

An aerial photograph of Port Kembla, Australia. The image shows a coastal town with residential houses, a large industrial area with various buildings and structures, and a rocky coastline with waves crashing against the shore. A large, semi-transparent teal circle is overlaid on the center of the image, containing the title text.

PORT KEMBLA

Community Investment Fund

PROGRAM GUIDELINES
ROUND FOUR

WE ARE HERE TO HELP

Have a question about the
Port Kembla Community Investment Fund?

Get in touch with us:

Regional Development Branch – Illawarra-Shoalhaven
Department of Regional NSW

Phone **1300 679 673**

Email regionalsw.business@dpc.nsw.gov.au

Website nsw.gov.au/pkcif

MESSAGE FROM THE DEPUTY PREMIER



The NSW Government works hard to meet the changing needs of communities around the state, maintaining a strong track record of delivering funding for infrastructure to help support and invigorate local economies. The continued revitalisation of Port Kembla will continue to play a key role in enhancing the future development of this important location.

For this reason, we have made a commitment to continue and enhance the Port Kembla Community Investment Fund (the Fund). The objective of the Fund is to provide financial assistance for projects that enhance public, environmental and business infrastructure to bring real, tangible benefits to the community.

The Fund has supported significant improvements to Port Kembla over the last four years. Projects funded in previous rounds include new equipment at the Allan Street playground, which is enjoyed by local residents and visitors. The Big Island remediation project has restored native vegetation and rehabilitated the nesting habitat for little penguins, shearwaters and petrels.

King George V Oval has been enhanced through new grandstand seating, cricket nets and lighting, benefiting local sporting clubs and community members alike. The Wonderwalls street art project has helped revitalise Port Kembla by encouraging visitation activity in the area.

The NSW Government provides annual funding to the Port Kembla Community Investment Fund from the long-term lease of the Port of Port Kembla. The Fund is managed by the Department of Regional NSW. The key recommendations of a formal review undertaken in 2019 have been adopted to further improve the delivery and effectiveness of the Fund.

Round Four of the Port Kembla Community Investment Fund has \$2 million of funding available for worthwhile projects. This is a competitive, merit-based funding program and we encourage you to put forward your best ideas to help Port Kembla thrive into the future.

A handwritten signature in black ink, appearing to read 'J Barilaro', written in a cursive style.

The Hon John Barilaro MP

Deputy Premier

Minister for Regional NSW, Industry and Trade

OVERVIEW

Objective

The NSW Government has established the Port Kembla Community Investment Fund (the Fund) as an ongoing program linked to the long-term lease of Port Kembla.

