



Capital Works Partnership Grants

Information Manual

Provides support for capital improvement works to enhance a facility's inclusiveness, through the development of meeting spaces, disability access, change facilities for junior or female use, sports surfaces, improved environmental sustainability initiatives and universal design.

Projects must promote greater community access, increased participation and encourage interaction across all age groups. Projects that provide multi-use facilities for broader community benefit and demonstrate collaboration between groups that will result in greater use of facilities by the community are looked upon favourably. Applicants must contribute at least 25 percent of the total project cost.

Projects planned on non-Council land will need to demonstrate a commitment and means to ensuring ongoing community access.

All applications must be fully costed and include detailed plans, costing and timelines with evidence of the applicant's capacity to deliver the project.

Funding Objectives

Capital works projects that improve facilities with:

- Development of meeting spaces, disability access and change facilities for junior or female use,
- Improved sports surfaces
- Incorporates Universal Design Principles
- Improved environmental sustainability initiatives.

- Promote greater community access
- Increased participation; and
- Encourage interaction of all age groups.

Who can Apply

- Be not-for-profit and managed by a volunteer board/committee of management,
 - Be incorporated or auspiced by another incorporated organisation.
 - Have adequate public liability insurance;
 - Have no outstanding grant acquittals or outstanding debts owing to Council,
- Be able to meet conditions associated with receiving the grant.

Funding amount

Grants of up to \$40,000 can be considered

Applications open

Round opens 1 August and close 30 September 2021.

Funding term

12 months; Project delivery
1 January - 30 December 2022.

Outcome notification

Submissions will be considered at the Council meeting in December 2021.

Funding Priorities

Funding will be prioritised where:

- Proposals that demonstrate the project improves accessibility for people with disability;
- Encourages development of multi-use, shared and co-located facilities.
- The proposed activity incorporates collaboration/partnering with other groups including associations or relevant peak bodies.
- Improves environmental sustainability and initiatives that benefit heritage conservation
- Proposals that demonstrate the applicant's ability to deliver to the project; and the project is adequately costed.
- Proposals that demonstrate the project is consistent with Local, State and Federal laws including the Disability Discrimination Act (1992) and relevant building regulations

What can be funded:

- Unisex accessible change facilities.
- Improvements to access of a facility to comply with DDA standards.
- Sports surfaces – new and/or improved surfaces that increase use or safety.
- LED Sports lighting that improves participation opportunities and safety.
- Play spaces or youth recreation facilities.
- Multi-use recreation/meeting spaces and training facilities.
- Projects that result in energy or water efficiency.
- Establishment of public community areas with a clear identified need.

What will not be funded?

- Government and corporate organisations
- Where evidence of the minimum contribution amount has not been provided.
- Projects where contributions from funding partners are not confirmed in writing.
- The purchase of land.
- Facilities where little or no public access is available.
- Applications that can be categorised as routine or cyclical maintenance works e.g. general painting, replacement of fixtures, spouting, roofing, doors. i.e. due to insufficient maintenance.
- Projects that are not ready to proceed.
- Purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out).
- Retrospective funding of projects that have commenced or completed prior to the allocation of funds and specified funding start date.
- Where the facility is not located within Moreland
- Payment of wages or salaries associated with project management or administration unless an external person is appointed, or an internal staff member is appointed to the project management role as a separate position.
- More information page 11 of overarching [Community Grants Guidelines](#).

Steps to submit your Application

• Read Community Grants Guidelines and speak to a Council Officer

• Confirm support from your organisation and other community organisations
• Seek support in writing indicating contribution and how they will support the project

• Start Planning your project
• Seek written costs and quotes, any permission requirements

• Complete application form online
• Provide all documents and information requested

• Submit application form before 30 September

Application Stage

- Applications must be submitted using Councils SmartyGrants online platform.
- Applications must be supported with relevant requested documentation. Incomplete applications will not be considered.

