

FINANCIAL REPORTS

17 2018-19 COMMUNITY CAPITAL WORKS GRANTS PROGRAM

FILE REFERENCE INT1846584

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RECOMMENDATION

That;

1. Council approve the 2018/19 recommended Community Capital Works grants grant allocations,
2. The successful grant recipients be advised and formal announcements of the successful grant recipients be made at the Community Capital Works Grants Presentation Evening being held on 25 July, and
3. A portion of the remaining budget be allocated to projects that support the Community Capital Works program policy priority areas.

Attachments

- | | | |
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| 1 | Community Capital Works Grants - project summary detailing grants approved circulated to councillors only | 5 Pages |
| 2 | Community Capital Works 2018-19 Guide including terms and conditions | 14
Pages |

EXECUTIVE SUMMARY

The Child and Family Services team administers the annual Community Capital Works Grants program. The 2018-19 round of the program received 22 grant applications from 19 community organisations. After rigorous assessment of the grants, 18 projects meet the grants guidelines and are supported by the assessment panels with a total grant allocation of \$178,931.31. The final recommendation is for one application to be held over awaiting further information; and that three grants are not supported due to insufficient information provided during the application process.

Owing to the significant balance in the Community Capital Works budget, it is proposed that a portion of the funds be allocated to support additional upgrades to community facilities highlighted as priorities and consistent with the policy guidelines.

Final recommendations are provided in the 2018-19 Community Capital Works Grant program Council and Councillor Grant's Panel attachment.

2018/19 Grant applications supported by Council Ward

Ward	Number of Grants	Total Grant funds requested	Percentage of grant funds

Ranges	9	64,934.31	36%
Port	8	85,662.50	48%
Central	1	28,334.50	16%

2018/19 Grant applications by activity/ organisations

Activity	Number of grants	Percentage
Sports Clubs and recreation reserves	10	50%
Community Neighbourhood Houses and Halls/ Senior Citizens	6	27%
Kindergartens/ preschool/ community childcare	2	9%
Not eligible	3	13%

BACKGROUND

The Child and Family Services team administers the annual Community Capital Works and Major Equipment grant programs.

The 2018-19 Community Capital Works Grants program received 22 grant applications from 19 Community organisations with a total request of \$217,971.84.

There were no Major Equipment Grant applications submitted.

Council staff from the Governance, Active Communities, Child and Family Services, Safer Communities, Development and Community Services, Buildings and Facilities teams, undertook a rigorous assessment process followed by the Councillor Grants Panel round table discussions. Projects that did not meet the grant application requirements were not supported. At the conclusion of the assessment process, 18 projects are recommended to receive grants at a total grant allocation of \$178,931.31. One project remains undecided with a total grant request of \$14,312.50 from the total grants budget of \$550,000.

There has been a significant decrease in the number of applications submitted in the 2018/19 round. This may be partly due to changes implemented to strengthen the application process ensuring community organisations only submit fully completed applications that meet Councils building requirements, environmental standards and contractor risk and safety requirements.

Due to the significant balance in the Community Capital Works budget, it is proposed that a portion of the funds be allocated to support additional upgrades to community facilities highlighted as priorities and consistent with the policy guidelines.

POLICY IMPLICATIONS

Projects funded under the Community Capital Works and Major Equipment Grants are subject to arrangements under the following Council and Government Policies:

- Community Capital Works Grants Policy
- Major Equipment Grants Guidelines
- Access and Inclusion Policy
- Recreation Reserve Facility Standards Policy
- Recreation Reserve Management and Usage Policy
- Buildings and Facilities Maintenance Policy
- Asset Management Policy
- Children's Services Regulations
- Playground safe standards
- Department of Education and Training Early Years Policy Guidelines
- OHS Policy
- Risk Management Policy

RELEVANCE TO COUNCIL PLAN

Our People

Variety of recreation and leisure opportunities

Our Community

Our diverse community requirements met

Increased levels of community participation

Our Environment

Provision and maintenance of assets on a life-cycle basis

Enhanced natural environment

CONSULTATION/COMMUNICATION

An extensive internal and external communication process has occurred in relation to the Community Capital Works grants program including:

- Promotion of the grants to the community in accordance with a well-developed Community Capital Works Grants Communication Plan - both during, and in the lead-up to the grant rounds opening, promotion of the grants was undertaken through social media and targeted emails to eligible groups sent by Child and Family Services, Community Strengthening and Active Communities as well as Council's website.
- Workshops designed to support prospective applicants to appropriately plan for and scope their projects were undertaken prior to the grants round opening.
- Provision of support with the application process by relevant Council staff (i.e. staff from Child and Community Services, Environment, Buildings and Facilities, Active Communities, Engineering, Municipal Building Surveyors and Community Strengthening). This involved staff encouraging and supporting eligible groups to apply in their usual interaction with these organisations and groups.
- Extensive internal dialogue between relevant Council staff as part of the assessment process.
- Liaison with applicants to confirm application details during the assessment process.