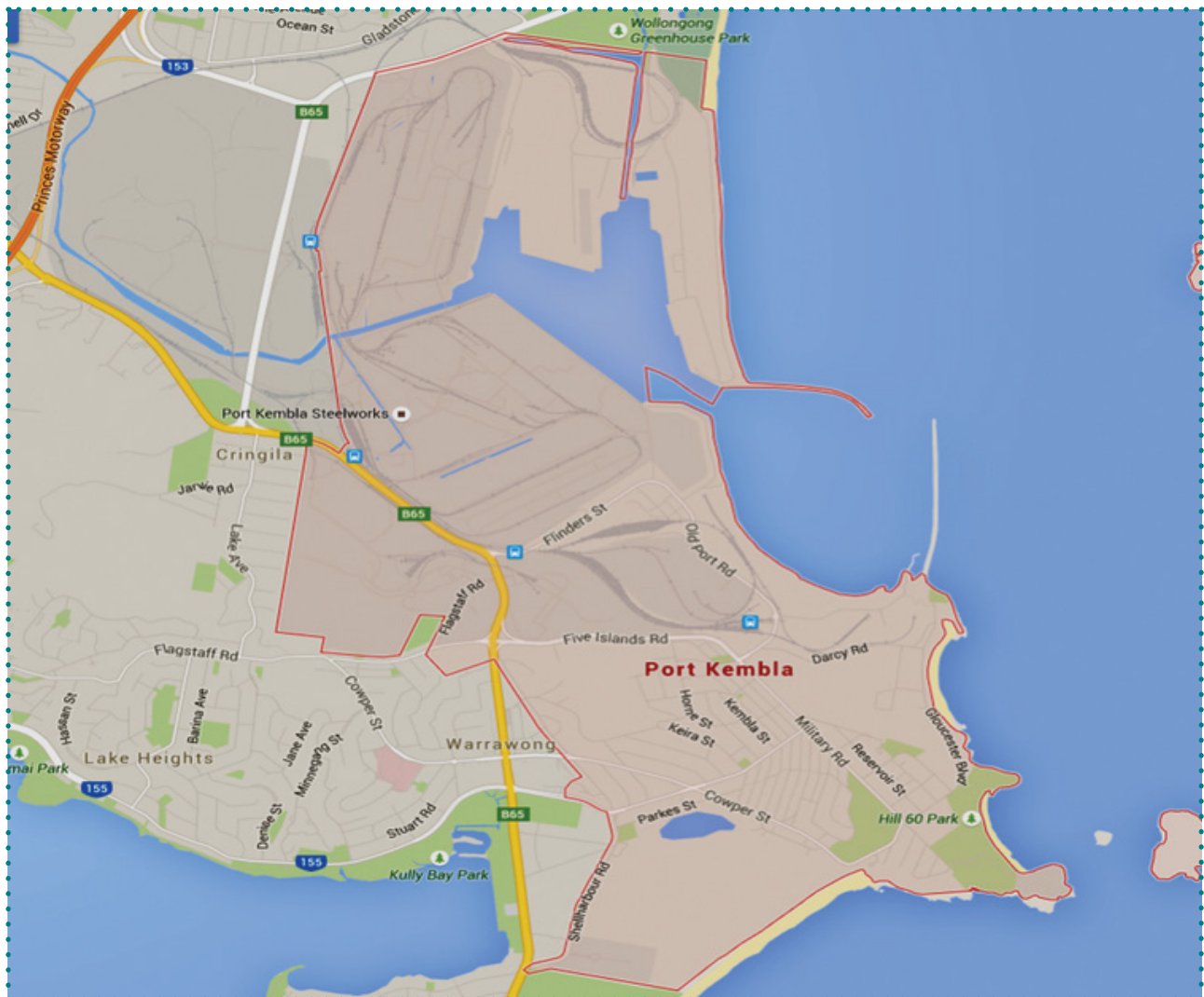
The objective of the Fund is to revitalise Port Kembla through:

- enhanced activation and connectivity of public infrastructure, precincts and community spaces
- improved environmental air, land and waterway quality
- increased economic activity.

Funded projects must positively contribute to at least one of these desired outcomes. Collectively, funded projects will play a key role in revitalising Port Kembla for residents, workers and visitors. Port Kembla has supported heavy industry and port related activities for over a century.

Consideration will be given to projects that are undertaken in locations immediately adjacent to the 2505 postcode boundary. These projects will need to demonstrate clear and significant benefits to the Port Kembla community and be located in the adjacent suburbs of Primbee, Spring Hill, Warrawong, Cringila, Unanderra and Coniston.

Port Kembla is defined by the 2505 postcode boundaries shown in red below.



ROUND FOUR

Funding

Up to \$2 million is available for Round Four of the Fund. Applicants are invited to apply for project funding of at least \$10,000 up to a maximum of \$500,000 (GST exclusive) for environmental, business and public infrastructure projects.

Key dates

The following key dates apply for Round Four:

- **26 August 2020** – virtual information session
- **1 September 2020** – applications open
- **31 October 2020** – applications close at 5pm
- **November 2020** – assessment and approval process
- **December 2020** – successful applications announced

Program review

A formal program review was undertaken in 2019 to ensure the Fund continues to be delivered in an effective and efficient manner with appropriate levels of probity. The review recommended several changes to ensure the program objectives are better met in future funding rounds.

The key changes that have been adopted for Round Four include:

- modifying the objective of the Fund from 'improving community amenity' to 'revitalising' Port Kembla, as this term is better recognised and understood by the community
- funding projects in immediately adjacent suburbs that meet the Fund objective and demonstrate clear and significant benefits to the Port Kembla community
- increasing co-contribution requirements for government and business applicants to 50 per cent of total project costs (increased from zero co-contribution in Round Three)
- extending project delivery timeframes up to three years in line with other similar programs
- removing the requirement that environmental and economic projects be widely accessible to public access, as this has been a significant inhibitor for projects in previous rounds
- extending the timeframe between applications opening and closing to eight weeks.