Checklist of application preparation:

Task	Completed
Read the Community Grants Guidelines <ul style="list-style-type: none"> • ensure your group is eligible to apply and the project meets funding outcomes 	
Discuss your project proposal with the assigned Council officer	
Collect evidence of support for the project from your Committee – financial and strategic	
Community collaborations and partnerships <ul style="list-style-type: none"> • Conduct consultation with relevant stakeholders to establish need for project • Seek assistance and support with other Moreland community groups • Collect letters of support from other community organisations clearly indicating their contribution and how they will support the project 	
Project Plan <ul style="list-style-type: none"> • You are required to submit proposed facility works plans and specifications of your project. Please ensure these plans and designs adequately detail the works for adequate assessment of your proposal. • Ensure findings of consultations are considered in planning of project • Establish any permit requirements for the project • Identify the different trades required for all works involved in your project 	
Costs and specifications <ul style="list-style-type: none"> • Collect at least 2 (two) itemised quotes from contractors for all aspects of works to ensure project value for money and price validity in line with proposed facility designs • Request your contractors supply product specification documentation with their quote where required, e.g. lighting, tapware, air conditioning units etc. • Collect a quote for engagement of building surveyor; the applicant must agree to engage in a Licensed Building Surveyor for the duration of the project • Any in-kind contributions must be supported in writing by the contractor contributing the work free of charge to the project. Contributor must be fully qualified and experienced in the identified task/s. 	
Financial and Legal Requirements <ul style="list-style-type: none"> • Collect latest endorsed Financial statements of organisation, as presented at most recent AGM. • Collect a current Bank Statement and that clearly identifies your organisation and their capacity to pay for the project. • Evidence of organisations capacity to contribute funds towards project. • Written evidence of all other financial contributions towards project • Collect your organisation ABN • Collect your organisations Incorporation Number www.consumer.vic.gov.au • Certificate of Public Liability Insurances certificates 	

Application form questions

Project scope

Briefly explain the proposed project works, how the works will be planned and undertaken and how the wider community will benefit.

Project Deliverables

A detailed listing of the deliverables for the project
List items to be installed, size and dimensions of build.

Why is this project needed?

Describe how the proposal responds to an identified community need or issue, based on consultation and addresses a gap in the provision of local facilities. Explain how the project is strategically supported by the Council Plan.

Who will benefit (beneficiaries)

Benefits should reach out further than the current users of the facility, or current members of the applicant.

Community and Stakeholder engagement

What consultation have you undertaken including other relevant community organisations?

Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity.

Evidence must include:

- How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts).
- Community consultation findings and outcomes of any formal engagement (e.g. community consultation report,

Increased participation

Explain how the facility will be considered multi-use i.e. used by more people for a variety of purposes and more often and how the wider community will access the facility. How will the works improve the quality and range of programming outcomes at the facility?

How will you carry out the project?

How will the project be delivered? Who will you engage to deliver the project? Clearly identify the project scope, methodology and how proposed outcomes can be completed within a prescribed timeframe.

Outline any expected building or planning permit requirements after consultation with relevant Building Department and/or Urban Planning Units.

Who will be involved and how you will collaborate with stakeholders

Who else will be involved in the project? Who has been and will be involved in the planning and implementation of the project? List any partners or other community groups involved and their contribution towards the project.

Universal design, safety, risk and environmentally sustainable issues

Demonstrate the extent to which the project encourages innovative approaches to address issues such as risk management, multi-use, Universal Design and Environmentally Sustainable Design.

Universal Design involves designing spaces so that they can be used by the widest range of people possible. Universal Design takes into account the full range of human diversity, including physical, perceptual and cognitive abilities, as well as different body sizes and shapes.

Ensure an access audit is undertaken to establish how well a building performs in relation to access and ease of use by a wide range of potential users. Submit a copy of the report with your application.

'Benefit to the wider community' includes the extent the project improves accessibility, removes barriers for people with disability and adopts principles of Universal Design.