FINANCIAL AND RESOURCE IMPLICATIONS

All projects totaling \$178,931.31 will be funded under the Community Capital Works Program budget allocation of \$550,000. It is proposed that the balance of the available budget will be allocated to projects during the financial year that support the Community Capital Works program policy priority areas.

CONCLUSION

The grants supported have undergone a rigorous assessment process involving Council staff and Councillors. Due to the reduced number of applicants, the Child and Family team recommend a portion of the budget balance be used to support priority projects that align with the Community Capital Works policy and will continue to upgrade community facilities in line with community expectation. An evaluation of the grants program is planned for later in 2018. Council is requested to support the recommendations as provided through the assessment process.

Table 1. Community Capital Works Grants 2018-19

Applicants' guide

- Grant terms and conditions
- Council contacts
- Important dates

The terms and conditions of Community Capital Works Grants are outlined in this document. These terms and conditions should be read in conjunction with the [Community Capital Works Grants Policy](#).

Grants may be subject to additional conditions specific to your project, which will be outlined in a letter of offer from Council.

Council reserves the right to cancel a grant agreement if a grant recipient does not adhere to the terms and conditions outlined in this document and or letter of offer.

If at any stage you require further information or wish to discuss your grant, please contact Council's Community Places Officer on 1300 787 624 or email communityplaces@cardinia.vic.gov.au

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Terms and conditions

1 Eligibility

- 1.1 Community groups must be eligible under the Community Capital Works Grants Policy to apply for a grant.
- 1.2 The early years manager of kindergarten facilities is required to submit grant applications on behalf of their user groups (e.g. parent advisory groups)
- 1.3 To ensure your project meets the program objectives, eligibility and assessment criteria we encourage community groups to develop their project in consultation with Council
- 1.4 If a licence, lease or funding agreement exists between Council and the community organisation, then the agreements need to be signed and current in order for applications to be considered.
- 1.5 Community groups with incomplete or outstanding projects are not eligible to apply for further projects and applications will not be considered.

2 Applications

- 2.1 Applications must be made using the SmartyGrants online platform.
- 2.2 Late applications will not be accepted.
- 2.3 Applications must be supported with relevant requested documentation.

Checklist of things to do – Application stage	Completed
<p>Check the Policy document to ensure your group is eligible. If unsure contact your liaison person at Council (A list of Council contacts is located at end of this document)</p> <p>Download the Community Capital Works Policy from Council's website.</p>	
<p>Ensure your project meets the Policy objectives plus one or more of the priority areas for Community Capital Works Grants as outlined in the Policy</p> <p>You will need to include this information in your application.</p>	
<p>Completing the Application form</p> <p>Access the application form on Council's website.</p> <p>If you have not applied for a grant in the past you will be required to set up a login and password for Smarty Grants. Instructions are provided on the grants link.</p> <p>IMPORTANT: View the application form and make sure you understand the required documentation, if not ask your Council liaison or the community places officer.</p> <p>You can start and save your application and return to it as you collect the required information.</p> <p>The email you supply on your application form will be used to correspond with you regarding your grant outcome.</p> <p>Know your grant deadlines– Important dates at listed at the end of this document and online. Late applications cannot be accepted.</p>	
<p>Collect your ABN – Community organisations must have an ABN to apply for a grant. Search or apply for an ABN at http://www.abr.business.gov.au/</p>	
<p>Identify if your organisation is a Section 86 Committee of Council, an Incorporated Association under the Crown Land (Reserves) Act or an Incorporated Association.</p> <p>Collect your incorporation number and details or establish an auspice arrangement with an associated Incorporated Association.</p> <p>Search for your Incorporation number https://www.consumer.vic.gov.au/</p>	