ELIGIBILITY

Who can apply?

Applicants must:

- be the confirmed land or asset owner, or have the owner's written consent
- demonstrate ability for project management and delivery
- have adequate financial capacity to manage the cash flow requirements of the project
- have an ABN and be located in NSW
- be an Incorporated Association, Cooperative, Local Aboriginal Land Council, Wollongong City Council, NSW State Government agency or be a registered business
- have or be willing to purchase public liability insurance of at least \$20 million.

CO-CONTRIBUTIONS

Government related entities and private business applicants must have at least a 50 per cent project cash co-contribution. Any project cash co-funding other than that of the applicant must be confirmed in writing by the contributing organisation. There is no requirement for community-based organisations to make a cash contribution to their project.

EXCLUSIONS

Individuals are not eligible to apply. Businesses that are reliant on local population serving markets such as retailers, localised trade and professional services and accommodation providers are generally ineligible to apply for funding.

What projects are eligible for funding?

There are three project categories:

- **Public infrastructure** – construction of new or upgrades to existing community infrastructure that is used primarily for public benefit
- **Environmental infrastructure** – activities such as pollution control, clean-up and remediation works
- **Business infrastructure** – major capital expenditure on new equipment, facilities, utilities, road and rail access infrastructure.

To be considered for funding, projects must:

- deliver economic, public infrastructure or environmental outcomes in Port Kembla
- not displace or compete with existing local businesses or activities
- be located within the suburb of Port Kembla as defined by the 2505 postcode boundary or can demonstrate the proposed project outcomes provide clear and significant benefits to the Port Kembla community
- seek funding of at least \$10,000 up to a maximum of \$500,000 (GST exclusive)
- comply with state and local planning rules and regulations including zoning, permissible business uses, safety standards and environmental regulations
- have an approved development application and completed other regulatory approvals if applicable
- be fully completed within three years and commence within 12 months of a funding deed being executed.

Applicants can submit multiple applications for separate projects in each funding round.



WHAT ARE ELIGIBLE PROJECT COSTS?

Funding can only be used for external third-party costs directly associated with delivering project activities. These cost estimates should be supported by at least one competitive quote.

Eligible project costs include:

- feasibility and technical design consultancies that are required for capital works
- capital expenditure, construction, upgrade and repair works
- remediation, pollution control and clean up works
- project administration and contingency costs up to a combined total maximum of 20 per cent of the grant amount requested.

Funding cannot be used for:

- expenditure incurred prior to the announcement of successful Round Four projects
- activities already funded or budgeted through Wollongong City Council or a NSW Government agency
- costs already funded through another grant program including a previous Port Kembla Community Investment Fund round
- administrative overhead items, including office equipment
- development application fees
- cost overruns in excess of the agreed cost allocations
- ongoing management and maintenance expenses
- organisational operating costs such as wages and capital equipment that are unrelated to the project
- activities outside the scope of the fund program such as community services and events
- business planning studies.

HOW TO APPLY

Initial assessment

The Fund is a competitive, merit-based program. Potential applicants must register their interest with the Department of Regional NSW (the Department). This initial assessment process is mandatory and not all enquiries about the program will proceed to the application stage. Departmental representatives will provide advice and feedback to potential applicants about their proposed project up to the closing date.

Information session

An online information session about the Fund will be held in August. It is strongly recommended that potential applicants attend.

Please call 1300 679 673 to register for the online information session.

pk2505.com.au

Funding has been awarded to 42 projects in the previous rounds of the Fund. Potential applicants are urged to review these successful projects for ideas. Information on these projects is available at the pk2505.com.au website, a joint initiative between Wollongong City Council and the Department. A Port Kembla Community Update newsletter is also distributed on a regular basis that provides valuable information on the progress of these projects and other initiatives in Port Kembla.

Submitting your application

Applications must be received by 5:00pm on 31 October 2020. Late applications will not be accepted, and incomplete applications will be deemed ineligible. Applications submitted by organisations that have not registered their interest in the Fund and have not met with a departmental representative as part of the initial assessment process will be deemed ineligible.

