

Community Plan Implementation Fund Specialist Stream Guidelines

Overview

Community Plan Groups will have access to Council's Community Plan Implementation Fund (CPIF) via an application process. Specialist funding rounds will be developed by Council's Community Strengthening team and will provide opportunities for Community Plan Groups to implement specific projects based on common themes identified across Community Plans.

These Guidelines are specific to the Specialist Stream of the CPIF. Please see the Community Planning Toolkit for more details on funding options available.

Applications

Specialist Funding rounds will be delivered twice yearly based on common themes across Community Plans. Council will circulate an Expression of Interest and will be promoted directly to the Community Plan Groups.

The approval of Specialist CPIF Funding Applications is aligned with Council's Instrument of Delegation, as per the below table.

Amount	Delegation	Outcome Timeframe
\$0 - \$500	Coordinator Community Development	Two Weeks
\$501 - \$5000	Team Leader Community Strengthening	Two Weeks
\$5001 - \$50,000	Manager Community Wellbeing	Two Weeks
\$50,001 +	Director Community	Four Weeks

Criteria

When assessing an application for the CPIF Specialist stream, consideration will be given to the applications ability to address the following criteria:

Criteria	Description
Strategic Links	Applications will demonstrate how their project links to the Council Plan and the relevant Community Plan.
Land Owner Approval	Approvals and permits are obtained from relevant land owners.
Procurement Guidelines	Council is required to comply with its Procurement Guidelines. When Groups are seeking quotes to support their applications it is important to note the quotations are required for the whole job cost not just the amount requested from Council. It is recommended to request long standing quotes (of up to 3 months) to enable decision making to occur.

Contingency	It is important for contingency to be considered in developing project budgets for EOI's and Project Proposals. Contingencies of between 20% - 40% are recommended, however further advice on appropriate contingencies for each project will be offered.
Acknowledgment of Council Financial Contribution	Applicants will be required to acknowledge funding received from Council through any media or publications regarding the project or activity.
Mobile Objects / Equipment	Community Plan Groups are eligible to seek funds for mobile objects or equipment. Mobile objects or equipment are defined as those that do not have a permanent fixed position. Mobile objects may include; computers, projector screens etc. It is the expectation that should the Group no longer require this equipment in the future, that the object or equipment is not sold for profit, rather that the object / equipment is gifted to another similar organisation or community group.
Matching Component	At least 25% matching is required for each application. Matching may include financial or in kind contribution or materials. In kind labour is typically valued as: <ul style="list-style-type: none"> • \$25 per hour, unskilled labour • \$50 per hour, skilled labour.

Finance & Acquittals

If a Community Plan Group is successful in obtaining Specialist CPIF funding and can provide an auspice for the project, then funds can be transferred to the auspice, whilst the Community Plan Group deliver the project. All auspices will sign a grant agreement and the project should be completed and acquitted within 12 months of receiving funds.

Alternatively if the Community Plan Group are unable to provide an auspice, Council will work in partnership with the community to deliver the project and pay associated costs directly to the suppliers as previously agreed. Alternative arrangements will be considered if required.