Checklist of things to do – Application stage	Completed
<p>Collect evidence of support for the project from your Committee of Management.</p> <p>A copy of meeting minutes from your organisation that clearly identifies support for the project from your Committee of Management is required for your application.</p>	
<p>Collect letters of support from the land owner or manager for your project. This may include a Reserve Committee of Management or DELWP.</p> <p>Facilities on DEWLP Land: A letter of endorsement from DELWP is required for your application. You will also need to clarify if any asbestos is present in your facility. Evidence of this confirmation is required for your application. If asbestos is present, please request and upload a copy of the asbestos register supplied by DELWP.</p> <p>Kindergarten projects: Parent advisory groups are to contact their Early Years Manager to develop the project. The Early Years Manager is required to apply on behalf of the Parent Advisory Group.</p>	
<p>Discuss your project proposal with your liaison person at Council to ensure the project aligns with Council Plans.</p> <p>Relevant contacts are listed at the end of this document. Please contact the Community Places Officer if you are unsure who your liaison is at Council. Keep your correspondence as this is required for your application</p>	
<p>Contact the Buildings and Facilities team regarding your project requesting information on the building and environmental requirements for your project. Most projects will have some specific building and/or environmental considerations.</p> <p>Email: BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grant project proposal in the subject line. Keep your correspondence as this is required for your application.</p>	
<p>Check if there is any heritage or other overlays on your community facility through Councils Community Places Officer or your Council liaison officer.</p> <p>Email communityplaces@cardinia.vic.gov.au include Community Capital Works Grant enquiry in the subject line.</p>	
<p>You are required to submit plans of your project. Please ensure these provide adequate detail and measurements for assessment of your project.</p> <p>The Buildings and Facilities team can provide advice on what to include in your plans. Email: BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grant project proposal in the subject line.</p>	
<p>Establish if your project requires a Building Permit or a Commercial builder. Provide details and plans of your proposed project to the Municipal Building Surveyors using the Request for Building permit advice form on Councils website.</p> <p>Email the completed form to mail@cardinia.vic.gov.au attention to the Municipal Building Surveyor in the subject line.</p> <ul style="list-style-type: none"> • If you require a building permit you will be required to submit quotes from private building surveyors. • If you require a commercial builder, you will be required to include their licence number on the application form. <p>Keep your correspondence as this is required for your application.</p>	
<p>Identify the different trades required for all works involved in your project. There is a list of trades in the application form– if you are unsure on the project requirements discuss with a member of the Buildings and Facilities team, e.g. a project to build a new shed may also involve a building permit, concreting, electrical and plumbing works.</p>	

Checklist of things to do – Application stage	Completed
<p>Collect quotes from contractors – works valued at less than \$2500 require two written quotes, works valued above \$2500 require three written quotes. Contractor Insurance requirements - Your preferred contractors are required to provide current certificate of Public Liability Insurance for 20 Million and WorkCover Insurance with their quote.</p> <p>Contractors are also required to submit Safe Work Method Statements before works commence. Not all contractors/trades people are familiar with these requirements so discuss these requirements with your contractor when requesting a quote.</p> <p>Remember to advise your contractor that Grants are not awarded until July.</p> <p>See Section 8 of these Terms and Conditions for further information on Contractor requirements.</p>	
<p>Request your contractors supply product specification documentation with their quote where required, e.g. lighting, tapware, air conditioning units. Specific requirements are outlined in the application form.</p>	
<p>If you plan to apply for volunteer labour check that the works to be carried out are suitable for volunteer labour by discussing with our OHS Officer. Refer to Section 11 for more information on volunteer labour A copy of the Volunteer Labour kit can be downloaded from Council's website</p>	
<p>Collect a current Bank Statement which clearly identifies your organisation and their capacity to pay for the project. Be aware that Council pays the grant upon receipt of evidence of payment. Therefore, your club must have capacity to outlay the cost of the project.</p>	
<p>Submit your application before the due date.</p>	

3 Grant offer

- 3.1 Council will notify grant applicants in writing of successful and unsuccessful grant applications.
- 3.2 Grant offers will outline conditions specific to the applicant's project.
- 3.3 The grant offer is made to the legal entity as identified in the grant application.
- 3.4 If any changes occur affecting the legal entity of the grant recipient throughout the life of the grant the grant administrator must be notified in writing and the grant agreement may be forfeit.
- 3.5 Successful grant recipients cannot transfer their grant to any other legal entity without written approval from Council.

