

Seven Small Towns Minor Capital Works Program

Program Guidelines



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Introduction

The Seven Small Towns Minor Capital Works Funding Program represents an important contribution by Latrobe City Council to infrastructure improvements within the seven small towns. The program encourages the Township Association within the seven small towns to work with Latrobe City Council to achieve positive outcomes for the betterment of their communities and the citizens that live there.

The Program applies to Latrobe City's seven small towns of

- Boolarra;
- Glengarry;
- Toongabbie;
- Traralgon South;
- Tyers;
- Yallourn North; and
- Yinnar.

The Township Associations within the seven small towns are identified as the only organisations that are eligible to submit a project for consideration through this Program.

Program Objectives

The objectives of the Program are to:

- Increase the range of, and access to, quality community recreational, social and cultural infrastructure.
- Encourage and support equity of access to community facilities, programs and activities for all citizens within the seven small towns, particularly those people who are economically or socially disadvantaged or have disabilities.
- Encourage cooperation between local community groups to maximise the access to and use of public infrastructure, and ensure that all community members can benefit from the public infrastructure.

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The Program assists the ongoing development of public infrastructure such as improvements to buildings, access for people with disability, renovations, pathways, repairs and major items of equipment, contributing to the overall development of the municipality.

Examples of projects that may be considered for funding:

- Renovations or repairs to public buildings and club rooms. This includes painting, plumbing, kitchen replacement and floor covering. For projects not covered under Latrobe City Council's scheduled maintenance program.
- Works to grounds: including landscaping, sprinkler systems and fencing.
- Major items of equipment, including air conditioners and ride on mowers.
- Development of plans.
- Construction of pathways
- Purchase and installation of park bench seating or picnic tables for a public park.
- Fencing or bollards around a skate park, playground or hall.
- Purchase and construction of a shed.

- Beautification of township entrances.

Please note: the word 'project' refers to the project, activity or proposal that will be delivered if your submission is successful.

Grant Project Funding

Annual Funding of \$10,000 to each of the seven small towns is subject to Council allocation within the Annual Budget. Projects will take up to six weeks to assess.

Funding Rounds

The Seven Small Towns Minor Capital Works program accepts project submissions at any time throughout the year.

Eligibility Criteria

To be eligible for funding, submitters must:

- Be the Township Association or peak organisation from one of the seven small towns (Boolarra, Glengarry, Toongabbie, Traralgon South, Tyers, Yallourn North and Yinnar);
- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant applications; and
- Hold appropriate public liability insurance.

Auspice

If you are not a legal entity, you can approach another community organisation to auspice your project. The Latrobe City Council view auspicings as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will partner with you to deliver your project and receive the funding on your behalf. The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.

What will not be funded?

- General maintenance expenses. This includes the ongoing care of an existing asset E.g. painting, new roof, fence repairs etc
- Projects which are the responsibility of the State or Commonwealth Government departments or duplicate existing services or programs;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Purchase of sporting equipment or uniforms;

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- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Projects where there are gaming machine venues;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs etc. that are ongoing organisational expenses;
- A project that is not open to the whole community or targets participation from restricted or limited community demographics;
- Projects that are designed for group members to attend and are not designed for the broader community;
- The purchase of land;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance; and
- Applications for projects that engage in activities which promote discrimination, violence, anti-social behaviour, excessive consumption of alcohol or gambling.

Guidelines

- It is expected that Township Associations will develop a priority planning and engagement process to identify and demonstrate wide community support for the priority projects. The planning and engagement process must be documented for each application.
- Township Associations are required to discuss projects with the respective Latrobe City Township Liaison Officer before submitting the proposal for consideration.
- All projects must comply with Federal and State Government legislation in relation to discrimination in the provision of goods, services or facilities.
- Co-contributions from community, government and other funding sources, for example: Trusts, State or Federal funding programs are encouraged.
- Township Associations are advised to allow a six week assessment period for submissions. If you receive funding prior to this date you may commence your project.
- Latrobe City Council must be notified of any significant changes to the project, to what was originally submitted, by providing a written request for a funding variation. This includes requests for extensions of time to acquit the project.

