

Guidelines

Community Assistance Program (CAP) 2021/2022

Following the success of the refocused Community Bids program last year the Community Assistance Program (CAP) is here to stay with a focus on supporting and facilitating programs, services and projects that contribute to the social, environmental and cultural development of the City.

The 2021/22 Community Assistance Program (CAP) consists of 3 funding streams;

1. **Assistance Grant** – assistance to incorporated groups and organisations that provide programs, services or activities to the following sectors of the community; Aged, Youth, Disadvantaged, Early Childhood & Families, Volunteers, Sport, Recreation and Environment. A maximum allocation of 60% of total project cost with applications up to \$10,000.
2. **Revitalisation Grant** – assistance to incorporated groups and organisations within the City of Busselton for infrastructure development, maintenance, upgrades and revitalisation. A maximum allocation of 60% of total project cost with applications up to \$10,000.
3. **Revitalisation Grant Plus** – assistance to incorporated groups and organisations within the City of Busselton for contributions towards significant infrastructure development and when external funding is being sourced i.e. Lottery West, Community Sporting and Recreation Facilities Fund (CSRFF) application. These external funding grants generally require co-contribution from the community organisation, Local Government and external funding body e.g. CSRFF fund to a maximum of one third and Lottery West have generally funded up to fifty percent of project value. Applications for \$10,000 + per application

Eligibility

The Community Assistance Program is available to not-for-profit incorporated groups and organisations that are located within the City's boundaries.

In special circumstances organisations based outside the City of Busselton with a project, program or activity proposed to take place within the City may be considered given there is evidence of significant local and regional benefit to residents.

Applicants are to demonstrate how the program/service/activity meets an identified community need, how the impact on the community will be measured, how it's proposed to ensure the ongoing sustainability of the program, capacity to fund ongoing maintenance and if assistance has been sought from other avenues/partnerships.

I. Assistance Grant

Who can apply?	Incorporated community groups, not-for-profit organisations based in the City of Busselton
Eligible Projects include:	<ul style="list-style-type: none"> ▪ New services, programs and activities aimed at specific target groups to meet an identified need or address an identified gap. <ul style="list-style-type: none"> ○ Eligible community sectors include; Aged, Youth, Disadvantaged, Early Childhood & Families, Volunteers, Sport, Recreation and Environment. ▪ Programs aimed at training, development, retention and recruitment of volunteers (including purchase of equipment relevant to the program)
<p>Projects must, wherever practical, utilise local contractors and/or suppliers within the City of Busselton Projects must aim to benefit a majority of residents within the City of Busselton.</p>	
Projects ineligible include	Projects that do not take place within the City of Busselton Projects with sufficient funding opportunities from other levels of government Projects that have a commercial purpose Affiliation and/or Membership Fees
Ineligible expenses include	Capital expenditure Personal expenses Purchase of equipment unless directly related to the project
Funding Limits	Up to 60% of project budget (maximum of \$10,000)
Supporting Documents	Most recent AGM minutes Copy of your organisations/groups Constitution Evidence of Public Liability Insurance Project Budget & Copy of quotes from suppliers/service providers Committee meeting minutes endorsing this project and application
Terms and Conditions	<ul style="list-style-type: none"> ▪ Groups and Organisations may only submit one application per funding year ▪ Successful applicants will be required to sign a Grant Agreement

Examples of Assistance Grant Projects could include

- ♦ Programs aimed at training, development, retention and recruitment of volunteers (including purchase of equipment, hire fees and other costs relevant to program)
- ♦ New services, programs and/or activities aimed at specific target groups to meet an identified need and/or address an identified gap
- ♦ Come-and-try, activation programs aimed at reaching new members/participants in your club, organisation or service

2. Revitalisation Grant

Who can apply?	Incorporated community groups, not-for-profit organisations based in the City of Busselton
Eligible Projects include:	<ul style="list-style-type: none"> ▪ Minor infrastructure projects, maintenance and renewal projects. ▪ Upgrades to existing community facilities. ▪ Projects must be undertaken by groups/organisations that have an official tenure agreement on land owned by Local, State, Commonwealth Government or eligible entity
<p>Projects must, wherever practical, utilise local contractors and/or suppliers within the City of Busselton Projects must aim to benefit a majority of residents within the City of Busselton.</p>	
Projects ineligible include	<p>Projects that do not meet the requirements of the City of Busselton - Sponsorship Arrangements Policy</p> <p>Construction of standalone new community facilities</p> <p>Projects that do not have the consent of the land owner</p> <p>Projects considered the responsibility of other government departments, individuals and private for-profit groups</p> <p>Projects that are not complimentary to relevant Regional/District strategies/plans e.g. the City's Sport and Recreation Facilities Strategy 2020-2030, State Sporting Association Strategy or Governing Body Strategy</p>
Ineligible expenses include	<p>Purchase of equipment, unless directly related to the eligible project</p> <p>Retrospective funding for projects already completed</p>
Funding Limits	<p>Up to 60% of project budget (maximum of \$10,000)</p> <p>Your organisations Cash contribution must be more than the value of your in-kind contribution</p>
Supporting Documents	<p>Most recent AGM minutes</p> <p>Copy of your organisations/groups Constitution</p> <p>Evidence of Public Liability Insurance</p> <p>Detailed Budget & Copy of quotes from suppliers/service providers</p> <p>Committee meeting minutes endorsing this project and application</p> <p>Letter confirming consent from land owner (including City owned land)</p> <p>Site plans (if required)</p> <p>Building Plans (if required)</p> <p>Development Applications (if required)</p> <p>Confirmation of any other income sources used to fund the project</p>
Terms and Conditions	<ul style="list-style-type: none"> ▪ Groups and Organisations may only submit one application per funding year ▪ Successful applicants will be required to sign a Grant Agreement

