

**COMMUNITY FACILITY SUPPORT
PROGRAM
MAINTENANCE AND UPGRADE**



**PART A - COUNCIL OWNED COMMUNITY
BUILDINGS**

Councils support program for community facility maintenance & upgrade is designed to respond to requests for assistance with respect to maintenance, repair or improvement of community buildings.

The program enables the provision of financial assistance for major maintenance, repair and improvement of Council owned buildings that are managed by community development organisations.

**Community
Facility
Support
Program**



ELIGIBILITY CRITERIA

ELIGIBLE

Facilities that are eligible to apply for financial assistance include:

- ◆ Public Halls
- ◆ Community Centres
- ◆ Neighbourhood Centres
- ◆ Facilities with a social welfare community development or cultural focus.
- ◆ Facilities which service an isolated community
- ◆ A Council owned community facility leased by community based organisations

Facilities must also be:

- ◆ Managed by non-profit community organisations on an Occupancy Agreement with Council
- ◆ Facilities managed by Section 355 Committees
- ◆ Facilities managed by Gosford City Council

NOT ELIGIBLE

Facilities that are not eligible to apply under Part B include:

- ◆ Non-Council owned facilities
- ◆ Facilities occupied by for Profit Organisations
- ◆ Where a more applicable means of supporting a facility is available
- ◆ Where the facility has no direct benefit to Gosford residents
- ◆ Where an applicant has not complied with conditions of previous funding
- ◆ Where applicants are in a position to self-fund the facility
- ◆ Where applicants are sporting and recreation clubs/associations
- ◆ Retrospective projects
- ◆ Projects occurring outside the Gosford Local Government Area
- ◆ Financial contributions to events
- ◆ Where works have already commenced or are completed

PROCEDURE

The owner or Management Committee of a community facility can request financial assistance from Council on the appropriate Application Form towards a specific repair, maintenance or improvement of a community facility

Applications will be requested from eligible organisations in September / October each year

Applications which do not meet Council's guidelines should be advised that the request is not eligible for consideration

Applications received from organisations will be subject to assessment. A report will be submitted to Council for consideration of assistance towards the required capital improvement

Organisations will be notified of the result of their application prior to February of the ensuing year

CONDITIONS

Assistance will only be granted for work associated with a building and/or it's fixtures and fittings.

Assistance to be granted on the condition that the organisation:

- a prove that they have at hand either their contribution in funds or in kind to complete the work.
- b obtain at least two (2) written quotes for materials and/or labour.
- c Provide a Schedule of Work which indicates that the work can be completed within the required time frame. (Before 30 June 2005 unless alternate arrangements have been organised).
- d A financial statement for the organisation must accompany applications.

Recipient groups will be required to give public recognition of any assistance received from Council.

The failure of any group to comply with these conditions may disqualify them from consideration for further upgrade and maintenance assistance under this arrangement.

The grant will be administered annually. Following the ranking of all applications, a report will be submitted for Council's consideration.

The grant must be spent by 30 June each year unless prior arrangements have been made with Council. In the case of this not happening, funding may be withdrawn and the funds reallocated.

Variation to a funded project requires prior approval by the Community Development section of Gosford City Council.

Successful applicants are required to contact the Community Development section of Gosford City Council prior to commencement of any works to ensure a risk assessment and OH & S requirements have been completed.

Applicants MUST provide an Australian Business Number (ABN) or a signed 'Statement by Supplier' form stating that they are not eligible for income tax, otherwise Council are obliged to send 48.5% of the grant to the Australian Taxation Office as Withholding Tax.

Payment can only be made after a tax invoice is received from the successful applicant made out to Gosford City Council.

ASSESSMENT CRITERIA

All applications will be assessed using the following criteria:

1. Does the project:
 - i. Improve the safety of the building
 - ii. Provide essential maintenance to the building, eg. roof repairs
 - iii. Remove any physical impediments which would prevent widespread community use
 - iv. Upgrade the facility thereby increasing flexibility of use and/or the possibility of a wider range of activities
 - v. Only relate to works associated with the building and/or its fixtures and fittings
2. What policy objectives does the project meet?
3. To what degree is the organisation self-financing?
3. Has the need for the project been demonstrated?
4. Is the organisation able to make a contribution either in monetary funds or in kind, eg. Labour, materials, etc.
5. What efforts have been made to seek funds from other sources?
6. Who and how many will benefit from the donation?
7. Who and how many use the facility?
8. For what purpose is the facility used?
9. Does the facility have a broad community focus?
10. Is this a “one-off” request or likely to be a recurring request?