



# Guidelines Community Capital Infrastructure Grant Program 2018-19



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## About the Community Capital Infrastructure Grant Program (CCIGP)

Council recognises the value that Community infrastructure projects offer the Community of Kangaroo Island. This year, Council has made \$1000,000 available to the Community Capital Infrastructure Grant Program (CCIGP).

There will be one funding round for 2018-19 which will open on Wednesday 1 August 2018 and close on Wednesday 31 October 2018, COB.

Exception: Should there be any unspent funds in the CCIGP after the successful grant projects have been determined at the December 2018 Council meeting, these funds will remain open to “seed-funding” applications for pre-planning works such as design and costings until 30 June 2019, or until the 2018-19 CCIGP is fully subscribed, whichever is sooner. Successful applications will be matched dollar for dollar. All such applications can be made on a separate, more simplified application form titled: *Community Capital Infrastructure Grant Program Application Form for Pre Planning Works*.

During the six five years, Council’s CCIGP has contributed, \$923,786 towards 47 Community projects with a combined project value of \$2,656,224. In all, Council has contributed 36% in funding towards the value of these projects with every \$1 funded by Council matched by \$1.87 from the Community in cash, funding or in-kind support.

Being Community-initiated projects, Council expects full commitment to the project by Community organisations. This commitment can be financial such as cash and grants sourced from other funding bodies, or donated materials and measurable in-kind labour.

### Before you start

Please read these guidelines carefully to ensure you do not affect the eligibility of your application.

It is important to ensure that your organisation and your proposed project are eligible and that you have provided all the essential information as required. Be mindful that the grant funding you request cannot exceed the limits set out in Section 5 – Question 29 of the Application Form.

### Development Approvals – Do Not Delay!

It is strongly recommended that if you require Development Approvals (DAs) for any components of your project that you liaise with Council’s Development Services Department and lodge your DA six months ahead of submitting your grant application, to allow adequate processing time.

DA Deadline: If you have not yet lodged a DA for your project and you want to apply for 2018-19 CCIGP funding, DAs must be lodged by mid August 2018 to allow adequate processing time. Planning Consent is required for CCIGP eligibility so do not delay – and do not wait for the CCIGP to open before lodging your Development Application.

Fees: Applicants will be required to pay fees related to DAs on receipt of a Fee Request Letter. These fees will be reimbursed to all eligible applicants, regardless of whether their CCIGP application is successful or not. Sponsorship of fees related to DAs submitted by not-for-profit organisations is funded through the Kangaroo Island Council Sponsorship Program. Simply fill in a Sponsorship Form and submit it to Council for reimbursement.

### Council Discretion

Projects that have significant Community value, but may not necessarily meet the co-funding criteria of this grant program, may still be considered by Council independently of this grant program.



## 1. Important dates

Program Opens	Applications open Wednesday 1 August 2018.
Development Applications	Last day for DA Application lodgement is Friday 11 August 2018.
Program Closes	Applications must be submitted by Wednesday 31 October 2018 COB. Exception: The application period for pre-planning works such as design and costings will remain open until 30 June 2019 or until the 2018-19 CCIGP fund is fully subscribed, whichever is sooner.
Applications Considered	At Kangaroo Island Council meeting Tuesday 11 December. Exception: Applications for pre-planning works will continue to be considered until 30 June 2019 or until the 2018-19 CCIGP fund is fully subscribed, whichever is sooner.
Successful Applicants Notified	Within 2 days of December Council meeting. Exception: Successful applicants for pre-planning works will be notified within 2 days of the relevant Council meeting.
Projects Finalised	12 months from funding or 30 June 2020, whichever is sooner.

## 2. Who can apply

The following are eligible to apply for CCIGP funding:

- Any not-for-profit group, community group or voluntary association that is incorporated.
- Any unincorporated group provided that their application is auspiced by an appropriate incorporated body that supports the proposed project, and is willing to accept responsibility for the funding (a letter indicating acceptance of this must be attached to the application form).
- Individuals may apply, provided they are auspiced by an eligible organisation and can meet the CCIGP requirements.
- Any group or organisation that currently receives funding from Council, providing they can demonstrate that the project they are applying for is independent of any current funding conditions that are in conflict with the terms and conditions of this grant.
- Any community group based within a school setting, provided they can demonstrate that the project is initiated, managed and organised by the local group, rather than directed by the Department for Education and Child Development (DECD), and that alternative funding sources are not available from DECD for the project.