Budget

- Includes all expected costs and expenditure for the duration of the proposed project.
- Itemise each component of your project
- Total Income must equal Total Expenditure
- Your contribution must be at least 25% of the Total Expenditure amount

Income

List each source of income expected and confirmed for the project and provide evidence to confirm all contributions. Examples: This Grant, Other grant funding (confirmed or not confirmed, Cash contribution from applicant, Cash donations, or Sponsorship contributions. Please indicate whether these sources of income i.e. funds are: Not Confirmed, Confirmed, Cash or In-kind.

Expenditure

List each component of the project and the cost value for each part of the project. Ensure the list of expenses is cross referenced each of the preferred quote obtained. Ensure the itemised list is consistent with any listed deliverables outlined - e.g: Bench top, light pole, cabling, basin, sink, electrician, plumber etc. Please remember to include costing and evidence of engaging in a Qualified Building Surveyor.

Remember to list the in-kind contributions as an expenditure item.

Contingencies: cannot be included in the total project cost value or form part of the 25% applicant contribution amount.

In-kind contribution

Applicants must describe the type of voluntary and/or in-kind support that is expected to be contributed to the project. Realistically value costed in-kind expenses and contributions such as voluntary labour and donated services and materials can be claimed in the project budget up to 25 per cent of the total project cost however must be evidenced in writing: i.e. a quote from the person/s contributing.

The contributor must submit qualifications and experience as part of this application and the value of the item if you had to pay for the good or services.

To demonstrate value validation a quote from a reputable external contractor equally experienced and qualified must be submitted as the second quote for that component of the works in line with proposal.

Timelines

Detail the key milestones, accomplishments and tasks to be undertaken for the project to occur. Permits, Planning meetings, project committee meetings, individual tasks, including contractor engagement and include all completion dates and/or time-frames for each identified task.

You must factor into your timelines obtaining relevant permits prior to works and relevant completion certificates at the end of the project.

Kitchen Upgrades

Upgrades to canteen, kiosk and kitchen areas will need to contact Councils Public Health team to conduct a pre-inspection of the current kitchen space to form a basis of works requirements to Health Standards.

The applicant must submit evidence of approval of proposed kitchen plans by Public Health. The approved plans must form the basis of contractor quotations for kitchen upgrades.

The recipient must submit final approval / inspection of completed works as part of the project acquittal evaluation process.

Lighting Upgrades

Lighting upgrades that improves participation and safety can be considered.

Lighting upgrades must be designed by a suitably qualified lighting consultant in accordance with the with the relevant recommendations in Australian Standard AS2560 and its various parts and should also minimise spill light in accordance with the relevant recommendations in Australian Standard AS4282. Only LED Lighting technology designs will be accepted.

Design and Documentation

Schematic designs and plans must be scaled and labelled drawings of an agreed development option. This would include clear dimensions, measurement and scale and provide enough information to identify the project scope in sufficient detail to enable accurate project costings.

Design and documentation shall satisfy the requirement of all relevant statutory regulations, Australian Standard and Codes of Practice, including but not limited to;

