



3. COUNCIL POLICIES

3.1 COMMUNITY DEVELOPMENT

3.1.2 Financial Assistance towards Sport and Recreation Capital Projects, including CSRFF

Background

Whilst Council's priority is to invest in infrastructure that is Council owned and managed, it has traditionally given recognition to local sport and recreation clubs and groups within the Shire that are deemed to fill a significant gap in local sport and recreation infrastructure. Requests for funding assistance are considered on a case by case basis and are subject to Council's financial capacity at the time of the request.

With an increasing financial pull on limited resources, Council will be required to balance the established needs of the community with the wants of the community. Council has many competing funding priorities and endeavours to allocate funding in a strategic manner.

Sporting clubs/recreation organisations can request Council for financial assistance towards their projects in various ways, including:

1. Cash contribution, directly towards the project
For small capital projects, clubs/ groups may request a financial contribution from Council towards their project.
2. Cash contribution towards a grant application for the project
For larger, more costly projects, clubs/ groups are expected to seek funding contributions from various sources, which may include state, federal or other grants. The Community Sporting & Recreation Facility Fund (CSRFF) is a grant program specifically for sport and recreation facilities. The purpose of the CSRFF program is to provide Western Australian Government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The CSRFF program is administered by the Department of Local Government, Sport and Cultural Industries (DLGSC). The CSRFF program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities. CSRFF can fund new or upgraded facilities which will maintain or increase physical activity, or result in a more rational use of facilities. More information on the CSRFF program can be found in Attachment 2.
3. Self supporting loan
Council may consider requests from community based organisations such as sporting clubs and not for profit community groups for a self supporting loan. Refer to Policy 4.1.2 Self Supporting Loans for further information.

This Council policy is necessary for the following reasons:

- a. The possibility for Council to make a financial contribution towards sport and recreation project driven by community clubs/groups; and
- b. The requirement of the CSRFF program that all applications are assessed and ranked in priority order for the municipality by the local government.

Objectives

The objectives of this policy are:

1. To guide Council in its decision making, investment and prioritization processes;
2. To guide Council in allocating funds (this may include direct cash contributions, self supporting loans, or other means) in a consistent, transparent and equitable manner;
3. To provide community groups and clubs within the Shire of Manjimup clear guidelines relating to applying for financial assistance in general, and specifically under the CSRFF program;
4. To guide Council in assessing CSRFF applications, and ranking them in priority order for the municipality; and
5. To provide guidelines to staff administering this policy.

Scope

The policy applies to the whole of the Shire of Manjimup for capital (facility/infrastructure development) projects driven by community organisations such as sporting clubs and recreation/community groups.

Note: Financial contributions for small and non-infrastructure projects can be applied for under the Shire of Manjimup Community Fund Program (refer to Policy 3.1.3).

Financial assistance by Council can only be given to organisations and clubs occupying:

- Land owned by, vested in, or managed by the Shire; and
- Crown land or freehold land, where Council is authorised to do so under the provisions of the Local Government Act.

The CSRFF program stipulates that the land on which the facility is to be developed must be one of the following: Crown reserve, land owned by a public authority, municipal property, or land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.

Policy Principles

Based on the Sport and Recreation Strategic Plan 2014-2024, this Policy is guided by the following principles:

1. The cost of providing and maintaining the list of amenities and facilities requested by the community is in total far greater than the resources of the Shire could possibly meet. Accordingly the Shire will attempt to satisfy demand by providing facilities to meet the largest segment of the community as a priority. Community support through volunteer contributions, fundraising and ongoing user contributions will be necessary to achieve development projects;
2. Council will provide greater support to community groups and organisations that demonstrate a degree of self help;
3. Clubs that have developed a licensed premise as part of their facilities will be encouraged to meet two thirds the cost of their future sport and recreation development proposals;
4. Council will endeavour to support the development and maintenance of a minimum suite of facilities in or nearby to each of the townships in conjunction with the local community;
5. Proposals for the future development of facilities must, wherever possible, be multi-purpose in design and function to attract the greatest range of user groups and the maximum level of utilisation;

