

## Community Plan Implementation Fund Operational Stream Guidelines

### Overview

Community Plan Groups will have access to Council's Community Plan Implementation Fund (CPIF) via an application process. The Operational Stream is available for community based projects that have been identified as a priority within a Community Plan.

An operational project includes:

- Renewals that don't change the nature of the asset
- Completed with one year
- Feasibility studies or masterplans
- Community events, assets and equipment
- Community capacity building activities and projects
- Typically projects valued under \$10,000.

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

### Applications

Operational funding applications can be submitted at any time throughout the year via an application process that details budget and community contribution to the project.

*Applications under \$5000* are required to submit a Project Proposal for review and approval by the relevant delegation. Council will provide written confirmation advising the Community Plan Group of the outcome.

*Applications over \$5000* are required to submit an Expression of Interest first which will be circulated to relevant Council departments for comment. Following this process, the applicant will be notified of the feedback and if the project is suitable to progress, the applicant will be requested to complete a full Project Proposal. Council will provide written confirmation advising the Community Plan Group of the outcome.

The approval of Operational CPIF Funding Applications is aligned with Council's Instrument of Delegation, as per the below table. It is not likely that there will be many of these types of projects valued over \$10,000 as projects over this value are usually constituted as a capital project. Operational projects which are over \$10,000 may include masterplans or projects that will not become the asset of Council.

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 Operational 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"> <li>\$25 per hour, unskilled labour</li> <li>\$50 per hour, skilled labour.</li> </ul>

### **Finance & Acquittals**

If a Community Plan Group is successful in obtaining Operational 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.