Projects

- Projects must address issues of safety and risk management;
- Projects should support Latrobe City Council strategies and plans;

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- Submissions must clearly outline the aims and objectives and provide a full description of the project. Latrobe City Council may request additional information to assist in assessing a project for funding;
- Submissions must be completed in full and have sufficient evidence to make a reasonable assessment of the project. Submissions must be on the correct online form;
- When a Township Association is successful in receiving program funding, they agree to acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification;
- Costs for Latrobe City Council services and infrastructure must be accounted for within the project budget;
- Projects must be in facilities where public access is available and encouraged;
- Capital contributions on Latrobe City Council owned assets and property remain the property of Latrobe City Council;
- Submissions for projects on sporting reserves and open spaces that are on Latrobe City Council Land, must contact Latrobe City Council's Coordinator Recreation & Open Space to discuss their project;
- Projects on Latrobe City Council buildings require the approval of the Building Maintenance Team so you must contact them to discuss your proposal.

Funding

- Township Associations are encouraged to provide financial or in-kind assistance to the project;
- Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension. Township Associations who have an outstanding acquittal form will not be able to apply for further funding.
- Additional funding conditions may be applied to your project during assessment;
- Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permissions and approvals to deliver the project;
- Township Associations who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council. Any underspent and excess funding must be returned to Latrobe City Council when submitting the acquittal form;

Acquittal

The Acquittal form will be a reconciled statement of income and expenditure associated with the program funding. It will ask the Township Associations to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Latrobe City Council's support for the project was recognised;

2. An actual income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council; and
3. Photo evidence that showcases the completed project and community participation.

Assessment Process

Once submissions are received they will be checked for eligibility against the Seven Small Towns Minor Capital Works grant program guidelines.

All applications will be assessed in accordance with Latrobe City Council's Grant Governance Policy.

Recommendations will be approved by staff at a management level. The Township Association will receive an email notifying them of the result of their submission following the final decision. Please allow six weeks to receive an assessment outcome.

Making your Submission

When you begin your submission, you will be asked to sign up for a Latrobe City Council Grants Account. This grant account will be used to send you reminders, and allow you to complete your submissions, funding agreements and acquittal forms.

Supporting Documents

You will be asked to upload the following attachments when completing your application:

Mandatory:

- If the total project cost is up to \$5,000 you will need to provide one written quote. If the total project cost is over \$5,000 you will need to provide two written quotes. Quotes must be provided by a registered tradesperson or registered business. Screenshots of catalogues or online advertising will be accepted as sufficient quotes provided, they are an Australian based company.
- Current Certificate of Public Liability that will be used to cover the project;
- If your project has an auspice organisation you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project;
- Written approval from other user groups who may share the existing facilities associated with the project;
- Evidence of permission from the asset owner to complete the project.
- Submissions for projects:
 - on sporting reserves and open spaces that are on Latrobe City Council land, or
 - on buildings that belong to Latrobe City Councilprovide evidence of approval or acceptance of the proposal from Latrobe City Council;
- A copy of the minutes and evidence of support from the community, of the Township Association's submitted priority project.

Making the Payment

If your application is successful you will be provided with a Funding Agreement form and a copy of the Acquittal form.

To complete payment you will be required to:

- Complete the online Funding Agreement form,
- Return a completed Supplier Application form, if applicable; and
- Sign and return an invoice (or Tax invoice if you are GST registered);

Once you have provided these documents, funding will be deposited into your nominated bank account within six weeks.

Further information and assistance

For all project submission enquiries, including assistance and support available to help you submit your application, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au

Submissions for projects on sporting reserves and open spaces, on Latrobe City Council Land, please contact Latrobe City Council's Coordinator Recreation & Open Space to discuss the project:

Phone: 1300 367 700

For Township Associations completing works on Latrobe City Council buildings please contact a member of the Building Maintenance Team:

Phone: 1300 367 700