## 3. Who can't apply

The following are ineligible:

- Groups and organisations that have not acquitted funding from previous Council grant programs or rounds.
- Commercial operators.

## 4. What projects can be funded

To be eligible for CCIGP funding, projects may include: *(note - projects listed are examples only)*

- New Community infrastructure projects (e.g. walking trails, public facilities, recreational equipment, including pre-works planning for projects such as design and costings etc).
- Refurbishment of existing infrastructure (halls, public sporting facilities, playgrounds etc).
- Co-operative projects with Council (footpaths, roads, art gallery spaces etc).
- Innovative projects that serve community benefit (e.g. permanent art and sculpture infrastructure contributing to public places etc).
- Projects that build capacity into infrastructure.
- Projects that align with Kangaroo Island Council's Strategic Management Plan.



\*Please note – if you are submitting an application for pre-works planning such as costings and design in relation to any of the above categories, please fill in the *CCIGP Application Form for Pre Planning Works* – which is an abridged version of the CCIGP Application Form.

## 5. What projects can't be funded

Projects will be in-eligible for funding if:

- They are not on public land or have not established suitable community access on private land.
- They are not situated or completed on Kangaroo Island.
- They are not available or accessible to the general public (through association or membership).
- The funding component can't be distinctly identifiable.
- They do not have a significant lifespan.
- The ongoing costs or maintenance burden to the Community is assessed as unacceptable.
- Community benefit can't be identified or quantified.
- The project has commenced and funds have been spent and this application is for reimbursement of those funds.
- They are not co-funded to the required amount (which can be done through cash, other grants, in-kind labour and materials or other). Refer to Item 16 of the Guidelines for full details.
- They are principally for commercial activity.
- They have been previously funded, unless the application is for funding a new stage of the project.

## 6. What project costs are ineligible

The following costs are ineligible for receipt of grant funding:

- Money already spent on delivering a project.
- Payment of salaries (payment for quoted services to service providers is acceptable, e.g. tradespeople, engineers and other professionals).
- Recurrent operational costs (e.g. telephone, electricity, maintenance and public liability insurance).

- Minor equipment purchases relating to recurrent operational costs (i.e. any items that are purchased on a frequent basis).
- Fundraising activities.
- Costs associated with preparing and submitting a fund application.

## 7. General considerations for projects

The following factors should be considered when determining whether a project is suitable for receipt of funding:

- Projects should be about the creation of public infrastructure.
- Projects should have "community benefit" that is clearly identifiable and where possible, quantifiable.
- Projects must be distinctly identifiable, i.e. they can't be embedded so deeply into a project that you can't specifically indicate what Council funding will be used for.
- Projects may part of a multi-stage project:
  - If a project is part of a larger or multi-stage project, individual stages can be applied for, provided details of all stages, including time-lines and commitment, are supplied.
  - A staged project must not be reliant on subsequent years' grant funding.
  - Where a stage of a larger project is applied for the project must be at a suitable point where, if no further funding (any source) was applied, the project would appear suitably complete.
- Projects should align with applicants' organisational plans/goals, Kangaroo Island Council's Strategic Plan, or other relevant plans/goals.

## 8. Child safe environment

Under the *Children's Protection Act 1993* all organisations providing sport or recreational services wholly or partly for children are required to have in place a Child Safe Environment Policy (or include this in their existing policies). To be compliant the organisation must be able to show it has undertaken a child safe risk assessment. The risk assessment should give consideration to maximising safety through appropriate design features of public places, buildings and facilities, parks, reserves and playgrounds and other areas where young people gather.



Risk assessment should also include the participation in child safe related access services and programs.

The following is adapted from: *Safe Environment Policy – Model Framework for Local Government in SA* (source: [www.lga.sa.gov.au](http://www.lga.sa.gov.au))

**Premises – the physical environment in which activities are conducted**

*The physical environment in which an organisation conducts its activities can enhance opportunities for abuse, or it can reduce the risks. Organisations should consider the following issues:*

- *safety and security in recreational areas such as playgrounds, reserves, skate parks, and places where young people gather. For example, design features which ensure visual surveillance and lighting*
- *access control, lighting, design of shower and toilet facilities when selecting locations to use for children’s programs*
- *ideally, the organisation should be able to monitor people entering and leaving its programs*
- *rooms and closets not required for program activities should be secured to prevent children from being isolated*
- *indoor and outdoor areas should be adequately illuminated to enable observation of activities and discourage victimisation attempts in parking lots or play areas.*

Successful applicants with members, participants or volunteers under 18 years may be requested to provide evidence they have lodged, or have had lodged on their behalf, a Child Safe Environment Compliance Statement.