4 Acceptance of grant offer

- 4.1 The grant recipient must submit their acceptance of grant offer via SmartyGrants a minimum of two weeks prior to the scheduled commencement of works, and no later than the last day of October.
- 4.2 If Council has not received the acceptance of offer by the deadline, then the grant is deemed to be forfeited by the grant recipient.
- 4.3 By submitting the acceptance of offer the grant recipient agrees to:
 - complete the project as outlined in their application
 - adhere to the conditions outlined in the grant offer
 - adhere to the Community Capital Works Grants terms and conditions.

5 Project management

- 5.1 The grant recipient must nominate a representative 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. Refer also [Section 9](#) and [11](#)
- 5.2 The project manager must be nominated and Council's grant administrator advised of their contact details, when the grant is accepted.
- 5.3 The nominated project manager must be available throughout the duration of the project.
- 5.4 If the project manager changes throughout the duration of the project Council's grants administrator must be notified in writing.
- 5.5 The project manager is required to oversee the administrative requirements of the grant through SmartyGrants.
- 5.6 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 make contact with a member of Council's Occupational Health and Safety team to discuss how OHS requirements will be managed and monitored for the project. This will include developing an appropriate *Safe work methods statement*.

Checklist of things to do – Accepting your grant offer	Completed
Ensure you have read and understand the terms and conditions for your grant listed in this document and outlined on your letter of offer.	
Complete and submit the 'Acceptance of offer' form in SmartyGrants two weeks prior to works commencing and no later than the end of October.	
Nominate a project manager to oversee your project. Enter the project manager contact details on the 'Acceptance of offer' form in SmartyGrants. The project manager must be available throughout the duration of the project	

6 Project and/or project stage commencement

- 6.1 Grant recipients are to advise Council of an expected project start date in the *Project Commencement Request*.
- 6.2 Prior to entering into any contract or arrangement with a supplier/contractor and a minimum of two weeks prior to the scheduled commencement of any works, the grant recipient must provide the following to Council:
- verification of project scope or estimated project expenditure (if this has varied since the grant application)
 - any plans and/or required permits (e.g. building permit and stamped plans etc.)
 - insurances and OHS documentation as outlined in [Section 8](#) for **all** contractors engaged in the project.
- 6.3 Written approval for the works to commence must be received from Council's grant administrator prior to the project/project stage commencing.

7 Permits

- 7.1 All lawful permits must be obtained by the grant recipient and provided to Council prior to works commencing.
- 7.2 Building permits must be obtained from a qualified registered building surveyor prior to the commencement of work.
- 7.3 Where building or planning permits for a granted project are unable to be issued, the project manager must contact the grant administrator to discuss the options for the granted project.
- 7.4 Council cannot support illegal building work or building work that is not carried out strictly in accordance with a building permit, issued in accordance with the Building Act 1993 (the Act). Where an offence in accordance with the Act has occurred, the grant recipient shall remain responsible to remove the building or achieve compliance with the Building Regulations 2006 within a period of time agreed to with the landowner and to the satisfaction of Council's Building Unit on behalf of the Municipal Building Surveyor.
- 7.5 As Cardinia Shire Council does not offer a building permit service, the grant recipient shall obtain and pay for any required building permit and any necessary documentation to demonstrate compliance.

8 Contractors

- 8.1 Only qualified registered builders can be engaged to carry out building works, unless the grant recipient has received written permission from a Council Building Surveyor to use a building practitioner of a different category.
- 8.2 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. Grant applicants will be notified of this requirement in their *Letter of offer*.
 - evidence of a Safety Management System
 - copy of Construction Induction Cards (also known as 'white card' or 'red card') for all personnel on site
 - a project specific *Safe work methods statement*.

This information must be provided to the grant administrator two weeks in advance of the proposed commencement of works.

- 8.3 Written approval for the nominated contractor(s) to commence works must be received from Council's grant administrator prior to the contractor commencing works.

