

Community Capital Works Requests Frequently Asked Questions

1. What is Community Capital Works Requests Funding?

This annual funding as part of the City's Community Grant Program is available for projects that improve City facilities and infrastructure.

Applications open annually between November-February
***Exact opening and closing dates vary each year**

2. Who can apply for Community Capital Works Request funding?

The City of Bayswater invites community and sporting not for profit organisations located with the City of Bayswater district.

3. What type of projects will the grant support?

The City is seeking applications from applicants who can deliver infrastructure projects within the following financial year of the funding round opening.

i.e. funding round opening November 2021 – closing February 2022, successful projects will be completed in the 2022/23 financial year.

Approved projects in 2021-22 included:

- Sporting infrastructure
- Accessible pathways and landscaping
- Shade structures
- Flooring replacement
- Kitchen and function refurbishments
- Building security upgrades

4. How much Community Capital Works Request funding is available?

An approximate budget of \$160,000 is allocated each financial year.

Applicants can apply for up to a maximum of three projects, with preference to projects valued between \$5,000 - \$20,000 and applicants matching a minimum of 25% of the total project cost.

5. What type of projects will not be considered?

The City will not consider applications for:

- Retrospective funding, where projects have started before funding approval was received
- Ongoing organisational operating costs
- Consultancy fees
- Clubs and groups with an outstanding debt to Council.

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6. Are quotations required?

Applicants are encouraged to supply two written quotations to support each project.

Please note: For projects involving works on City buildings, the applicant must discuss their submission with a City Project Officer prior to seeking quotes.

7. Do applicants require any approvals to submit an application?

Organisations that have a lease with the City must obtain written approval from the President or Executive Officer of the Association or Committee named in the lease agreement, prior to submitting an application.

8. Grant application process

All applications will go through the following assessment process:

1. Submit	Submission of application with supporting documentation
2. Assessment	Assessment of applications conducted via a criteria matrix
3. Outcome	All applicants are advised of the outcome of their application
4. Funding contribution	Successful applicants receive a letter informing them of the organisations contribution
4. Payment	The City invoice the organisation for its contribution
5. Project delivery	Project delivered within specified timeframe, in partnership with the City

9. When will applicants know the outcome of their grant application?

Once applications close, the City assess all applications received. The officer's assessment outcome is presented at a Council Workshop for consideration in the budget process. Each applicant will be notified of their grant application outcome in writing by mid-July.

10. Where do I find the Community Capital Works Request application form and other information?

Visit the City of Bayswater [website](#).

11. Contact the City of Bayswater

Prospective applicants are encouraged contact the **Projects Services Team** on **(08) 9208 2427** before submitting a grant application.