



# COMMUNITY FACILITIES ASSISTANCE FUND

Guidelines 2019-2020

The Community Facilities Assistance Fund provides opportunity for eligible community organisations to apply for funding assistance to support major or structural maintenance work on community facilities they manage.



## About Community Facilities Assistance Fund

The Community Facilities Assistance Fund (CFAF) represents the City's commitment to the provision of safe, sustainable community infrastructure, in particular those venues that are regularly utilised by members of the public. The program also aims to ensure Albany's unique heritage infrastructure managed by community organisations are preserved into the future. CFAF is a pilot initiative which will be trialled for the next three years.

The Fund supports eligible community organisations to apply for matched funding up to a maximum of \$5,000 for eligible maintenance to community facilities they are responsible for maintaining. There is an expectation that applicants demonstrate a contribution towards the cost of the works, including that they have attempted to source other funding support.

Funding will be available in two funding rounds opening in August 2019 and February 2020. Applicants must discuss their project with the City of Albany, and to obtain an application form. Please contact the Community Development Team on 6820 3020 or 6820 3023 to discuss your project.

## What Can I Apply For?

Only the following can be considered through CFAF:

- Major maintenance works, in particular works that have been identified as a public safety risk;
- Structural works that have been identified as a risk to the life of the facility, including impact from pests;
- Maintenance to address issues identified through compliance inspections and/or audits, and;
- Renewal works to improve access and inclusion for people with disability. A component of new will also be considered.

## What Won't Be Funded?

Minor, routine or preventative maintenance will not be considered under this program. This includes, but is not limited to:

- Regular pest or weed inspections and control;
- Gardening and vegetation clearing;
- Minor or routine plumbing and electrical works;
- Removal of graffiti;
- Annual servicing or testing of equipment (this includes RCDs);
- Painting indoors;
- Replacing floor coverings, unless proven to be a risk to public safety;
- Maintaining clear gutters;
- Replacing locks, including window locks;
- Costs that can be claimed from the applicant's insurance provider;

## Who Can Apply?

CFAF is only open to applicants who:

1. Are a non-profit, incorporated community organisation located in the City of Albany municipality and:

- a. have a lease agreement with the City of Albany, or;
  - b. whose community facility is located on a Crown Reserve in the City of Albany.
2. Are responsible for maintenance of the building, facility or venue the organisation operates or is located in. This can be either under a lease arrangement with the City of Albany, or other arrangement, and;
  3. Have not received support through this program previously.

## Who is Ineligible to Apply?

- Sporting organisations, unless the applicant can demonstrate a benefit to the wider community above and beyond the sporting activities of the club.
- Applicants with projects that are eligible for support through the Community Sporting and Recreation Facilities Fund, and;
- Organisations with Deductible Gift Recipient status.

## Funding Criteria

Applicants must meet the following criteria in order to be considered for CFAF:

### 1. Community Use

The facility must be a community venue, demonstrated by evidence the facility:

- Has multiple users or user groups of the premises;
- Has co-located community groups in or on the premises. This can include sub-lease/hire arrangements with other organisations;
- Is not eligible to apply to the Community Sporting and Recreation Facilities Fund for support for the project.

### 2. Planned Approach

The City will fund a matched contribution of no more than \$5,000 per applicant. Applicants will need to demonstrate they are making a matching contribution towards the project as follows:

- The applicant's contribution can either be cash, or a mix of cash and in-kind.
- The in-kind contribution cannot represent more than 50% of the applicant's overall contribution.
- The applicant's cash contribution can be fully or partly sourced from a third party, for example grant funding body or gift/donation.

Applicants also need to demonstrate that effort has been made to plan or budget for ongoing maintenance of the facility. Applicants can demonstrate this by:

- Provision of a maintenance plan for the facility;
- Provision of a facility inspection report from an appropriately qualified and licensed person highlighting priority works;
- The applicant's strategic plan which identifies expansion of facility use and/or activation into the medium to longer term;
- Evidence of fund-raising activities, and/or other grants that have been applied for or received for the works, and/or;
- Other relevant documentation.

### 3. Community Need

Applicants are required to outline what services/programs/activities their organisation provides to the local community through the facility. These can either be regular social events that bring residents together, or funded services which are delivered using the community facility. Are the organisation's activities open to the general public, or limited to members only? Applicants should consider how the facility adds value to the social fabric of the local area, in particular, what would happen to current users if the facility was no longer able to be used.

## How Do I Apply?

Applicants must discuss their project with the City's Community Development Team prior to applying. Please contact the City by telephone on 6820 3020 or 6820 3023 and a staff member will assist you.

## Application Assessment

Applications will be assessed as they are submitted by a panel of City staff against the Funding Criteria (see above). Applicants should provide as much detail as necessary.

The Executive Director Corporate Services will approve recommended applicants for funding, with all applicants advised of the outcome of their application following the assessment process.

## Conditions of Funding

Successful applicants will be required to sign a funding agreement with the City. Canvassing of elected members will automatically disqualify the application from consideration.

## Acknowledgement

Successful applicants will be required to indicate how they intend to acknowledge the City of Albany's contribution towards the project. The City's support must be acknowledged through any advertising, other promotional material and media publicity associated with the activity. Invitations should be extended to The Mayor and/or Elected Members for any official openings or launch events concerning the community facility.

## Key Dates

Action	Date
Applications open	26 August 2019
Applications close	7 October 2019
Applicants advised	October 2019

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