This statement must be lodged with the Department for Education and Child Development (DECD) to acknowledge the organisation meets the obligations of the *Children’s Protection Act 1993*.

Many State associations have lodged this statement on behalf of their affiliated organisations and should be able to provide confirmation to support this. Further information is available at [www.familieis.sa.gov.au/childsafes](http://www.familieis.sa.gov.au/childsafes) or telephone 08 7424 7622.

**9. Procurement and Quotes**

To align applications with Council’s *Procurement Policy*, applicants need to provide the following number of quote(s) for goods and services:

- One for services valued up to \$1,000;
- Two for services valued \$1,001 to \$20,000; and
- Three for services valued \$20,001 to \$50,000.

Council recognises the limitations applicants face on Kangaroo Island due to the limited number of service providers. If this affects you, when you answer Question 28, explain your reasons in the space provided. Acceptance of your explanation will be at the discretion of Council.

**10. In-kind contributions**

The following points should be considered when putting a value to in-kind contributions:

- Volunteer Labour  
Calculate at \$25 per hour.
- Volunteer Labour (professional provider)  
Calculate at standard charging rates (as could be evidenced if an inquiry was made to confirm standard rates).
- Materials  
Calculate at a standard “street price” (as could be evidenced if an inquiry was made to receive a quotation).

**11. Landholder’s consent**

It is a requirement of the CCIGP that the landowner (where the project is to be located) gives consent for the project.

The landowner must complete the *Landowner Consent Form* (refer Section 8 of the application form). Please note, the landowner may require some time to consider your request and complete the form, so you are strongly encouraged to contact them at the earliest opportunity.

Projects that do not have the consent of the landowner will not be considered.

**12. Suitable access arrangements and legal requirements**

If your project is not located on public land, then suitable unconditional community access arrangements will need to be made before your application is submitted.

Suitable access arrangements would include a contract that provides for unconditional community access to the land in question and use of the project’s delivered asset for a period of time which is equal to the reasonable lifespan of the funded asset. This contract would then be put as a caveat or encumbrance on that land title. The landholder in this case should seek legal advice as to the ramifications of such a contract.

### 13. Development Approvals (DAs)

When building physical assets, approvals and consents will be required:

- Landholder's Consent
- DA (which may include building assessments, engineering certifications, Coast Protection Board approval etc.)
- Other approvals and consents that may be needed

Prior to your grant application being accepted by Council, Planning Consent will need to be in place for your project and you will need to provide evidence of any necessary permits/approvals. Once obtained, submit the approval/consent documents with your grant application. Projects that have full development approval may be looked upon more favourably.

**Development Application Lodgement Deadline and Payment of Fees:** If you require Development Approvals for any component of your project you must lodge your Development Application with Council's Development Services Department by **Friday 11 August 2018** to allow adequate processing time. Planning consent is required for grant eligibility so do not delay. The earlier you submit your DA, the better – do not wait for the 2018-19 CCIGP to open.

You will be required to pay fees related to your DA after you receive a Fee Request Letter. This will include the total fees and your DA number. **Do not** include these fees in your grant application calculations as these will be reimbursed to you, regardless of whether your grant application is successful. Once you have paid the fees, fill in a *Kangaroo Island Council Sponsorship Program* application form and submit to Council for reimbursement.

Contact the Development Services Manager on 8553 4500 or email [development@kicouncil.sa.gov.au](mailto:development@kicouncil.sa.gov.au) to make an appointment to discuss your project and any approvals that may need to be in place.

Funding will not be released until full Development Approval has been obtained.

If your project does **not** require Development Approval, you will still need to attach verification from Council stating this. Verification can be in the form of a letter or email from the Development Services Manager or their delegate.

### 14. Grants and the GST

It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.

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 GST (source: [www.ato.gov.au](http://www.ato.gov.au)).

Council pays the GST component to GST registered applicants only.

### 15. Assessment criteria and weightings

All Grant applications will be subjected to a triple-bottom line assessment, taking in social, economic and environmental factors.

The application must provide balance and positive value to each of the factors.

#### Social

The application form will request to see evidence of community benefit for the project both in terms of community need and a community outcome (refer Question 20 & 21). Projects should be aimed at improving life as a resident of Kangaroo Island. This could be by adding new opportunities or services, easier ways to do things or more affordable opportunities that reach more people.