6. All future developments must be designed to cater for all segments of the community in regards to access and functionality;
7. Sport, recreation and leisure facilities should, wherever possible, be aggregated in the one location, or in near proximity to each other, to enable cross-promotion, cross-selling and management, maintenance and operation efficiencies to be maximised;
8. The pursuit of community access to sport and recreation facilities developed by or in conjunction with the Department of Education, other government agencies, or the private sector is encouraged;
9. Support proposals for the installation of lighting for competition and training purposes to sporting facilities such as playing fields and hard courts that increase and extend utilisation opportunities;
10. Support proposals to upgrade playing arena surfaces where such upgrades will increase and extend utilisation opportunities;
11. Support proposals to upgrade amenities and support facilities at the venues they use to improve safety and increase and extend utilisation opportunities by the community;
12. Support proposals that ensure there is complementary development of facilities rather than duplication; and
13. Fund allocation will be guided by the principle of fairness and equity in terms of applicants, location and activities.

Policy Measures

Submission of Applications

Applications for financial support towards capital development projects can be submitted to Council at any time during the financial year. Any applications for financial assistance towards a proposal from a club/group for the development of sport and recreation facilities will be evaluated using information provided by the club/group, as well as information collected by the administrating Officer. Attachment 3 offers guidelines for information to be included in applications.

Assessment of Applications

Applications for amounts up to \$30,000 will be assessed by the Administrating Officer. To assess applications for amounts greater than \$30,000, an Evaluation Panel will be established, consisting of three (3) Officers with areas of expertise relevant to the application, who will each independently score the application against the criteria.

Applications are assessed against five (5) qualitative criteria, as shown in Attachment 1. A scoring system will be used as part of the assessment of the criteria. The extent to which an application demonstrates greater satisfaction of each of these criteria will result in a greater score. Each criterion will be weighted to indicate the relative degree of importance that Council places on this criterion. Proposals that do not contain all information requested cannot be evaluated or may result in a lower score. Applications are assessed against their merit, and Council determines whether it supports the application.

The aggregate score of each proposal will be used to determine whether an application meets the criteria sufficiently to be deemed meritable for financial support, in accordance with the following guide:

Score (max. 100)	Recommendation
10 to 49	Project has limited merit and is not recommended for funding in its current proposal.
50 to 69	Project has merit but requires further improvements before funding be considered.
70 to 100	Project has merit and may be considered for funding.

Financial Assistance towards Applications

There is no obligation, unless previously committed, on the local government authority to make a financial contribution to the applicant projects. Clubs/groups are not to expect as a right any financial assistance from the Council, as requests will only be considered in respect to the overall priorities of other projects within the Shire and will also be subject to the availability of finance. Council will determine its total financial commitment to community funding for the upcoming financial year, as part of its budget preparation, and will exclude projects on the basis that they cannot be accommodated in the budget.

Council may contribute in a finance arrangement between the club/group, the Shire and other funding organisations:

1. Council's contribution may include the provision of materials, staff time, and loans of plant and equipment;
2. Financial assistance to organisations may be in the form of a donation and/or a self supporting loan. A loan will only be considered, when the organisation agrees to re-pay the costs in full and can also demonstrate the ability to do so;
3. Licensed clubs, under the Liquor Control Act, may be required to re-pay (for the licensed component of the facility) in full any financial assistance from Council;
4. Funds may be allocated in the current, or following financial year, or, where possible, may be spread over multiple financial years; and
5. Council's contribution may be subject to successful grant funding.

In regards to funding towards CSRFF applications, the CSRFF program guidelines stipulate the following:

- The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million;
- There is no obligation on the local government to make a contribution to a community group project, however a contribution from all stakeholders (local government or community club/group) in a project that meets local needs will be viewed more favourably;
- State Government funding for any project cannot exceed two thirds of the total project cost; and
- The value of work undertaken by volunteers and donations can be included in the applicant's contribution. Voluntary labour is allowable up to \$50,000 in value, however the grantee's cash contribution must match any non-cash contribution to the project. There is no limit on donated materials, however the applicant's non-cash contribution cannot exceed the applicant's cash contribution to the project.

