



# Capital Works Projects Application Form & Guidelines



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## **APPLICATION FORM**

## **1. INTRODUCTION**

Council supports the assessment of recreation/leisure projects against a series of criteria to determine a priority status with the allocation of Council's Capital Works funding.

Capital works projects are large scale improvement works that the Council carries out on its assets. Council funding can assist Capital Works Projects in the following areas:

- Sporting fields ; i.e. Ground renewal
- Tennis facilities; i.e. Court renewal
- Community hall facilities; i.e. Scout Pavilions
- Sporting pavilions; i.e. Renovations
- Associated amenities; i.e. Coaches boxes, scoreboards, playing nets etc.
- Sporting reserve car parks; i.e. Extensions

Projects submitted for funding through Council's Capital Works Program may also be considered for Council endorsement for external funding programs, such as the Sport and Recreation Victoria's Community Facility Funding Program.

For Council to further consider your club's request for Capital Works funding, please complete the attached application form (providing supporting information where applicable) and return to Council before the nominated closing date. Applications received after the closing date will not be considered by Council.

If a Club is not seeking funding for a proposed Capital Works Program project, the Club Initiated Projects Application Form must instead be completed. This can be obtained by contacting Council's Leisure Services Unit on 9298 8000.

## **2. APPLICATION PROCESS**

There are six key steps which all sporting clubs need to be aware of in the Capital Works application process. These being:

- 1) Download and complete Council's Recreation Capital Works Program application form.
- 2) Should Council Officers require further information about the project application, your Club will be contacted as a follow up meeting may be required.
- 3) Should the application require Council contribution funding and dependant on the value, the application would need to be submitted to Council prior to 1 November, in order to be considered for delivery as part of the following year's Capital Works Program.
- 4) Staff from Council's Leisure Services Unit will assess the application and either add it for consideration as part of Council's Capital Works Program or recommend an alternate option for the Club (ie: different funding program, additional information for future years etc.).
- 5) Council's draft budget for the following year will be released in May, with all short-listed projects for the coming year included.
- 6) Clubs will be notified of the outcome of their request when the budget is confirmed in July.

### 3. OBJECTIVES

In order to be eligible for consideration as part of Council's Capital Works Program, the project must demonstrate it meets a number of the following key objectives.

- *Addresses a significant need within the community*
- *Directly results in an increase in participation*
- *Encourages and accommodates multi-purpose usage*
- *Promotes inclusive leisure opportunities and considers universal access.*
- *Incorporates environmentally sustainable initiatives*
- *Is supported by the club(s) respective governing body/association*

### 4. PROJECT EVALUATION

#### 4.1 Evaluation Panel

An evaluation panel consisting of Council Officers will assess all recreation/leisure Capital Works projects and recommend a priority listing to Council.

Dependent upon the nature of the project, the evaluation panel may co-opt other members to obtain specialised advice relating to projects.

#### 4.2 Evaluation Criteria

In the evaluation of each project, the evaluation panel will consider how the proposed project meets the following principles (as nominated within Knox City Council's Leisure Plan 2014-2019):

- Leisure and sport priorities;
- Different motivations and needs;
- Addressing barriers to being active;
- Partnerships;
- Planning our services;
- Planning our urban and natural environments;
- Planning facilities; and
- A practical and responsible service.

#### 4.3 Interviews

The Evaluation Panel may invite applicants to an interview to discuss the application at further length.

### 5. OTHER CONSIDERATIONS

- Where applicable, sufficient evidence of proposed Club financing for the project must be provided (ie: Bank Account Statement, Bank Guarantee etc.).
- Council **will not act as guarantor for loans** arranged by the Club to assist the financing of projects.
- All applications will be considered in accordance with the Council's 5-year Capital Works Program.

- Council may choose to delay consideration of applications to meet it's Capital Works Program or to allow for future project planning to occur.
- For an application to be assessed, all supporting information must be provided. This includes but is not limited to designs, site maps, cost estimates etc. Council accepts no responsibility for incomplete applications.

## 6. TIME FRAME

An indicative timeframe for the development of Council's Capital Works Program is detailed below:

Closure of applications	8:00am Monday 30 September 2019
Assessment of applications	October 2019
Announcement of Council's draft budget	May 2020
Confirmation of Council's budget	July 2020

## 7. FURTHER INFORMATION

Requests for further information can be directed to:

**Daniel Clark – Team Leader Leisure Development**

Telephone: 9298 8536

Email: [daniel.clark@knox.vic.gov.au](mailto:daniel.clark@knox.vic.gov.au)

## 8. RELATED DOCUMENTS

- Leisure Plan 2014-2019
- Sporting Reserve and Facility Development Guidelines Policy
- Sporting Club Financial Contributions Towards Development/Improvements of Council Sporting Reserve Facilities Policy
- Seasonal Tenancy Responsibilities
- United Funding Policy

The above documents can be found on Council's website at [www.knox.vic.gov.au](http://www.knox.vic.gov.au)



# Knox City Council Capital Works Projects Application Form

Please ensure you have read the following Council documentation before completing and submitting the following application form:

- Sporting Reserve and Facility Development Guidelines
- Sporting Club Financial Contributions Towards Development/Improvements of Council Sporting Reserve Facilities
- Seasonal Tenancy Responsibilities

## Section 1: Applicant Details

### Organisation/Club

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

### Principal Contact

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: (BH) \_\_\_\_\_ (AH) \_\_\_\_\_

Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is your organisation incorporated?  Yes  No

Incorporation Number: \_\_\_\_\_

ABN Number: \_\_\_\_\_

Is your organisation registered for GST?  Yes  No

### Facility Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Co-Tenant Details *(leave blank if sole tenant)*

Club Name	Contact Name	Telephone	Email Address

### Site Location of Project

Please provide below pictorial supporting information, highlighting where on the respective site the project is set to be located. Alternatively, please attach a site map indicating the exact location of the project on site. If you require a site plan, please contact [Suranga.Dissakarunaratne@knox.vic.gov.au](mailto:Suranga.Dissakarunaratne@knox.vic.gov.au) via email.



## Section 2: Project Details

### Ownership

What is your organisation's tenure over the land?

- Seasonal Tenancy Agreement
- Lease/Licence
- Other \_\_\_\_\_

### Project Type

- Pavilion upgrade/development
- Floodlighting upgrade/installation
- Upgrading sports fields/playing surfaces
- Upgrading practice/training facilities
- Other (please specify) \_\_\_\_\_







### Project Support

Please provide details of how the project is strategically supported by other local or regional plans and/or State Sporting Associations/Peak Bodies planning. Please ensure any relevant letters of support are attached.

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### Section 3: Funding Details

#### Project Budget

Please indicate the total cost of this project and the anticipated sources of funding.

**Total Cost** \$ \_\_\_\_\_

How was this cost determined?

- Quote (Please attach a copy of quotation)
- Other (Specify) \_\_\_\_\_

#### Funding sources

*Please provide supporting evidence for all funding sources i. e. bank statements or loan details*

Club Contribution \$ \_\_\_\_\_

Council Funding Request \$ \_\_\_\_\_

State Government \$ \_\_\_\_\_

Federal Government \$ \_\_\_\_\_

Other (e.g. sponsorship etc) \$ \_\_\_\_\_

Please specify \_\_\_\_\_

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**Amount requested from council** \$ \_\_\_\_\_

**Total Funding** \$ \_\_\_\_\_

*\* Please note council do not permit in-kind or voluntary labour and donation of materials for Capital Works Projects.*