9 Occupational health and safety and risk management

- 9.1 Under the Occupational Health and Safety Act 2004 and OHS Regulations 2007, Cardinia Shire Council has a legal responsibility to, as far as reasonably practicable, provide and maintain for its employees, contractors and volunteers, a working environment that is safe and without risk to health.
- 9.2 OHS and risk management requirements of grant recipients include the completion and submission of a range of documentation throughout the granted project, and as identified throughout this document.
- 9.3 Only holders of a Construction Induction Card are entitled to work on a construction site. Visitors to a site must at all times be in the company of a holder of a Construction Induction Card.
- 9.4 As such, where volunteer labour is a component of a granted project, volunteers are not permitted to enter a construction site (as defined under the OHS Regulations 2007), unless they hold a Construction Induction Card or undertake a site induction and are accompanied on site at all times by a person who holds a Construction Induction Card.
- 9.5 In the event of an incident occurring at a worksite, injured persons must receive appropriate medical attention and the area must be made safe. The incident report form must be completed by the end of the working shift in which it occurs.
- 9.6 If a serious incident occurs, Council must be notified as soon as practicable by calling 1300 787 624.
- 9.7 The project manager must ensure the following.
- A documented emergency procedure that is project specific is developed for the worksite.
 - Any building permit is made available for inspection by the Municipal Building Surveyor (and any other appropriate Council officer) during the carrying out of building work.
 - All building sites shall be appropriately fenced to restrict unauthorised access to the satisfaction of the relevant building surveyor and in accordance with Council's local laws.
 - Where building work involves only part of a building, alterations to emergency evacuation, plans shall be approved by the relevant building surveyor to ensure occupiers of the building are safe from any dangers or conditions of the building site, and that building occupiers have the ability to safely evacuate the building and land to the street.
- 9.8 When the works are being performed by a contractor, the project manager should ensure that the contractor complies with these requirements.

Checklist of things to do – Project commencement	Completed
Two weeks prior to works commencing complete the 'Project commencement request' form in SmartyGrants.	
Upload required documentation including permits, contractor insurances and OHS documentation see section 7 and section 8	
Written notification from Council must be received before works can commence. The Grants administrator will advise when contractor documents have been accepted and works can commence.	
The Project Manager is responsible for overseeing the OHS components of the project.	
Seek support from Council if you are unsure of what is required.	

Contact Council if there are any incidences during your project.	
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10 Funding and payments

- 10.1 The funding provided is for the project as described in the grant recipient's corresponding grant application and finalised within Council's letter of offer
- 10.2 Council will pay 50% of the project expenditure up to the grant amount identified in the letter of offer
- 10.3 Where expenditure on a granted project exceeds the total estimated and that agreed to be funded by Council, the excess will be the responsibility of the grant recipient unless otherwise agreed by Council.
- 10.4 The project should be completed in the financial year in which the grant is allocated.
- 10.5 In exceptional circumstances projects may request funding to be carried over beyond the financial year in which the grant is allocated.
- 10.6 To apply to carry over grant funds beyond the allocated financial year the grant recipient must contact Council's grant administrator and complete and return the Carry forward/cancellation request form by no later than the last Friday of May 2019.
- 10.7 Approval to carry over a project will be at the discretion of Council. Notification of unsuccessful or successful carry over requests will be made in writing to the grant recipient.
- 10.8 Grants will only be extended by one financial year. Remaining grant money carried over for projects granted an extension will be forfeited at the end of the second financial year.
- 10.9 Should a grant recipient wish to cancel the granted project and relinquish the corresponding Council grant offer, the grant recipient must contact the grant administrator and complete and return the Carry forward/cancellation request form by no later than the last Friday of May 2019.
- 10.10 Payments are made upon receipt of a Payment request form, which must be supported with sufficient evidence of all claimed expenses incurred (i.e. paid supplier invoices, completed volunteer register, etc.)
- 10.11 The grant recipient can submit a payment request part-way through the project so long as they can provide sufficient evidence of all claimed expenses incurred.
- 10.12 The grant recipient must complete a Payment request form and contact the grant administrator to arrange an inspection of the completed project/project stage.
- 10.13 Final requests for payment must be submitted to Council by no later than the last day of May 2019.
- 10.14 Council will not make payment directly to suppliers.
- 10.15 Requests for payment must be supported with the following documentation (where required):
- Certificate of electrical safety
 - Compliance certificate – plumbing
 - Occupancy permit
 - Certificate of final inspection.

Checklist of things to do – Project completion /request for payment	Completed
Notify the grants administrator when your project is finished. The grants administrator will arrange for an inspection of works	
Once you have received notification that your project has been completed satisfactorily upload paid invoices and other required documentation outlined in your grant conditions to the Request for payment/completion form to receive grants payment.	

Complete a Carry forward/cancellation request form in SmartyGrants by end of May to apply for additional time to complete your project or to cancel your grant.	
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11 Volunteers

- 11.1 Volunteer labour can include any work that is not trades work or classed as 'high risk' work. Approved volunteer labour will be deemed to have the value of \$33.00 per hour.
- 11.2 Volunteers are not permitted to enter a construction site unless they hold a Construction Induction Card or have undertaken a site induction and are accompanied at all times onsite by a person who holds a Construction Induction Card, as outlined in [section 9](#).
- 11.3 Prior to commencing any volunteer activities on this site, volunteers must have received a site-specific induction from the project manager.
- 11.4 All volunteers undertaking activities on this project should be supervised by the nominated project manager at all times.
- 11.5 Council will not permit volunteers to undertake 'high risk' work at any time. Refer to definition 9.
- 11.6 All volunteer workers must complete the Volunteer registration form before undertaking work on the project and sign the Volunteer register on each occasion they enter and exit the worksite.
- 11.7 Grant recipients that have been approved by Council to provide volunteer labour as a component of their contribution to the project must ensure that all volunteer hours are recorded in the Volunteer register, and that this is kept onsite at all times. Council may request to see this register throughout the project.

Checklist of things to do – Volunteer Labour	Completed
Check you have been granted volunteer labour in your Letter of Offer	
Refer to the Volunteer Labour Kit for details on how to manage volunteer Labour as part of your project. The Volunteer Labour kit is available on Councils website.	
To claim approved volunteer hours complete and submit the Request for payment/project completion form with supporting documentation.	

12 Reporting

- 12.1 The grant administrator may request a progress report at any stage during the project.
- 12.2 Progress reports will be requested in writing to the project manager.
- 12.3 Project reports are submitted through the SmartyGrants online grants platform.

Checklist of things to do – Progress Reports	Completed
Complete a Project progress report in SmartyGrants and submit if requested.	

13 Changes in project scope

- 13.1 Changes in project scope must be supported by the organisation's committee of management and land owners.
- 13.2 Relevant Council officers must be consulted regarding any change in scope.
- 13.3 An outline of the changes must be made in writing to the project administrator with evidence of committee support and consultation with Council officers.
- 13.4 Granted projects may be subject to additional or changed grant conditions if the project scope changes. These will be outlined in writing by the grant administrator to the grant recipient.
- 13.5 Council reserves the right to approve or decline any change in scope.
- 13.6 Any changes in scope will not attract additional funding.

Checklist of things to do – Change in scope request	Completed
Consult with Council Officers regarding proposed changes to your project	
Complete the Change in project scope form on SmartyGrants if your project changes. You are required to supply evidence of support from your Committee of Management for the change in project scope.	
Council will notify the grant recipient in writing if the change in scope is approved and outlining any changed grant conditions	

14 Communication and publicity

- 14.1 Council encourages positive publicity to promote the granted project.
- 14.2 Council will provide the grant recipient with signage, which is to be displayed throughout the duration of the project and returned to the grant administrator following the completion of the granted project. Signage must be appropriately and safely fastened in a suitable and prominent area.
- 14.3 Grant recipients are expected to cooperate with Council in publicising the project and Council's support must be appropriately acknowledged during the course of the project and in any publicity arising from it. Please contact the grant administrator for guidance and advice in publicising your project and/or liaising with the media.
- 14.4 If an official launch or opening is held Grant recipients are required to forward an invitation to Councillors or Council representatives to attend in support of the project completion.
- 14.5 If Council publicises or otherwise promotes the granted project, or responds to a media enquiry concerning the granted project, Council may publish the name and contact details of the person who applied for the grant on behalf of the grant recipient group/organisation, the person nominated as the project manager, or any other person nominated.
- 14.6 Council may use and reproduce for its own purposes any photograph or other image of any event or thing relating to the granted project.

Checklist of things to do – Project publicity	Completed
Display the sign provided by Council in a prominent area throughout the duration of the project.	
Contact the grant administrator if you require guidance or advice in publicising your project and/or liaising with the media.	

Appendices

1 Grant forms

The terms and conditions require grant recipients to complete and return a range of documents prior to and throughout a granted project.

The forms and return deadlines are listed below and forms are available in SmartyGrants against your grant application submission.

To access the forms, log in to your SmartyGrants account by going to:

<https://cardinia.smartygrants.com.au/applicant> and click the 'My submissions' link at the top of the page.

Here you will see all your grant submissions. Select the relevant grant submission ID and the associated forms will appear ready for you to complete and submit.

If you are unable to use SmartyGrants to submit these forms, please contact the grant administrator.