Council reserves the right to refuse to support an application, to give an application a low priority or to refuse to make funding available for projects under the following circumstances:

- When the proposed project is not prioritised in the Shire of Manjimup Corporate Business Plan or informing strategic documents;

- Where the application is not consistent with the recommendations of the Shire of Manjimup's adopted Strategic Community Plan or Strategic Sport and Recreation Plan;
- Where the proposal is not the product of a development plan or in response to an identified and documented need;
- Where the applicant cannot demonstrate adequate expertise within the organisation/club to undertake the project.
- When Council feels that its financial commitments for the upcoming Financial Year preclude it from making funding available;
- When the proposal will lead to an unacceptable ongoing financial commitment by Council;
- When the ongoing management of the capital item is unclear or places an unacceptable burden on Council staff and resources; and
- When the legal and/or financial status of the organisation or club is in doubt.

Assessment and Ranking of CSRFF Applications

The CSRFF program has several grant rounds per year. In accordance with the State Government's guidelines for the program it is a requirement, prior to submission to the DGLSC, that:

- each application be assessed by Council; and
- all applications submitted in a particular round are ranked in priority order.

Applications are assessed against their merit (i.e. delivering benefits to the local and wider community, and visitors), and Council determines whether it endorses/supports the application.

The philosophy applied in determining the Shire of Manjimup's recommended ranking is based on consideration of the following factors:

1. Inclusion or compatibility with Shire's Sport and Recreation Strategic Plan;
2. Inclusion or compatibility with key Shire's Strategic Documents;
3. Inclusion or compatibility with the Shire's budget;
4. Timeliness of proposed implementation;
5. Judgement of extent to which the project funding is secured;
6. Project readiness; and
7. Any other related concerns or implications.

The intent of applying the above factors is to give greatest support to those projects that fit well within the overall strategies for the Shire, and are ready to be implemented without any delay.

Pre-requisites of Financial Assistance towards an Application

1. This policy shall only apply where works of a capital nature are being undertaken;
2. Financial assistance cannot be sought in retrospect;
3. The proposed project must be consistent with the Shire of Manjimup's Corporate Business Plan and relevant informing Strategic documents (such as the Strategic Community Plan, Sport and Recreation Strategic Plan);
4. Groups seeking project funding assistance need to work in collaboration with Shire staff from the outset to ensure that the proposed works are included in the Corporate Plan;
5. Requests for financial assistance should normally be received well in advance to allow for the inclusion into the budget process (at the latest by 1st March each year);
6. Organisations are encouraged to seek financial contributions from other sources;

7. Applicants need to be aware of and comply with the requirements of funding bodies, and ensure that the Council is also made aware of those requirements;
8. Copies of previous two (2) years audited financial statements of the Club/Organisation should accompany any application for financial assistance over \$5,000; and
9. The organisation or club must demonstrate to the Council that there is sufficient expertise within their organisation to provide appropriate plans and specify accurately materials and services required to complete the project.

Administration

The Community Services Directorate is responsible for the administration of this policy, Council's financial contributions towards projects driven by sporting clubs and recreation organisations, and the management of CSRFF applications.

Adoption and Date Due for Revision

**ADOPTED 13 FEBRUARY 1997
REVIEWED 22 JANUARY 2014
REVIEWED 4 JULY 2019
REVIEWED 26 NOVEMBER 2020**

NEXT DUE FOR REVIEW NOVEMBER 2024

<p>The Administration of this Policy is by Community Services Directorate.</p>

Attachment 1. Assessment Criteria for Applications

Assessment Criteria	Assessment Criteria Guide	Scoring & Weighting
1. Strategic alignment	<ul style="list-style-type: none"> - Alignment with Shire of Manjimup Strategic Community Plan and Corporate Business Plan. - Alignment with other Shire strategic documents, incl. Sport and Recreation Strategy, Master Plans, Access & Inclusion Strategy. 	0 (no alignment) – 5 (excellent alignm.) 30%
2. Benefit to community	<ul style="list-style-type: none"> - Benefit other clubs/ groups and to wider community. - Facilities shared/ co-location with other groups/ clubs. - Economic benefit and/ or increase in tourism. - Catering for a demographic group, which is current not being catered for. 	0 (no benefit) – 5 (excellent benefit) 20%
3. Financial contribution request	<ul style="list-style-type: none"> - Contribution from club/ group. - Amount requested, as percentage of total project costs. - Amount requested in relation to the community benefit. - Previous funding/ support provided to this club/group. - Equity across towns within the Shire, and across sports and recreation pursuits. 	0 (not proport.) – 5 (proportionate) 20%
4. Imperative & Opportunity	<ul style="list-style-type: none"> - External funding available - Unique/ timely opportunity - Immediate need (e.g. safety/risk) - Impact on ongoing/ future financial burden of Shire. 	0 (no relevance) – 5 (high relevance) 15%
5. Benefit to club and sport	<ul style="list-style-type: none"> - Potential for growth in membership numbers/ activities & programs/ facility usage/ revenue/ inclusion (e.g. gender, abilities) - Alignment with regional and/or state strategies (e.g. State Sporting Association/ peak body) 	0 (no benefit) – 5 (excellent benefit) 15%
Total weighted score:		Max. 100

