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POLICY - LEISURE FACILITIES CAPITAL WORKS FUNDING**DRAFT****OBJECTIVE**

To provide a framework for the provision of funding for Capital works projects, which meets Council's strategic objectives in facilitating the provision of leisure facilities.

STATEMENT**Scope**

The City of Joondalup is committed to the equitable allocation of Council resources for the purpose of developing community facilities. The assessment process that organisations enter into will ultimately provide a needs analysis and feasibility study that will ensure the project is well planned, managed and ultimately well used. This will then be assessed in light of other proposed projects to determine the maximum benefit for the community from Council's resources. In doing this, emphasis will be placed upon Council working in partnership with the community to ensure:

- Efficient and cost effective use of Council resources.
- Efficient, streamlined and transparent decision-making.
- Council resources are allocated and developed according to community need.
- Duplication of services and facilities in communities is avoided.
- Wherever possible investigation into multiple uses of existing community resources is undertaken before allocation of Council owned or managed resources.

Issues that may delay or impede an application include:

- Failure to meet the eligibility criteria or to accurately address the issues covered in the application form.
- Lack of Council resources available at the time of application.
- The proposal may satisfactorily cover all issues but other existing facilities may be more suitable.

The City will endeavour to assist community organisations to explore all options available to them in the attempt to satisfy their needs.

1. Eligibility Criteria

The following criteria MUST be met by the applicant organisation/s before Council will consider assessing this application.

- The organisation/s must reside or ultimately reside in the City of Joondalup or have the majority of its members residing in the City of Joondalup.
- The organisation/s must be incorporated and not-for-profit (Organisation/s working towards incorporation are required to provide a copy of a draft constitution and a written commitment detailing the time when incorporation will be achieved).
- The organisation's constitution must state that membership is not restrictive and is open to all members of the general public.

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- Evidence of the organisation's ability to meet financial commitments. To determine this, organisations to supply a copy of:
 - a. Annual audited financial reports from previous two (2) years, and
 - b. A detailed financial plan.
- If the proposed facility is to be managed by the organisation, it needs to provide evidence of its ability to secure and maintain relevant insurance policies throughout the duration of the tenure.
- Organisations can apply for funding once per year. However, if organisations are successful with their application, then they will not be eligible to apply for funding in the following year (i.e. if successful in 2002, then will be eligible to apply next in 2004).

2. Exclusions

Council will not provide financial support for:

- Projects which have started before approval is announced by the City of Joondalup and the State Government
- Purchase of land
- Cost of bar facilities
- Commercial operations pursuing projects primarily for a profit or with a commercial purpose
- Expenditure other than capital improvement (e.g. operational or recurrent)

3. Selection Preferences

Preference will be given to proposals which:

- Incorporate, or provide opportunity to incorporate, other community uses.
- Are funded by a number of sources, with the applicant body demonstrating that they will make a significant contribution to the cost of the facility.
- Are justified via the applicant's Strategic Plan and/or Development Plan.
- Are intended for areas where suitable land is already available.
- Have community support.
- Will meet a significant immediate or long term need in the community.
- Contribute to a sense of community identity.
- Will be well used throughout the year.
- Are consistent with City of Joondalup's Strategic Plan and Community Development Services Business Unit Plan.
- Are identified within the planning process of a governing or overriding body.

4. Documentation Required

Minimum requirements are noted below. Applicants may wish to supply additional RELEVANT information such as the methodology and results of any formal needs assessment.

- Completed Application Form
 - Certificate of Incorporation
 - Most recent audited financial report
 - Previous three years audited accounts
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- Proposed future budgets for the next two (2) years
- Written confirmation of financial commitments from other funding sources
- If a multiple user club there must be agreement in writing between all user groups for the additions / extensions

5. Other

Council will:

- only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances
- require each applicant organisation to submit a new funding application on each occasion before Council will commit any funds
- require each application for funding to be in writing with the required supporting documentation

6. Assessments and Approval of Grants

6.1 A Formal Facilities Assessment Group, consisting of relevant Council officers, will assess, rank and rate all applications received based on the following criteria:

- Well planned and needed by municipality
- Well planned and needed by applicant
- Needed by municipality, more planning required
- Needed by applicant, more planning required
- Idea has merit, more preliminary work needed
- Not recommended

6.2 Funding Criteria

Council will provide up to one-third funding for approved Capital Works projects. The remaining two-thirds funding is to be raised by the applicant. This can be achieved from sources such as:

- Applicant's cash
 - Applicant's "in-kind" or donated material
 - State Government's Community Sport and Recreation Facilities Fund (CSRFF)
- Applicants, that were unsuccessful in receiving a grant from the CSRFF may still proceed with their proposed project, following Council's commitment to fund one-third, if the applicant obliges to fund the remaining two-thirds themselves.**

6.3 All funding will be approved by resolution of Council on recommendation from the Formal Facilities Assessment Group.

6.4 Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

Previous Policy No:

Amendments:

Issued:

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Related Documentation: