

Minor Capital Works Grants Program Guidelines and Eligibility



ABOUT THE PROGRAM

The City of Salisbury, through its Minor Capital Works Grants Program (MCWGP), aims to assist eligible organisations providing opportunities to the Salisbury community in undertaking facility improvements. The program's purpose is to enhance Council or organisation-owned assets and facilities to increase community participation and enhance organisation viability. The MCWGP aligns with the Salisbury City Plan 2035, contributing to the vision of a welcoming and liveable city. By applying for eligible projects, applicants help Salisbury achieve its vision of "Council's commitment to developing a welcoming and liveable City."

Applications must use the provided [form](#), available on the council's website or by request. Submit completed applications via email, fax, or post. Assistance is available by contacting a council representative.

Submit your completed application via:

Email: city@salisbury.sa.gov.au

Fax: (08) 8281 5466

Post: Minor Capital Works Grant Program
PO Box 8
Salisbury SA 5108

BEFORE YOU BEGIN

Before commencing your application, ensure your eligibility by assessing your project. If you have any questions, please contact the council. Council will help:

- Assess the eligibility of your project;
- Book a site assessment;
- Assist in developing a scope of works for seeking quotations;
- Brief you on the MCWGP application process and timelines; and
- Provide you with recommended contractors for quotations/ works.

ELIGIBILITY

WHO CAN APPLY?

Applicants must be one (or more) of the following:

1. An incorporated association or society under the Associations Incorporation Act 1985.
2. A Registered Charity (small or medium) with the Australian Charities and Not-for-profit Commission.
3. Operating under the auspices (via formal auspicing agreement) of either an incorporated association or a Registered Charity.

Eligible organisations must also:

- Be significantly free of Council debt;
- Not have received MCWGP funding in the past 24 months; and
- Meet all application requirements.

WHO CAN'T APPLY?

The following are ineligible for MCWGP funding:

- Clubs/organisations that have received MCWGP funding in the last 24 months
- For-profit/commercial organisations
- Schools/school councils
- Individuals
- Unincorporated not-for-profit organisations that operate from commercial, privately owned, and/or education facilities

GRANT CATEGORIES

CATEGORY A – up to \$75,000

Organisations that meet one of the following may apply for **CATEGORY A** funding:

- Have a current lease or sub-lease of a Council owned building; or
- Have a current licence or sub-license over Council owned land.
- Operate from facilities located on land where the City of Salisbury maintains a contracted interest to purchase that land.

CATEGORY B – up to \$35,000

Organisations that meet one of the following may apply for **CATEGORY B** funding:

- Own their own their own facilities (land and/ or buildings); and
- Record less than \$3m in revenue in the two years prior to application.

CATEGORY C – up to \$10,000

Organisations that meet one of the following may apply for **CATEGORY C** funding:

Organisations that;

- Own their own facilities; or
- Hold a current lease or sub-lease of a Council owned building; or
- Hold a licence or sub-licence over Council owned land; or
- Hold a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or
- Operate from facilities located on land where the City of Salisbury maintains a contracted interest to purchase that land; and
- Record less than \$3m in revenue in the two years prior to application.

WHAT PROJECTS CAN BE FUNDED?

Eligible projects include:

- Change rooms/toilets
- First aid rooms
- Disability access for participants and spectators
- Food preparation areas
- Equipment storage
- Security upgrades
- Solar (PV) installation
- Umpires rooms
- Verandas and shelter areas
- Air conditioning
- Administration rooms
- Electrical additions (e.g., general lights and power points)

- Meeting spaces
- Ceiling insulation
- Construction of new turf wickets
- Safety cages (e.g., discus and hammer areas)
- Specialised playing surfaces
- Task lighting
- Players boxes
- Scoreboards
- Spectator seating
- Sight screens
- Spectator fencing

WHAT PROJECTS CANNOT BE FUNDED?