Form	Due date
Application Includes project details and contractor quotes.	Applications are open 9am EST 4 December 2017 and close 5pm EST 5 March 2018.
Acceptance of offer Includes project manager contact details.	A minimum of 2 weeks prior to scheduled project commencement, and no later than the last day of October 2018.
Project commencement request Includes start date, building documentation and contractor documents.	A minimum of 2 weeks prior to scheduled project commencement.
Request for payment/project completion Includes project progress details and paid contractor expenses.	Required when claiming project costs. Final request no later than the last day of May 2019.
Carry forward/cancellation request If requesting an extension to the one year project timeframe or if cancelling project after accepting offer.	If an extension to the project time is required submit no later than the last day of May 2019 If requesting a cancellation submit no later than the last day of May 2019.
Change of project scope If project scope changes after application is submitted. Evidence of support for change must be provided.	Prior to works commencing.
Project update report May be requested if a project is not seen to be progressing as expected.	As requested by Council.

2 Grant contacts

Include Community Capital Works Grants in the subject line of your email correspondence.

Name/position	How they can help	Contact email and telephone
Bronwyn Fleming Community Places Officer	Assistance with using smarty grants, uploading forms, administration process	communityplaces@cardinia.vic.gov.au Ph: 5945 4406
Gordon Campbell Buildings and Facilities Maintenance Officer	Advice and assistance regarding building requirements and regulations. Conducts inspections of projects when required	buildingfacilities@cardinia.vic.gov.au Ph: 5945 4337
Brett Munckton – Facilities Management Officer	Advice regarding water saving initiatives, solar panels, heating and cooling, lighting levels – Most projects have elements that require environmental considerations	buildingfacilities@cardinia.vic.gov.au Ph: 5945 4481
Andre Brewer – Municipal Building Surveyor	Advice pertaining to building permit requirements. Please note, Council does not issue building permits – you will need to engage a Building surveyor to do this.	mail@cardinia.vic.gov.au Attention Municipal Building Surveyor Ph: 5945 4246
Ben Essing – Deputy Municipal Building surveyor	As above	mail@cardinia.vic.gov.au Attention Municipal Building Surveyor Ph: 5945 4296
Coordinator Child and Community Places	Key contact for Kindergartens, Early Years or Integrated Services Centres	communityplaces@cardinia.vic.gov.au Ph: 1300 787 624
Ben Fenton – Active Reserve Liaison officer	Key contact for recreation reserves and associated user groups	B.Fenton@cardinia.vic.gov.au Ph:5945 0419
Team Leader, Community Development	Information about Community Centres and Halls	Cstrengthening@cardinia.vic.gov.au Ph: 1300 787 624
Ashira Harris Passive Reserve Liaison Officer	Key contact for projects within open space reserves not within Recreation Reserves.	a.harris@cardinia.vic.gov.au Ph: 1300 787 624
Mark Hewish – OHS officer	Will review SWMS and OHS information from contractors	M.Hewish@cardinia.vic.gov.au Ph: 5945 4299
Hayley Cork – Risk Management	Will review contractors insurances.	H.Cork@cardinia.vic.gov.au Ph 5945 4205

3 Project specification information

Community organisations are required to consult with Council Officers regarding their project requirements. The information below is to be used as a reference guide only. Council Officers will confirm the project specifications required for your project.

Air conditioner projects

Star ratings vary dependent on appliance type and size. A star rating within one star of the highest efficiency rating available for the size of the air conditioner should be sought.

The air conditioner outdoor unit is to be located in a suitable location protected from the hot afternoon sun where possible.

Councils Buildings and Facilities team can provide advice on location and suitable star rating. Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email

Cabinetry – including storage, kitchens, bathrooms and office cabinetry

Please note Council does not support flat pack cabinetry or the purchase of filing cabinets. Please ensure you have plans that indicate access and egress pathways.

Councils Buildings and Facilities team can provide advice on requirements. Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email

Lighting projects

For all projects that involve new lighting please provide a lighting design completed in Relux or similar software that indicates the lux levels that will be achieved.

Highly efficient LED lighting is normally required for lighting projects.

Motion sensor or timer switches where relevant are required. Your electrician can supply this information.

Councils Buildings and Facilities team can provide information on lux levels and lighting requirements.

Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email

Flooring

Please note the use of commercial grade carpet and vinyl is required. Interchangeable carpet tiles are encouraged for ease of ongoing maintenance. Please ensure product details are included in quotes provided.

