



# COMMUNITY FACILITY GRANTS PROGRAM

FUNDING OPPORTUNITIES  
FOR LEASE OR LICENCE  
HOLDERS

## Community Facilities Grants

The City's main infrastructure funding program for community groups is the Community Facility Grants Program.

This grant provides financial contributions for capital works involving maintenance, renewal or improvements to assets on City-controlled land that support community, sport, recreational and educational activities.

### Who can apply

The grant is open to all community organisations that hold a current lease or licence with the City of Gold Coast.

### To be eligible you must

- Be a community organisation and operate within the Gold Coast;
- Hold (or have approval from Council to hold) a lease or licence over Council-controlled land;
- Not have any outstanding maintenance works or rectification notices.

### Project requirements

All approved projects will have a public interest benefit for the project and a defined outcome that will benefit Gold Coast residents;

The project must be delivered within the timeframe and budget specified and/or agreed upon

## Types of projects that will be considered

- Facility renovations and upgrades;
- Change rooms, amenities, club house improvements;
- Sports specific infrastructure (dug outs, scoreboards etc);
- Seed funding to investigate feasibility and planning needs for a project.

## Ineligible projects

- Funding for operational costs
- Repayment of a debt
- Fundraising
- Reimbursement of costs for projects already commenced or projects that do not meet criteria



## Funding available

Applications from \$5,000 to \$250,000 are welcomed year round however funding approved will be subject to availability. Funding amounts are determined as part of Council's annual budgetary process.

The intended goal of the grant is to support lease and licence holders facilitate quality outcomes in accordance with facility plans agreed upon in consultation with your Divisional Councillor and City officers.

## What to prepare before submission

In order to complete this application you will be required to upload recent documentation including:

- A bank statement header for the community organisations bank account
- A recent bank statement for the community organisation
- Three written quotes OR a Quantity Surveyor's cost estimate (as applicable)
- Site plan
- Detailed drawings / plans / specifications provided by a draftsman, engineer or architect OR concept plan for seed funding projects
- Evidence of the community organisations legal status (ie Certificate of Incorporation)
- Community organisation's Constitution
- Certificate of Currency (Public Liability Insurance)
- Certificate of Currency (Building & Contents Insurance)
- Most recent AGM minutes
- Most recent audited financial report
- Proposed timeframe and/or staging of development
- Community benefit and need (City will also assess the link to the Divisional Sport Plan)



## Best approach to ensure success

1. Meet with City of Gold Coast Recreational Services Officer to discuss project

Some questions to consider:

- is the maintenance on your leased facility up to date?
- what is the demonstrated need for this project?
- does this project link with your clubs strategic plan?
- does the project provide benefit to the community not just the clubs members?

The Officer will discuss the project with you in more depth and confirm the City's support (or not) for the project. The officer will provide an appropriate course of action for the club to progress the project and be grant ready if it has the City's support.

2. Ensure you have all the required, current documentation ready before you complete the application form. To assist you with this, you can complete the online 'Project Proposal'

3. Complete and submit the grant application form, noting incomplete applications will be declined.

4. Evaluation process is undertaken by the City. You will be notified of the evaluation and resourcing timeframe.

## Process for evaluation

1. Assessment of applications against the relevant eligibility criteria will be conducted by a panel of subject matter experts
2. Recommendations of the evaluation panel will be made to the delegated officer (up to \$20,000 delegation) or to Council for decision (for applications over \$20,000)
3. Applicants will be kept informed of the progress of their application during the process and notified of the final decision as soon as known; noting that a Council decision might not be known for some weeks depending on next available agenda. Applicants will be made aware of likely timelines at the time of evaluation.

4. All approved projects will be subject to execution of a Community Facility Grant Deed Agreement.



## Reporting and acquittal

All construction projects with a timeline exceeding one month will require monthly reporting in terms of the financial and non-financial progress of the project

All projects are to be acquitted in accordance with the conditions contained within the community facility deed agreement

Any unspent or un-acquitted funds are to be returned to Council along with the acquittal report for the project

## For more information Sport and Active Lifestyle Team

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