

# Community Facility Fund Guidelines 2023-2024

The Community Facility Fund assists incorporated not-for-profit organisations within the Shire of Murray to deliver well planned sport, recreation, and community infrastructure projects that contribute to a vibrant, inclusive and healthy community.

**Infrastructure** means physical facilities and structures that are fixed and meet long term need.

## Objectives

- Encourage and support well planned community driven infrastructure projects that align with Shire of Murray plans and objectives
- Build the capacity of not-for-profit organisations to plan, fund and deliver local community infrastructure projects

## Funding Details

There is **one grant round per year** with a **maximum grant amount available of \$20,000** per community group or organisation in any given year.

**Applicants may apply for up to 70% of the cost of eligible works (ex GST).** The applicant contribution can consist of cash (sponsorship, grant funding from other government or non-government organisations, club reserves) or in-kind goods and services.

Clubs wanting to apply for the Department of Local Government, Sport and Cultural Industries; Community Sporting and Recreation Facilities Fund and require contribution from the Shire must apply for the Shire's Community Facility Fund.

Applications Open	Applications close	Outcome
Tuesday 1 August 2023	Thursday 30 October 2023	Monday 27 November 2023

Funding is available for:

- new buildings
- building additions, improvements and major refurbishments
- supporting infrastructure such as fixed shelters or storage sheds
- new sporting infrastructure such as fixed goals or cricket nets
- forward planning, feasibility studies and needs analysis

## Eligibility

Applicants **must**:

- be an incorporated not for profit organisation, or auspiced by one;
- hold current public liability insurance;
- have no outstanding acquittals from any Shire of Murray funding program; and

- discuss the project with a Shire Officer from the Place and Community Development Team prior to submitting an application.

#### Timeframes and Process

1	Community Facility Fund Opens	1 August 2023
2	Applicant to fill out a project brief before receiving CFF application	
3	Project brief is presented to a forum of applicable Shire officers	Tuesday or Thursday of receiving application
4	Applicant is provided feedback on project brief and provided a Community Facility Fund Application	Wednesday or Friday following presentation to Shire officers
5	Community Facility Fund applications close Must be submitted to <a href="mailto:mailbag@murray.wa.gov.au">mailbag@murray.wa.gov.au</a>	30 October 2023
6	Applications presented to November Council Meeting	23 November 2023
7	Applicants are informed of the outcome	27 November 2023

Applications **will not** be considered if:

- the project is not on land owned or managed by the Shire of Murray;
- projects have been financially supported by the Shire of Murray via an alternative grant or other community contribution process for the same initiative in the same financial year;
- the project is retrospective or has commenced before the grant outcome is known;
- it is received after the closing date; or
- it is not on the official application form or does not include all required supporting documentation.

### Eligible Works and Items

The following are eligible for funding:

- architectural design or drafting
- engineering and certification
- purchase and delivery of materials
- labour
- equipment hire

The following **are not** eligible for funding:

- facilities for the express purpose of serving alcohol
- infrastructure that is the responsibility of state government (eg schools)
- recurrent or general maintenance and repair
- costs related to the normal operations, administration or salaries of the organization
- equipment or appliances

### Supporting Documentation

The following documents must be submitted in support of any application:

#### 1. Quotes

- two written quotes - total project cost is under \$20,000
- three written quotes - total project cost is over \$20,000

Under the Shire of Murray's 'Buy Local Policy', quotes from local suppliers are encouraged where possible. If you are unable to provide the number of quotes requested above, please contact the Place and Community Team.

#### 2. Project Budget

- include the projects income and expenses including GST
- 'in-kind' contribution is reflected as the dollar value of any goods or services sourced for the project with no fee charged
- volunteer hours are to be calculated at \$25 per hour for unskilled work (eg labouring) and \$40 per hour for skilled work (eg electrician).

You will need to clarify in your application what the volunteers will be doing and how the hours were calculated. If your project is successful, you will need to keep track of the volunteer hours completed.

#### 3. Additional Documents

- drawings and specifications

- site plan
- evidence of support from community groups / partners (eg letters of support)
- written verification of other funding sources (eg other grants, sponsorship)
- committee endorsement of project and budget
- relevant strategic planning documents

Depending upon the nature, size and complexity of the project some of the above may not be required. If you are unsure please contact the Place and Community Team.

## Assessment Criteria

Applications are assessed by Shire Officers and then presented to Council for consideration and approval.

The below criteria should be read thoroughly and used as a guide when answering the application questions:

1. **Community Benefit** - the extent to which the project will have a positive impact on the health and wellbeing or economic development of the Murray community, address disadvantaged or low participation groups, and/or improve the availability of infrastructure to the community. \*Priority will be given to infrastructure that can provide for a range of purposes and user groups, and are accessible to as much of the community as possible.
2. **Project Justification** – demonstration of what need the project will meet, how that need was determined, and how this option was the best way to do it.
3. **Strategic Plan Alignment** – how the project fits into the strategic plan of your organisation and/or the plan of your sporting or community governing body and the extent to which the project aligns with the Shire of Murray Strategic Community Plan (<https://www.murray.wa.gov.au/documents-and-publications/#organisational-publications>).
4. **Community Support & Partnerships** - demonstration of consultation and support from members and other community groups and evidence of any partnerships with other community organisations, businesses or funding bodies.
5. **Governance and Project Management** – demonstration of planning, budgeting and the capacity to manage the project.
6. **Financial Capability** – evidence of your organisation's current financial status, ability to meet any unexpected project costs, as well as the ongoing costs for management and maintenance of the infrastructure.

## Funding Conditions

1. Recipients will be required to enter into a formal agreement with the Shire of Murray committing to the terms and conditions as determined by the Shire of Murray, by which the funding is provided;
2. Funds will be processed on receipt of a valid invoice or tax invoice (dependent on applicant's GST status) to the Shire of Murray following signing of formal funding agreement;
3. Formal approvals may be required from the Shire of Murray's Planning, Building, Health or Governance Teams or from State Government Agencies;
4. Recipients are required to acknowledge Shire of Murray's support and contribution in promotional material, media releases or other public documents relating to the project;

5. Acquittal documentation is to be submitted within 60 days of completion of the project and will include copies of receipts confirming the total cost of the infrastructure.
6. Successful applications must be completed and acquitted within twelve (12) months of notification.

The Shire of Murray reserves the right to part-fund, defer or seek additional information relating to an application or to impose relevant conditions of funding to ensure the integrity of the project.

### How to Apply

**Applications can be submitted in the following manner:**

Post	In Person	Email
Community Grants Program Shire of Murray PO Box 21 PINJARRA WA 6208	Shire Administration Office 1915 Pinjarra Road PINJARRA WA 6208	<a href="mailto:mailbag@murray.wa.gov.au">mailbag@murray.wa.gov.au</a>

**The Place and Community Team are available to assist and applicants are strongly encouraged to submit a draft application for feedback and to contact the Place and Community Team prior to submitting an application.**

**The Place and Community Team can be contacted on 9531 7777 or [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au)**