#### Economic

The economic assessment of the project will consider:

- the economic impact of the capital project costs and the total lifecycle costs to both Kangaroo Island Council and the applicant's organisation (refer Section 6)
- the economic benefits that may exist due to the project (such as a reduction on other costs or income derived)

#### Environment

Is the project conducive to the location chosen and to Kangaroo Island in general?

This will be determined by the organisation's acceptance, the landholder's acceptance and, in the case of some projects, the Community's acceptance by way of a public consultation period.

The assessment provides for an innovation test. This will support projects that are supportive of the environment, such as solar and water conservation, and low impact design projects (refer Section 7).

## 16. Grant funding requests and weightings

The weighting scheme for the distribution of funds has is as follows: (refer Questions 29 and 30).

- Grant funding applications requesting \$10,000 or less may apply for up to 50% of the total project cost.
- Grant funding applications between \$10,000-\$30,000 may apply for up to 40% of the total project cost.
- Applications requesting in excess of \$30,000, may apply for up to 30% of total project cost.

Successful applications for pre-planning works will receive 50% of the project cost.

Whilst these weightings have been set by Council, Council retains the discretion to manage applications not meeting these criteria on an individual basis.

### 17. Applicant's process for successful application

Applicants may consider using the following process to ensure their project is ready for grant application.

- Determine the project and get written acceptance from the proposing organisation (such as a minute)
- Prepare the project scope, including plan/concept
- Seek approvals (including permissions and Development Approvals)
- Organise Engineering Report (if required)
- Seek landholder consent
- Organise surveying (if required to identify exact location for development)
- Apply for other grant funding - if applicable (i.e. outside of this grant program)
- Identify a project manager
- Prepare project delivery time line
- Seek costings and quotes
- Establish financial details
- Discuss financial factors with Council
- Fill in CCIGP Application Form
- Get two authorised people from the organisation to sign the CCIG Application
- Submit CCIG Application to Council
- Await notification of CCIG Application outcome

Some of these steps can be done simultaneously. Some projects may require additional or alternative steps, these steps will need to be determined by the applicant.

## 18. Check project suitability

Applicants are strongly encouraged to contact the Community Affairs Officer, Pat Austin, on 8553 4500 prior to preparing a CCIGP application to ensure the project is eligible for CCIGP funding.

### 19. How to apply

- Carefully read these CCIGP Guidelines to check that your organisation and project meet the eligibility criteria.
- Complete CCIGP application form in full.
  - Please note: if you are submitting an application for pre-works planning such as costings and design, please fill in the *CCIGP Application Form for Pre Planning Works*, which is an abridged version of the CCIGP Application Form.
- Send in the original completed and signed application form with copies of supporting documents to Kangaroo Island Council (details on the back of the application form).
- Applications need to be received by Wednesday 31 October, COB.
- Applications received after the closing date will not be accepted.
- Incomplete applications will not be assessed but returned to applicant for completion, time permitting.
- Applications that do not satisfy the application criteria will be ineligible.
- If you require additional room or would like to provide further supporting documentation, please provide attachments with your application. For clarity, please number your attachments to match the relevant question numbers in the application form.

### 20. What happens once I submit my application?

Upon receipt of your application the following process will be followed:

- Time permitting, the Community Affairs Manager will assess your application to ensure that all sections of the application form are complete, all the relevant approvals and conditions are met and all required information is supplied. The checklist for this process is supplied at the front of the application form.
- Administration assesses eligibility and prepares a report.

This report may include independent professional opinion, risk management assessment and financial modelling/projection.

- Eligible applications and their accompanying reports will be presented to full Council for consideration.
- Successful applicants will be advised of the outcome of Council's deliberations within 2 days of the December Council Meeting. All applicants will be advised, in writing, within 14 days of the Council making a decision.

**Note: Applicants are also strongly advised to submit applications well before the cut-off date.** Time permitting, the Grants Officer will check applications before the close date, and contact applicants whose answers may have compromised the eligibility of their grant application.

## 21. Conditions of funding for successful applications

Successful applicants will be required to sign a "Conditions of Funding Agreement" which may include any of the following conditions:

- The funds provided must be used solely for the approved project.
- Any changes to the project that would result in the funding being expended for activities other than those detailed on the application may not be undertaken without prior written approval of Kangaroo Island Council.
- Kangaroo Island Council is to be acknowledged on all printed material relating to the funded project, and an appropriate acknowledgement of Council's funding must be given by the successful recipient in all promotional material and reports to the public.
- A Schedule of Works and invoice/s must be submitted before funds can be released.
- Where work on Council facilities are involved, risk assessment approval must be sought and gained from Council before works commence, including Maintenance Team and Safety Officer and Customer Service is to be advised if the facility is to remain open for use or hire during the period of work.
- At the conclusion of the project, or by 30 June 2020, the Community Capital Infrastructure Grants Program 2018-19 Acquittal Form is required to be completed and provided to Council. Failure to comply may jeopardise future funding applications.