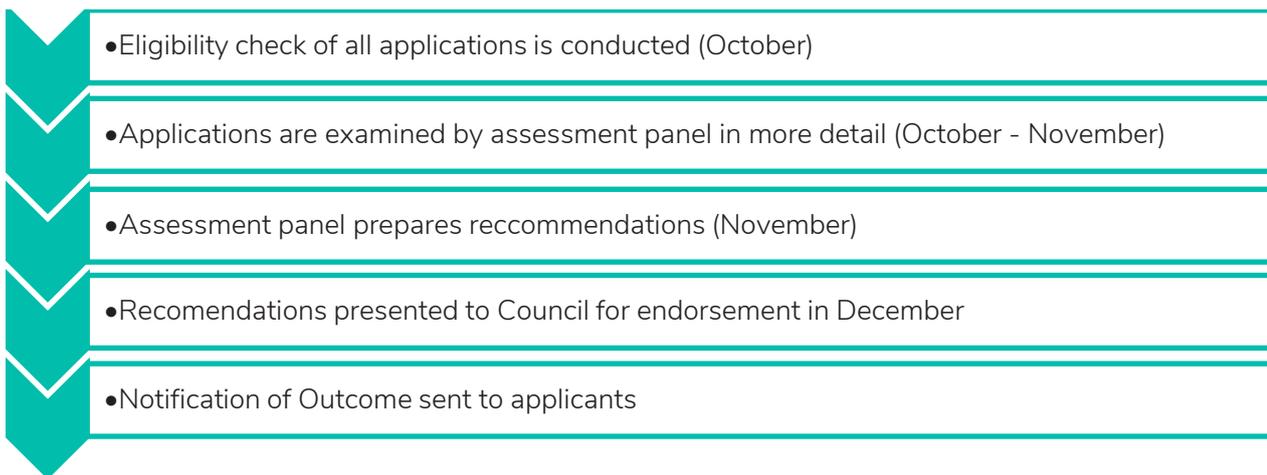
- i. Moreland City Council Planning Scheme
- ii. Code of Australia and approved by a licensed building surveyor
- iii. Victorian Government Regulations, including Health Acts
- iv. OHS (workplace) Regulations
- v. Disability Discrimination Act and associated regulations with AS1428 as minimum standard for access to premises.
- vi. relevant state Sporting Association facility guidelines.

Mandatory Attachments

Applications must attach supporting evidence and recent quotes. Supporting evidence must include:

- Site specific schematics designs including clear dimensions measurements, scale
- Lighting upgrades must include Lux Charts that are site specifics
- Two sets of itemised quotes from contractors for all aspects of works.
- Quote for engagement of Licensed Building Surveyor.
- Evidence of Public Liability Insurance.
- Endorsed Financial statements of organisation.
- Evidence of capacity to contribute funds towards project I.e. a current Bank Statement.
- Evidence of successful external funding confirmation.
- Written in-principle approval for works from land owners.
- Non-Council land projects must submit a legally binding land use or lease agreement with landowner and endorsement of support for the project.
- Letter/s of support that will strengthen your application
- Evidence of community need for project
- For projects upgrading accessibility, a copy of Access Audit report
- Your organisations ABN
- Your organisations Incorporation Number www.consumer.vic.gov.au

Assessment process



Assessment

Council Officers will determine the eligibility and assessment of each application based on the content of these guidelines.

Eligible applications are then examined in more detail against the assessment criteria and funding priorities. An independent assessment panel will assess each application on its merits. Council will apply principles of impartiality, objectivity and fairness in all its decision making.

The panel will develop recommendations for funding which will be presented to Council for approval in December. Council will consider the following when assessing and reviewing applications

- Demonstration that the project is well planned by clearly describing what is included in the project (scope) and that the project is ready to proceed.
- A clear, balanced budget that shows total income equals total expenditure. Budgets must describe and show the total cost of the project and list any other additional sources of funds that will contribute to the total project income.
- Written quotes that accurately reflect the complete scope of proposed works demonstrating cost-effectiveness.
- Applicant ability to deliver project,
- Clear reasons for the project's need, who and how the wider community will benefit
- Support letters that demonstrate the project involves partnerships with other organisations.
- The projects overall benefit to the community, and contribution to the strategic objectives outlined in the Council Plan.

Criteria

Once deemed eligible, grants will be assessed against the criteria set out below:

Community outcomes

- Increases access and participation opportunities for Moreland residents
- Helps build skills and connections in the Moreland community
- Collaborates with other Moreland community organisations
- Encourages diversity of activities and opportunities available to the Moreland community
- Addresses a genuine and demonstrated community need and supports Moreland's disadvantaged communities.

Demonstrates a capacity to deliver

- States clear aims and objectives for the project
- Shows evidence of planning e.g. resources, safety and risk, design etc
- Demonstrates innovative or new initiatives resulting in increased participation/programming outcomes in line with the Council Plan and strategies
- Demonstrates capacity to deliver on the project and meet conditions of funding
- Seeks, where possible, other sources of financial/in-kind contribution

Successful Applicants

- Read Funding agreement and sign to accept funding
- Assign project manager and project team
- Submit documents that confirm project: timeline, contractor engagement and final plans
- Payment of funds - 1st instalment

Read funding agreement

You will receive a notification of successful funding and an agreement that must be signed and returned to Council.