Scoring Guide

Score	Rating	Guide
5	Excellent	Demonstrated excellence, substantially exceeds minimum requirements, a number of superior features.
4	Good	Exceeds requirements in some respects.
3	Fair	Meets minimum requirements with no materials concerns or deficiencies.
2	Marginal	Some areas of concern in relation to ability to meet minimum requirements or some deficiencies.
1	Poor	Fails to meet minimum requirements in several respects, contained insufficient or unclear information.
0	Fail	Fails to meet minimum requirements in all respects or did not provide information.

Attachment 2. CSRFF

About CSRFF

The Community Sporting and Recreation Facilities Fund (CSRFF) exemplifies the Western Australian Government's commitment to the development of sustainable infrastructure for sport and recreation across the State.

The purpose of the program is to provide financial assistance to community groups and local governments to develop basic infrastructure for sport and recreation. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

Through CSRFF, the Western Australian Government will invest an annual pool of funds towards the development of quality physical environments in which people can enjoy sport and recreation. The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million.

Priority consideration

CSRFF can fund new or upgraded facilities which will maintain or increase physical activity, or result in a more rational use of facilities. Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability. The program is not designed to provide facilities to meet a club's ambitions to compete in a higher grade.

Examples of projects which will be considered for funding include:

- New playing surfaces e.g. ovals, courts, synthetic surfaces etc.;
- Floodlighting;
- Change rooms and ablutions;
- Sports storage;
- Clubrooms including social space, kitchen, administration areas and viewing areas. Please note that these areas have a minimal impact on physical activity and would be considered a lower priority; and
- Resurfacing of existing sports surfaces. It is expected that facility managers will budget for these items as part of the ongoing operation of the facility, frequently over 7 to 10 years, and will be considered a low priority for funding. If successful the project is likely to attract reduced funding of 16.66%. In competitive rounds it is unlikely that these projects will receive funding.

Level of funding available

The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million. DLGSC will assess the total eligible cost of your project (excluding GST) from the information provided. Any ineligible items shown as eligible will be deducted from the eligible project cost.

The department does not guarantee you will receive the full amount of financial assistance requested or the maximum level of funding. The level of financial assistance offered will be based on the overall significance of the proposed project, including the benefits provided to the community. Receiving financial assistance under this program does not guarantee future stages of your project will be funded.

There is no obligation on the local government to make a contribution to a community group project however a contribution from all stakeholders (local government or community club/group) in a project that meets local needs will be viewed more favourably.

State Government funding for any project cannot exceed two thirds of the total project cost.

Voluntary labour/donated materials

The value of work undertaken by volunteers and donations can be included in the applicant's contribution. Voluntary labour is allowable up to \$50,000 in value, however the grantee's cash contribution must match any non-cash contribution to the project.

There is no limit on donated materials, however the applicant's non-cash contribution cannot exceed the applicant's cash contribution to the project.

Eligibility

Applicants must be either a local government or a not-for-profit sport, recreation or community organisation incorporated under the WA Associations Incorporation Act 1987 and have an Australian Business Number (ABN). Clubs must demonstrate equitable access to the public on a short term and casual basis.

The land on which the facility is to be developed must be one of the following:

- Crown reserve;
- Land owned by a public authority;
- Municipal property; or
- Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.

Grant categories

CSRFF Small Grants

Small grants will be awarded to projects involving a basic level of planning. The total project cost for small grants must not exceed \$300,000 exclusive of GST. Grants given in this category must be claimed by 15 June in the relevant financial year.