Ineligible projects include:

- Retrospective works: works partially or completely undertaken
- Furniture: all furniture is the responsibility of the lessee and is not classified as minor capital works
- Fixtures and fittings (loose): identified non-core fixtures and fitting items that can be easily removed from the building
- Land purchase or donation: requests to purchase or donate land
- Consultancy: funding for clubs and associations to undertake a consultancy
- Salaries and administration costs: salaried or paid positions
- Grounds maintenance: grounds or surface maintenance and repair
- Other expenses: including conferences, travel, equipment, presentations, and personal equipment
- Volunteer labour: projects that utilise volunteer and unskilled labour

TIMING

The MCWGP accepts applications year-round. Due to the timing and assessment process, applications take a minimum of five weeks to process, with applicants notified of the outcome following the decision of the Wellbeing and Sport Committee.

HOW MUCH MONEY IS AVAILABLE?

The annual budget is approximately \$500,000 for Category A, B, and C projects. Applications with contributions from the applicant and other sources are encouraged. Projects are awarded monthly, with no more than 25% of funding allocated in any one financial quarter. The program closes when the budget is fully allocated, reopening in the new financial year. In some instances, successful applications may not receive the full amount of requested funding, but a percentage of the amount sought. Applicants should indicate in their application if their project cannot proceed without full funding.

ESSENTIAL DOCUMENTATION

All applicants must provide the following supporting documentation:

- Most recent annual financial statement certified by the President/Treasurer or audited by a qualified accountant as presented at an AGM
- A copy of building works drawings or concept plans for the project
- Evidence of cash support (where applicable)
- Letters of support for the project from each of the user groups (where applicable)
- Letter or email from the head lessee supporting the application (where applicable)
- Certificate of incorporation demonstrating not-for-profit status
- Signed copy of committee minutes endorsing the project, authorising an application to the MCWGP, and documenting the authorised project contact
- Incomplete applications will be considered non-compliant and ineligible for funding. Written feedback will be provided to request missing information.

FUNDING CONDITIONS

All applications are administered according to the following conditions:

- MCWGP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of funding must be made in writing and is at the discretion of the Council.
- City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
- City of Salisbury is not responsible for any loss or expense endured during project implementation or in relation to the completed project.
- The applicant acknowledges and accepts that any project cost amounts over the approved Minor Capital Works Grant Program funding amount would be borne by the organisation.
- The project being funded must relate to the premises or property where the executed usage agreement is held.

Category A Applications

- All applicants must, at the time of application, have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted right to first right of refusal to purchase the property.
- City of Salisbury will make all reasonable efforts to complete projects to the standards and requirements as documented by the applicant within the MCWGP.
- The City of Salisbury will project manage the implementation of funded projects.
- All works will be carried out by licensed trades' people appointed by the City of Salisbury within the allocated financial year.
- Any costs incurred resulting from interference with contractors by applicants will be passed on to the applicant in full.
- The City of Salisbury reserves the right to appoint and utilise contractors where a contractual obligation is in effect.
- The timing of the works will be programmed in accordance with all other capital works projects of the City, and where possible, in sympathy with the operating timeframes of the applicant.
- Grant funds are paid directly to the appointed contractor by the City of Salisbury on satisfactory completion of the works.
- Unspent funds may be retained by the City of Salisbury for future projects.
- All reasonable efforts will be made by the City of Salisbury to complete the project within the allocated budget and timeframe.

Category B Applications

- Applicants must be able to demonstrate, if requested, their ownership of the property.
- It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before applying.
- Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations), then you are required by the Australian Tax Office to be registered for GST.
- Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
- Organisations that are not registered for the GST will not have the grant grossed up.
- If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
- A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant funding.
- Unspent funds are to be returned to City of Salisbury.

Category C Applications

- The organisation must be a community incorporated organisation located within the City of Salisbury.
- The organisation must not have received a Category A or B grant in the previous year's program.
- The organisation may apply for a Category C grant annually.
- The grant must be used for lower scale capital improvements and higher value equipment purchases with a minimum limit of \$2000 and a maximum limit of \$10,000.
- The organisation must meet all other existing conditions of the Minor Capital Works Grant Program.



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