- Payment can only be made once you return your funding agreement to accept the terms of the funding.
- Successful projects that require a planning/building permit will need to submit planning/building approval prior to receiving funds for works. Recipients that do not submit permit approval funding will be withdrawn and redistributed.
- Adhere to all conditions of the funding agreement.
- Submit an evaluation and acquittal statement at the end of the project.

Funding agreement

The recipient must **read the agreement carefully** as the organisation is entering into a legal agreement with Council.

The Funding Agreement outlines the specific payment and reporting timelines, performance measures and promotion of the funding.

The organisations authorised officer is required to read and agree to the terms set out in the agreement.

Once the authorised officer has completed the appropriate sections, the project contact will then need to upload a copy or scan of all pages of the agreement that includes the signature page and then upload the invoice to Council for payment.

Payment of Funds

Before we can pay grant funds, the organisations authorised officer must accept funding and agree to the items and terms in the Funding Agreement and submit the Documents for Approval Form.

Documents for Approval Form requires the following items to be submitted:

- Confirm the detailed listing of the deliverables for the project eg: list items to be installed, size and dimensions of items to purchase and install, size and dimensions of build etc
- Confirmed project plans i.e. design for the project for endorsement by Council officers.
- Confirm and provide written evidence of engagement of contractor/s
- Confirm and provide written agreement on the project plan / program that has been agreed with the contractor/s.
- Any OHS and risk management documents

Payment by Instalment conditions:

Initial instalment payment of 80% of funded amount will only be paid following these steps:

- a) Signing of Funding agreement;
- b) Council Officer endorsement of project design and agreed project deliverables;
- c) Engagement of contractor and Council endorsement of contractor project delivery program.

Final 20% of funded amount will only be remitted following completion of the project and the final financial Acquittal and Evaluation.

The Final 20% payment is conditional on the Recipient providing **all** documents and evidence of financial and in-kind expenditure to the total project cost amount and evidence of all documentation being compliant and certified by relevant contractors.

Note: Final payment amount may be re-calculated to ensure recipient has contributed at least 25% of total cost of project.

Delivering your project

- Start Project works
- Take photos throughout the project and promote the project
- Obtain all permits for the project
- Submit Quarterly Progress Reports
- Maintain good record keeping throughout duration of project
- Speak to Council for approval of any variation to the project; timeline, budget, and deliverables
- Complete works obtain final completion certificates and inspections

The Recipient is required to: obtain any permits required and prior to the commencement of works, pay for all works and ensure all contractors are appropriately qualified and accredited for the work they are conducting.

Project Management

The grant recipient must nominate a representative from the organisation as the Project Manager, to act as liaison between contractors and Council, coordinate any approved volunteer labour, and to oversee Occupational Health and Safety (OHS) issues.

The Project Manager must be nominated, and Council's grant administrator advised of their contact details, when the grant is accepted. The nominated Project Manager must be available throughout the duration of the project. Should the Project Manager change throughout the duration of the project Council's grants administrator must be notified in writing.

The Project Manager is required to oversee the administrative requirements of the grant through SmartyGrants.

Where volunteer labour is approved as part of the grant (and documented within Council's letter of offer), the Project Manager will be required to document how all OHS requirements will be managed and monitored for the project.

Building and Planning Permits

Planning and/or building permits are often required when works are performed at premises. Obtaining these permits is a separate process to this grant.

Council is responsible for issuing planning permits. These will take time to process, depending on the

complexity of the project. Registered Building surveyors can issue building permits.

It is the responsibility of the applicant to investigate the requirement of any necessary planning/building permits through Council's planning/building departments. Costs associated with obtaining building/planning permits, may be included in the grant application.

Projects requiring planning/building permits that do not submit evidence of intention to seek a permit for approval of works will not be eligible for funding.

