the property.
2. City of Salisbury will make all reasonable efforts to complete projects to the standards and requirements as documented by the applicant within the MCWGP.
3. The City of Salisbury will project manage the implementation of funded projects.
4. All works will be carried out by licensed trades' people appointed by the City of Salisbury within the allocated financial year.
5. Any costs incurred resulting from interference with contractors by applicants will be passed on to the applicant in full.
6. The City of Salisbury reserves the right to appoint and utilise contractors where a contractual obligation is in effect.
7. The timing of the works will be programmed in accordance with all other capital works projects of the City, and where possible in sympathy with the operating timeframes of the applicant.
8. Grant funds are paid directly to the appointed contractor by the City of Salisbury on satisfactory completion of the works.

FUNDING CONDITIONS CONT'D

9. Unspent funds may be retained by the City of Salisbury for future projects.
10. All reasonable efforts will be made by the City of Salisbury to complete the project within the allocated budget and timeframe.
11. Where the value of works exceeds the value of the grant, monies of the Club, additional grants or any other external funds are being used in conjunction with MCWGP funding, applicants may be required to enter in to a Capital Works Agreement prior to the commencement of works. Applicants will be invoiced for the balance of funds prior to the commencement of works.

Category B Applications

1. Applicants must be able to demonstrate, if requested, their ownership of the property.
2. It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.
3. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
4. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
5. Organisations that are not registered for the GST will not have the grant grossed up.
6. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
7. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant funding.
8. Unspent funds are to be returned to City of Salisbury.



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