Examples of small grant projects:

- Cricket pitch and practice wickets
- Storage upgrades
- Changerooms refurbishments
- Safety fences for sport and recreation facilities, i.e. ballistic sports
- Small floodlighting projects
- Court surface conversion
- Large scale dams, water collection systems and pipelines for distribution (maximum grant offered is \$60,000)
- Various planning studies to a maximum grant amount of \$25,000

CSRFF Annual Grants

Annual grants will be awarded to projects with a planning and construction process that will be complete within 12 months and have a total project cost (exclusive of GST) of \$300,001–\$500,000. Grants given in this category must be claimed by 15 June in the next financial year.

Examples of annual projects:

- Upgrades to clubrooms/pavilions
- Large floodlighting projects
- Court or bowling green construction
- Reticulation system for a grassed playing field
- Value of total project
- \$300,001 to \$500,000, exclusive of GST.

Forward Planning Grants

Forward planning grants will be given to the more complex projects that require a planning period of between one and three years. Grants in this category will have a total project cost (exclusive of GST) of over \$500,001 and may be allocated in one or a combination of the years in the next triennium.

Examples of forward planning grant projects:

- Multipurpose leisure/recreation centre
- Swimming pool – new or major upgrade including heating to allow increased use
- Construction of large synthetic fields
- Playing field construction
- Clubroom – new or major upgrade
- Large ablution block/change rooms

Key principles of facility provision

The key principles of facility provision explains in depth the principles against which applications for CSRFF funding will be assessed. Assessments have been based on the following criteria:

- Project justification
- Planned approach
- Community consultation
- Management planning
- Access and opportunity
- Design
- Financial viability
- Coordination
- Potential to increase physical activity
- Sustainability.

Joint provision and shared use of facilities is a priority consideration for CSRFF support. It is not a scheme to ensure separate facilities of equal standard for all clubs. It is not designed to provide facilities to meet a club's ambitions to compete in a higher grade.

Local government involvement

Applicants must liaise with their local government regarding planning and building approvals pertinent to their project. The local government will assess all relevant applications and is to rank applications in priority order for the municipality.

State Sporting Association involvement

Applicants must liaise with their State Sporting Association to discuss the project. State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly on information related to technical design issues.

Advice from all of the above forms part of the assessment of the project.

Application process and timeline

The application form, together with the supporting documentation required, must be submitted to the local Council by the relevant date outlined in the application process and timeline section. Please note that many local governments will close the application period sooner to accommodate council meeting schedules. The applicant is recommended that to check the closing date for CSRFF applications with its local government to avoid missing out.

More detailed information on CSRFF grants process can be found on dlgsc.wa.gov.au.

Attachment 3. Information to be provided by applicants

Below suggestions for information are provided to assist clubs/ groups to determine relevant information to support/ strengthen their request to Council.

1. Tell us about your club/group.

- How many members/ users/ participants? What are their demographics (e.g. age, gender)?
- Which facilities/infrastructure (e.g. buildings, car park) are being used?
- What is the governance structure/ business management model of the club?
- Does your club have a grass roots sports program?
- Is your club affiliated with a State Sporting Association/ peak body?
- Does your club have a strategic plan?
- Any strengths of the club relevant to this project.
- Copies of previous two (2) years audited financial statements.

2. Tell us about your project.

- Describe the project and why it is needed.
- Have other options been considered (e.g. utilizing and/or upgrading existing facilities)?
- How will the project be executed?
- Does the project have support from State Sporting Association/ peak body?
- What does the project costs, and how will it be funded (cash and/or in-kind contribution from the club, and other funding sources/amounts)?
- What is your request to the Shire of Manjimup (e.g. request for cash and/or in-kind contribution, in principle support, approval)?
- Will there be any other or ongoing costs implications for the Shire?
- Will the project assist the Shire with reducing its financial burden (e.g. by addressing current maintenance issues, replacing an aging facility, or improving/ increasing utilisation of a building)?

3. How will your project benefit your club?

For example:

- Increase in membership numbers and/or facility users
- Revenue potential
- Inclusivity (e.g. gender, disabilities).

4. How will your project benefit the community?

For example:

- Shared usage or co-location with other clubs/groups
- Benefit to the town and/or the region
- Economic benefit and/or increase in tourism
- Catering for a demographic group, which is current not being catered for.