Applicants should note that any upgrades done within an existing building may require additional works be carried out to fulfil the requirements of the DDA or relevant building regulations. For example, if an interior part of the building is being upgraded, the principal entrance and the path to the newly upgraded part may also be required to be upgraded.

Applicants considering building upgrades should discuss whether this will apply to them with their Building surveyor or architect. Applicants who are not willing to carry out additional work that may be required will not be eligible for funding.

Prior to submitting an application form all applicants will be required to discuss proposed works in a pre-application meeting with Council's officers in the relevant planning/building branch. For further information contact Councils:

Building Department:

www.moreland.vic.gov.au/building-and-business/planning-and-building/building/

Urban Planning Branch:

www.moreland.vic.gov.au/building-and-business/planning-and-building/planning/

Contractors

Only qualified registered commercial builders can be engaged to carry out building works.

All contractors and sub-contractors (including those providing work in-kind) are required to provide the grant recipient with the following:

- A Certificate of currency for Public Liability Insurance (minimum of \$20 million cover)
- WorkCover or Personal Injury Insurance
- Professional Indemnity Insurance (minimum of \$2 million cover) may be required

Occupational health, safety and risk management

Works are to be undertaken by a registered commercial builder (or other suitable qualification to Council's satisfaction), who will provide copies of the following to Council:

- i. Copy of OH&S policy or Management System and copy of any OH&S certification;
- ii. A Risk Management Plan for the duration of the project.
- iii. Certificate of Currency for public liability insurance;
- iv. Workcover insurance;
- v. Certificate of Electrical Safety
- vi. Plumbing In Commission Compliance Certificate.
- vii. All other certificates required for the works and / or requested by Council.
- viii. Project Plan;
- ix. Provide a project plan that shows start and end dates and key project milestones.

Record keeping and monitoring

Keeping good records throughout the duration of the project will assist with completing all Progress and Completion Evaluation and Acquittal reports. Please keep a detailed record of how your project is progressing and a running balance of funds expenditure. Create a separate folder or reporting tool that keeps copies of all receipts, invoices, bank statements schematic plans, fixtures and fittings.

Financial monitoring

- Maintaining well-structured expenditure reports that relate to this project alone (it's important to be able to isolate the costs of your grant-funded project from other projects and general operating expenses)

- Tracking expenditure against budgets, and keeping detailed notes explaining any minor discrepancies

Contractor and volunteers

- Maintain accurate records of contractor and volunteer's tasks that they are on track to meet deadlines as agreed.
- Maintain accurate records that identifies any changes from the approved plans or outcomes of the project. You must contact Council to discuss.
- Evaluate the impact of contractor or volunteering activity to ensure time is being effectively used and distributed throughout the project.

Milestone monitoring

- Maintain accurate records significant project milestones and deliverables
- Review each milestone date to assess compliance and document any deviations (including reasons for the deviation). Reporting to Council as per agreement.

Photographs:

- Maintain accurate photographic records before, during and after completion your project to show how successful the project was and submit these as part of your progress and evaluation reports.

Recipient Contributions

Applicants are required to pay for all costs for the balance of the project. The project must be completed in full. The recipient must coordinate and ensure all payments contractors are remitted as agreed and coordination of in-kind and volunteer contributions are completed to relevant standards and compliance.

Cash

The Recipient agrees to contribute and pay at least the cash contribution as specified in the submitted application budget and ensure all other cash contributions remain secured for the duration of the project as per application and funding agreement.

In-Kind

In-kind contributions must be delivered to all relevant standards with appropriate evidence in writing:

- the contributor must indicate the value of the item if you had to pay for the good or services (i.e. not being provided free of charge)
- the contractor / contributor providing the contribution must be fully qualified and experienced in task with evidence of qualifications and experience must be submitted as part of the application.

Where the organisation is contributing the 25% mandatory contribution as in-kind, the documents submitted to evidence in-kind contributions will be carefully assessed to ensure compliance with above.