## 22. Summary of Application Process

### STEP ONE: Applications Open

1. CCIPG Guidelines and Application Forms are made available from Kangaroo Island Council website, Customer Service and Penneshaw Business Centre.
2. Clear, strict criteria are provided in the Guidelines and in the Application Form's Advice Notes column so applicants can perform accurate self-assessment and accurate answers.

### STEP TWO: Applications Received

1. Applications are reviewed against criteria by Council Administration.
2. If non-complying, applicants may receive a phone call from Administration, time permitting, pointing out which criteria have not been met. Applicants can rework their application accordingly but must re-submit before the close date.
3. Non-complying and complying applications received after the close date will be ineligible. Applicants will receive notification explaining why the application was ineligible.
4. If complying – a report will be prepared with a Recommendation for full Council consideration.

### STEP THREE: Council Consideration

1. Council receives the reports and considers the applications.
2. If accepted then approval is granted.
3. If not approved, Council will write a letter to the applicant explaining why the project was not approved.

### STEP FOUR: Formal Documentation

1. Administration prepares the formal documentation, including a letter to successful applicants with instructions for payment terms, a signed Program Agreement, and Acquittal paperwork.
2. The Program Agreement must be co- signed by the applicant and returned to Council ASAP.

### STEP FIVE: Payment

1. To enable payment of grant funds, the applicant must send Council their Schedule of Works and an itemised invoice (with copies of suppliers' invoices). This should occur when the project is about to commence and/or money needs to be paid to suppliers.



## STEP SIX: Project

1. The project must be completed within the set time period outlined in the Program Agreement.
2. If not, the applicant must apply for an extension before the Program Agreement end date.

## STEP SEVEN: Acquittal

1. The Applicant prepares formal notification of completion of the project by filling in the CCIGP Acquittal Form and returning it to Council by the agreed deadline.
2. Council formally acquits funds.
3. Project inspection by relevant Council officer for sign off.
5. Report to Council.

### 23. How is an application made?

Applicants must complete and submit the Community Capital Infrastructure Grants Program 2018-19 Application Form.

Alternatively, if applying for pre-planning works such as design and costings projects, complete and submit the Community Capital Infrastructure Grant Program Application for Pre Planning Works form.

Application forms will be available from Customer Service at Kangaroo Island Council, Kingscote or the Penneshaw Community Business Centre, Penneshaw when the Program is open.

Application forms can also be downloaded from Council's website at [www.kangarooisland.sa.gov.au/grants](http://www.kangarooisland.sa.gov.au/grants).

Completed Application Forms and attachments should be sent to

**Pat Austin:** Community Affairs Manager

**By Post:** Kangaroo Island Council  
PO Box 121  
Kingscote SA 5223

**In Person:** Kangaroo Island Council  
43 Dauncey Street, Kingscote  
OR  
Penneshaw Community Business Centre  
99 Middle Terrace  
Penneshaw

**By Email:** [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au)

NOTE: Please keep a copy of your application and submit the original application form to Council.

### 24. Help, advice from Council

For help with completion of your application, advice on how to best prepare your project for success or any additional information that we can help you with, please contact:

Pat Austin, Community Affairs Manager  
P: 8553 4500 or 8553 4519  
E: [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au).

Contacts for further information:

**Permission for use of Council land; projects that involve Council assets or knowledge of Council works:**

Chief Executive Officer  
Ph: 08 8553 4500  
Em: [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au)

**Information regarding financial matters, whole of life costs and related matters:**

Finance Manager  
Ph: 08 8553 4500  
Em: [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au)

**Planning and building advice and requirements:**

Development and Environmental Services  
Ph: 08 8553 4500  
Em: [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au)

### 25. Additional help

**Information regarding local Community projects:**

Please contact your local Progress Association.  
Contact details available at  
Web: [www.kangarooisland.sa.gov.au](http://www.kangarooisland.sa.gov.au)

**Taxation information and the impact of GST:**

Australian Tax Office  
Ph: 13 28 66  
Web: [www.ato.gov.au](http://www.ato.gov.au)

**Insurance information and policies for Community organisations:**

Local Community Insurance Services  
Ph: 1300 853 800

Web: [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)