Councils Buildings and Facilities team can provide advice on suitable flooring. Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email.

Painting – internal

Please note low VOC (Volatile Organic Compounds) paint must be used for internal painting.

Plumbing works

All projects are required to use water-efficient fixtures, fittings and appliances. Water consumption figures must meet the following requirements:

- Wash hand basin taps: flowrate <4L/min;
- Toilets: dual flush, 3/4.5L/flush;

- Showers: flowrate <7.5L/min;
- Dishwashers: <12L/cycle; and
- Washing machines: <9L/kg clothes washed

As a guide at least a five star WELS (Water efficiency labelling scheme) rating for all tap ware, appliances and fittings and a 4 star WELS rating for toilets should be achieved. For information on WELS ratings please visit www.waterrating.gov.au

Councils Buildings and Facilities team can provide advice on water efficiency requirements. Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email.

Solar panel projects

Council requires tier one products to be used on all solar panel projects. Before seeking quotations, you must contact Council's Facilities Management Officer.

Structural report requirements for solar panel projects

Solar panel projects may require a structural engineering report to be undertaken as part of the project.

Please discuss the need for a structural report with Council's Facilities Management Officer prior to submitting your grant application to establish if this will be required as part of your project. Contractors providing a structural engineering assessment are required to hold current Professional Indemnity Insurance.

Email BuildingFacilities@cardinia.vic.gov.au include Community Capital Works Grants in the subject line of your email

4 Definitions

1. **Grant recipient** refers to the legal entity awarded a Community Capital Works Grant.
2. **Grant administrator** is Council's Community Places Officer overseeing the administration of the Community Capital Works Grants program.
3. **SmartyGrants** is an online grants administration system. To register go to:
<https://cardinia.smartygrants.com.au/applicant>
A link to SmartyGrants is also located on Councils website.
4. **Contractor** tradesperson or business engaged to provide materials/works/services for your project.
5. **Construction/building work** refers to work being undertaken on a building or a structure including:
 - construction, altering or converting
 - fitting out or commissioning
 - renovating or refurbishing
 - decommissioning or demolishing
 - relocation or placement of a building or structure on land
 - work that is similar in nature to the above listed.
6. **Construction Induction Card** entitles a cardholder to perform construction work after having completed general OHS induction training for the construction industry. It is also known as a 'white card' or 'red card'.
7. **Safety Management System** refers to a collection of documents that may include, but are not limited to the following:
 - OHS policy
 - staff induction process and records
 - skills and competency matrix

- incident reporting system
 - first aid requirements
 - Safe work operating procedures
 - Safe Work Method Statement (SWMS) process
 - prevention of falls
 - storage and handling of substances and dangerous goods
 - plant checklist
 - testing and tagging of portable electrical equipment
 - Personal Protective Equipment (PPE).
8. **Safe Work Method Statement (SWMS)**, formerly known as a Job Safety Analysis, is a risk assessment of a worksite. An SWMS must be project-specific and should:
- list types of high-risk construction work being done
 - state the health and safety hazards and risks arising from that work
 - describe how the risks will be controlled
 - describe how the risk control measures will be put in place
 - detail who is responsible for compliance with the SWMS.
9. **High-risk work** includes but is not limited to the following types of work:
- works where there is a risk of a person falling more than two metres
 - construction work involving demolition
 - work involving the removal or likely disturbance of asbestos
 - construction work involving structural alterations where some sort of temporary support will be used to prevent the structure from collapsing
 - work involving a confined space (see definition of confined space).
 - work involving a trench or tunnel
 - construction work on or near:
 - pressurised gas distribution mains or piping
 - chemical, fuel or refrigerant lines, or
 - electrical installations or services.

Note: ‘Near’ means close enough that there is a risk of hitting or puncturing the mains, piping, electrical installation or service.
 - work in an area that may have a contaminated or flammable atmosphere
 - work involving tilt-up or precast concrete
 - work on or next to roads or railways that are in use
 - work at a workplace where there is any movement of powered mobile plant
 - work in an area where there are artificial extremes of temperature
 - work in, over or near water or other liquids if there is a risk that someone may drown.
10. **Confined space** is any space in an enclosed or partially enclosed structure that:
- may be entered, and
 - is difficult to get into or out of, and
 - is (or should be) at normal atmospheric pressure while someone is in it, and
 - contains (or could contain) a contaminated atmosphere, an unsafe level of oxygen or a substance that could engulf a person.

ACTIVITY REPORTS