Project changes / variations

Any amendment to the project scope will require a formal variation request. This request is assessed and approval by the assessment panel. Any modification to the project scope will require a review of the grant amount and terms.

Any proposed changes to funded activity must be submitted via a Funding Variation Request form on SmartyGrants. Only one variation will be considered. You must request a variation form to be added to your submission. Discuss any proposed changes with the Grants Officer via [email](#) or phone.

A variation to a project can be requested to change how, when or the expenditure of a component of a funded project, while maintaining the outcomes of the project.

A variation proposal that requests significant changes to the scope and significantly impacts the outcomes approved by Council, may not be considered variations and may be viewed as a new project and may not be supported.

All changes will need to be agreed to in writing by with Council before changes can be undertaken. Do not make changes to your project without approval from Council. Please allow at least 14 days for Council to adequately assess your request and consider the proposed changes. You will be notified of the outcome.

Problems or issues

Talk to us in the grants team if you encounter issues or problems with delivery of your project.

The earlier a problem is identified the easier it can be dealt with so any impacts on the project are minimised.

If you encounter a really significant issue, you will need to speak with us as we will assess the problem and arrange relevant discussions or meetings with relevant Council officers and the grants team, especially if it will affect your organisation's ability to meet deadlines or complete the project.

Council officers will respond positively to honest, and timely contact with organisations should major problems be encountered.

E-mail: grants@moreland.vic.gov.au

Promotion of project

Appropriate acknowledgement of Council's contribution on all printed and electronic material generated to publicise the project during and after completion of works.

Publications must contain the Council Capital works Partnership Grant logo to acknowledge support. All publications must be forwarded to Council's Grants team for approval at least five working days before they are finalised / sent to print.

Provide opportunity for a Council representative to speak and attend the launch or opening of the project. i.e. the Mayor or their nominee must be invited to speak and nominated individuals or organisations must be invited to attend the project launch as advised by Council.

The logo below must be used will be emailed to successful recipients.

This facility is being developed in partnership with the Moreland City Council Community Grants Program.



Financial and Project Acquittal Evaluation

- Gather all documents and paperwork for the project
- Evidence of payment to all contractors
- Evidence of any on-kind support
- Project is Complete Final Funding Payment remitted

Monitoring and Acquittals

Payment Reporting Schedule:

Deliverable	Time-frame	Payment
Signing of funding agreement	31 December 2021	
<ul style="list-style-type: none"> a) Endorsement (Council) of project design b) Engagement of contractor c) Endorsement of contractor project delivery program. 	1-30 January 2022	80%
Quarterly 1 Summary Report	31 March 2022	
Quarterly 2 Summary Report	30 June 2022	
Quarterly 3 Summary Report	30 Sept 2022	
Evaluation Acquittal	1-31 December 2022	20%

The Recipient must provide Council with the number of reports throughout the span of the project:

- Progress Reports - Quarterly summary reports must be submitted to the Council as requested,
- A copy of the group's annual report (where requested)

Acquittal Evaluation

The final Acquittal Evaluation will be assessed and if deemed complete by Council officers the final instalment payment of 20% for the grant can be processed. A full acquittal report must be submitted after completion of the project and must include the following;

Financial Acquittal

- Evidence that the funding was spent in accordance with the approved project budget and within scope
- Copies of **all receipts for payment** to service providers for the total value of the project.
- Written evidence of in-kind contribution. Refer to pages 4 & 9 for details.
- Evidence of income sources maintained throughout the project.

Works Completion evidence

- Copies of completion / compliance / occupancy Certificates from all service providers i.e. electrical, plumbing, building
- Any other Certificates of Completion requested by Council.

