

Community Capital Contribution Policy

Objectives

To provide a coordinated, equitable approach to the planning, assessment and approval of capital contribution requests from sporting clubs and community organisations.

Scope

This policy applies to all capital projects valued at \$5,000 or more to property owned or managed by the Town and new facilities on Town owned or managed sites.

This policy does not apply to financial assistance provided through operating grants under the Town of Bassendean's Community Funding Policy, including grants, sponsorship, donations, waivers, rebates/subsidies or in-kind support.

To be eligible to apply for a capital contribution, the applicant must be:

- An incorporated, not-for-profit sporting club or community organisation
- Based within the Town of Bassendean
- Have a current lease or license agreement or regular hire arrangement with the Town, or would be a prospective lessee or licensee in respect of new facilities
- Able to demonstrate that a majority of its membership base reside within the Town
- Able to provide evidence of financially and environmentally sustainable operations
- Not have an outstanding debt due to the Town.

All capital projects for upgraded or new infrastructure are eligible for application and assessment under this policy, including:

- Toilets and changerooms
- Kitchens and canteen facilities
- Equipment storage
- Shade structures
- Sports-specific infrastructure
- Sports floodlighting
- Paving
- Car parking
- Playgrounds
- Capital repairs to infrastructure
- Other asset renewal or replacement
- Major capital projects.

Operational costs including staffing costs are not eligible under this policy.

Definitions

Major capital projects are projects involving upgraded or new infrastructure costing more than \$250,000.

A *self-supporting loan* is a loan taken out by the Town on behalf of the applicant where the applicant agrees to pay all loan principal and interest payments and associated fees and charges incurred by the Town.

Policy statement

1. The Town of Bassendean is committed to providing financial assistance to sporting clubs and community groups, seeking to develop new or upgraded community infrastructure.
2. The Town's funding contribution will generally be up to one-third of the total project cost, with the other two-thirds to be sourced from applicant contributions and/or other external funding sources, such as government grants.
3. The Town may assist the applicant with the applicant's contribution through a self-supporting loan. The maximum amount of a self-supporting loan is \$100,000.
4. In general, major capital projects will be Town-led projects derived from and/or aligned to the Town's Council Plan, Reserve Masterplans, or Asset Management Plans, and will be reflected into the Town's Long Term Financial Plan (LTFP).
5. The Town will undertake all capital projects as the land asset owner or manager and may appoint a project manager to manage the project on its behalf.

Application

6. The applicant must have discussed the proposed capital project with their appointed Lease/License Relationship Manager, or the Manager Community Services, prior to applying under this policy.
7. The applicant will be required to provide information in support of their application, which may include:
 - Proof of incorporation and/or not-for-profit status
 - Project justification, including a needs analysis and community benefit
 - Estimated cost of the project and proposed funding model
 - Financial statements
 - Minutes of meetings
 - Summary of membership base, employees and volunteers

- Evidence of support by state and/or federal sporting associations, users or other clubs or community groups
 - Evidence of support by funding partners
 - Certificates of insurance.
8. Where a major capital project (more than \$250,000) is proposed by an applicant, the applicant shall, in addition to any requirement above, submit a business case in support of the application, to demonstrate the need for the project, value to the community, costs and benefits (including whole-of-life costs), and the funding proposal. The Town may require additional documentation in support of the business case, including a project plan, schematics, detailed design and quantity surveyor estimates. The Town will provide guidance and support in developing the business case.

Assessment

9. The Town will assess applications under this policy, as follows:
- Alignment with the Town's Council Plan, Reserve Masterplans, Asset Management Plans and any other relevant informing strategy or plan
 - Demonstrated current and projected community need, and the net value proposition for the project in terms of costs and benefits over the asset lifecycle
 - Proposed applicant funding and potential eligibility for the project for other external funding
 - Opportunities for physical activity and social wellbeing, including accessibility and inclusive participation
 - Community activation of the amenity or area
 - Overall investment by the Town in connection with the sporting club or community organisation, the relevant sport or activity, and the location, in the context of the Town as a whole
 - The ability of the Town to fund its share of the project cost, taking into consideration existing proprieties and other projects earmarked for funding in the Town's LTFP.
10. Council may approve or reject an application for a capital contribution under this policy, either when adopting the annual budget for the Town, or at any other time.
11. If the application is approved for a capital contribution:
- a. The approval will generally be conditional on the remaining funding being secured from the applicant and/or external funding sources.
 - b. The Town may schedule the capital project for implementation during the next annual budget and/or the Town's LTFP.

12. Applicants should note that approval of major projects may be subject to a long lead time, to facilitate external funding processes, and allow for completion of existing projects.

Other Council Policies

Community Funding Policy provides financial assistance through grants, sponsorship, donations, waivers, rebates/subsidies and in-kind support which to assist groups, organisations and individuals to deliver positive community outcomes.

Property Management Policy aims to optimise the use of the Town's community facilities for the benefit of the community.

Community Leasing Framework supports the Property Management Policy by providing guidance for lease and license agreements with sporting clubs and community organisations.

Document responsibilities:			
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