Examples of Revitalisation Grant Projects could include

- ♦ Solar Panels
- ♦ Seating
- ♦ Small storage shed
- ♦ Refurbishment of changerooms to meet up-to-date Unisex use guidelines
- ♦ Scoreboard
- ♦ Doors/Ramps to improve access
- ♦ Goal Posts

3. Revitalisation Plus + Grant

Assistance for contributions towards significant infrastructure development and when external funding is being sourced i.e. Lottery West, Community Sporting and Recreation Facilities Fund and/or Commonwealth Government Funding.

These external funding grants generally require a significant level of project planning undertaken prior to application stage and require a significant financial co-contribution from the community organisation, Local Government and external funding body.

As a result, an application for this grant is by invitation only and available to applicants that have a well-developed strategic plan and have had extensive consultation with the City's Community and Recreation Team prior to preparing an application.

Who can apply?	<ul style="list-style-type: none"> ▪ Applications is by invitation only ▪ Incorporated community groups, not-for-profit organisations based in the City of Busselton
Eligible Projects include:	<ul style="list-style-type: none"> ▪ Significant infrastructure projects where external funding is being sought or secured e.g. Lottery West, Community Sporting and Recreation Facilities Fund (CSRFF), Commonwealth Government or other external funding source ▪ Projects must be undertaken by groups/organisations that have an official tenure agreement on land owned by Local, State, Commonwealth Government or eligible entity
<p>Projects must, wherever practical, utilise local contractors and/or suppliers within the City of Busselton Projects must aim to benefit a majority of residents within the City of Busselton.</p>	
Projects ineligible include	<ul style="list-style-type: none"> Projects that do not meet the requirements of the City of Busselton - Sponsorship Arrangements Policy Projects that do not have the consent of the land owner Projects considered the responsibility of other government departments, individuals and private for-profit groups Projects that are not complimentary to relevant Regional/District strategies/plans e.g. the City's Sport and Recreation Facilities Strategy 2020-2030, State Sporting Association Strategy or Governing Body Strategy
Ineligible expenses include	<ul style="list-style-type: none"> Purchase of equipment, unless directly related to the eligible project Retrospective funding for projects already completed
Funding Limits	<ul style="list-style-type: none"> \$10,000 + Your organisations Cash contribution must be more than the value of your in-kind contribution
Supporting Documents	<ul style="list-style-type: none"> All supporting documents listed in the Revitalisation Grant PLUS Evidence of financial contribution (last Audited Financials) Feasibility study Management plan Needs assessment &/or Impact assessment Life cycle cost analysis
<p>Resources and Guides to help develop supporting documents: http://www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/community-sporting-and-recreation-facilities-fund</p>	

4. Assessment Criteria

Applicants will be assessed on the following criteria:

- ♦ Is the group/organisation ready?
 - All supporting documentation provided, AGM minutes, constitution, committee meeting minutes, public liability insurance etc.
- ♦ Is the proposal ready?
 - Well scoped, clearly identified need, All supporting documentation provided, budget, quotes, plans, alignment with strategies, consideration of ongoing cost etc.
- ♦ Has the project / initiative meet an identified community need?
- ♦ The degree to which the project / initiative will have an impact on the community.
- ♦ The use of local suppliers (where possible)

Applications will be assessed by City officers, and recommendations for funding presented to a Community Assistance Program panel. The Panel membership will include up to two (2) Councillors and a City officer, and will meet shortly following cut-off dates to review applications.

5. Timeframes

Applications will be open for the duration of the 2021/2022 financial year or until all funds are allocated. All applications must be submitted before the submission cut-off date with the required supporting documentation to be considered in that assessment round. It's strongly recommended that applicants contact Community and Recreation Services at least 3 weeks prior to the closing date.

<i>Rd</i>	<i>Submission Cut Off</i>
1	20 August 2021
2	30 September 2021
3	30 November 2021
4	31 January 2022
5	31 March 2022
6	31 May 2022

6. Funding Conditions

- ♦ Community groups seeking funding through the community assistance program will sign a grant agreement with the City of Busselton if their application is successful.
- ♦ Successful applicants will be required to submit a brief evaluation form (including acquittal) that highlights the outcomes of the project within three months of the completion of the project.
- ♦ Funds must not be used for any purpose other than what was in the original application form without prior approval from the City of Busselton.
- ♦ All funding which is unspent for the term and purpose that they were approved for are to be returned to the City within three months of the conclusion of the project.

For all enquiries including an application form please contact the Community and Recreation Services team
Ph: 9781 0444 or email: city@busselton.wa.gov.au