Project outcomes

- Describe the activities that took place as part of the funded project.
- Describe how the completed project is anticipated to benefit the wider community.
- Describe how many people overall participated in the planning and delivery of your project.
- How did the group encourage and get people involved the planning and delivery?
- Describe the methods used to promote your project (ie: radio, papers, fliers, TV, websites).
- How did you acknowledge Council's contribution to the project? Submit evidence of acknowledgment.
- Photographs of works (refer to page 9)

Definitions

Term	Definition
Incorporated Association	Be not-for-profit and managed by a volunteer board/committee of management
Auspice Organisation	When an incorporated association applies for and receives funding on behalf of an unincorporated individual, group, or organisation, and is responsible for ensuring that the project or activity for which the funds have been granted is completed, acquitted, and the funds accounted for.
Capital development	Physical improvements to a facility that: <ul style="list-style-type: none">- increase or maintain sport and recreation participation- increase female and junior participation- increase access to sport and recreation places- improve safety, address risks and ensure compliant facilities- provide innovative recreation and community facilities- provide environmentally sustainable facilities- provide universally designed facilities- improves amenity.
In-Kind contributions	A non-financial contribution to the project i.e. good or a service.
GST payment principle	For there to be a GST consequence, the grant recipient needs to be registered for GST.
Multi-use facility	More participants and more use of a facility by a variety of organisations.
Universal Design	Universal Design involves designing spaces so that they can be used by the widest range of people possible. Universal Design considers the full range of human diversity, including physical, perceptual and cognitive abilities, as well as different body sizes and shapes.

Useful links:

- [Overview of Universal Design \(SRV\)](#)
- Sport and Recreation Victoria – resources www.sport.vic.gov.au/publications-and-resources
- Funding help sheets by Our Community www.explore.fundingcentre.com.au/tools-resources/grants
- To search for your organisations Incorporation number, go the Consumer Affairs website at www.consumer.vic.gov.au
- To search or apply for an ABN go to the ABN Lookup website at www.abr.business.gov.au

To find out more:

You must speak with a Council Officer prior to submitting your application to assist with developing your idea and guidance on Council's priorities.

Sports and Recreation Clubs:

Sedat Sir – Sport and Recreation Project Manager
E. ssir@moreland.vic.gov.au P. 9240 2469

Community Organisations:

Steve Petrie – Projects Manager
E. spetrie@moreland.vic.gov.au P. 9240 1213

Visit our website:

<https://www.moreland.vic.gov.au/>

General Enquiries

grants@moreland.vic.gov.au

Call us

9240 2301

Moreland Language Link

廣東話 9280 1910
Italiano 9280 1911
Ελληνικά 9280 1912

عربي 9280 1913
Türkçe 9280 1914
Tiếng Việt 9280 1915

हिंदी 9280 1918
普通话 9280 0750
ਪੰਜਾਬੀ 9280 0751

All other languages
9280 1919

Volunteer Contributions Worksheet

Organisation	
Project Name	

Goods/service to be provided	Organisation/Supplier	Number of Hours	Rate per hour	Total Value \$
	Total			

Community engagement template

Community engagement is a process for finding out what community members think about a project or decision that impacts them. The key to good engagement is to carefully plan what you need to know and who you need to talk to before starting an engagement. This template will help you plan an engagement. There are several questions designed to get you thinking. View the [Community Engagement Policy](#) for Moreland at Councils and or visit Councils website www.moreland.vic.gov.au - My Council / Policies and Strategies

Name of project: _____

Date of project: _____

Why is this project being undertaken? Why now, why is this a priority? What has happened before that leads to this project? What has prompted the engagement?

Why do you want to engage/ consult? Think about what you want to know how the broader community can help improve your knowledge

What do you want/ need to know? Before you start to engage carefully consider what you want to know – only collect information that you need to know

Who do you want/ need to engage? Think about who might be impacted by your project both directly and indirectly remember to get a broad section of people, men and women, a range of ages and people from different cultures.

How will you engage? Think about what engagement methods you might use like surveys, interviews, posters or more innovative methods

How will you record the results? Consider a spreadsheet, a written report, a database

Where and when will you do your engagement? Think about where you might find the people you want to engage – e.g. at a sports match, in a park etc.

How will you use the results of your engagement? Think about how they will be used in your decision making

How will you tell people about the results of your engagement? Consider putting up a poster or reporting the results in a newsletter