ASSESSMENT PROCESS

The Fund is a competitive, merit-based funding program. Applications that meet the program's eligibility requirements will be evaluated against the following assessment criteria. Recommendations on projects to be funded will be made by the Port Kembla Community Investment Fund Evaluation Panel. Final approval of successful projects is made by the Minister for Regional NSW, Industry and Trade.

Assessment criteria

Eligible applications will be assessed on a competitive basis relative to the merit of other applications received in Round Four.

Applications will be assessed against the following two criteria:

Criteria 1: Project contributes to the revitalisation of Port Kembla

Applicants must clearly articulate how their proposed project will help to revitalise Port Kembla, the objective of the Fund. This includes identifying how the completed project will generate at least one of the following outcomes:

- enhanced activation and connectivity of public infrastructure, precincts and community spaces
- improved environmental air, land and waterway quality
- increased economic activity.

Applications should detail how the project's intended outcomes, both tangible and intangible, will be measured. This will be undertaken for a 12-month period after the project is completed.

Criteria 2: Project is ready, viable and can be delivered by the applicant organisation

Applicants must provide detailed project information in their application. This information demonstrates how the applicant will deliver the project and how the intended outcomes will be achieved.

The application form includes a timeline of milestones, project budget and how project risks will be managed. Quotes must be provided as evidence to support major expenditure items.

Applicants are required to identify the roles and involvement of project partners if applicable.

The level of cash co-contribution and extent of project partnerships will also be considered as it demonstrates the level of commitment to a project by the applicant and other organisations. Applicants must demonstrate their ability to deliver and maintain the project. How the project outcomes will be measured and sustained after the project is completed are important factors.

The assessment of this criteria will consider:

- the project delivery experience of both the applicant organisation and project delivery team, including adequate financial capacity to manage the project's cash flow requirements
- previous grant management experience
- the quality of the fund application and supporting documentation. Specifically, the degree to which these collectively give confidence that the project represents good value, will be delivered on time, on budget and to an agreed standard. The Department may determine what the appropriate level of project management is required to minimise project non-completion risks
- the ability of the applicant to commence the project within 12 months of the funding deed being executed and complete the project within three years
- if appropriate development, planning, construction, zoning, environmental and/or native title approvals are in place.

Applicants should refer to the Wollongong City Council website wollongong.nsw.gov.au for any other miscellaneous approvals that may apply.

Key stages

The assessment process contains the following key stages:

- initial assessment
- eligibility review
- project assessment
- recommendations
- final approval.

INITIAL ASSESSMENT

All potential applicants must register their interest in the program by contacting the Department. An assigned departmental officer will then discuss the eligibility of the proposed applicant organisation and project activities. This initial assessment process is mandatory and ensures all potential applicants are given the same information and they understand the Fund objective, eligibility and assessment criteria.

HILL 60 Ngaraba-aan Trail

Area Map



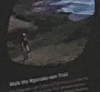
Key



Things to see and do



Breakers Bay Point
This is a beautiful spot to watch the waves crash against the shore. It's a great place to take a picnic or just relax and enjoy the view.



Walk the Ngaraba-aan Trail
This is a beautiful spot to watch the waves crash against the shore. It's a great place to take a picnic or just relax and enjoy the view.



Look for the Ngaraba-aan Trail
This is a beautiful spot to watch the waves crash against the shore. It's a great place to take a picnic or just relax and enjoy the view.



The Ngaraba-aan Trail
This is a beautiful spot to watch the waves crash against the shore. It's a great place to take a picnic or just relax and enjoy the view.



No alcohol



Do not litter



No camping



No dogs



No dogs



No dogs



No dogs

MM BEACH

WARNING

- Unpatrolled Beach
- Swimming Not Advised
- Drop Off
- Shore Dump
- Strong Currents

LIFE SAVING SERVICES

Information and the current sea state can be found on the beach.

REGULATIONS

- No alcohol
- No littering
- No dogs
- No smoking

ELIGIBILITY REVIEW

Once submitted, all applications are checked for initial eligibility and viability by the Department. Applications that are incomplete, do not have the required approvals or are deemed ineligible will not be assessed. Applicants may be asked to clarify information submitted.

PROJECT ASSESSMENT

The Department undertakes a detailed review on each eligible application submitted based on the assessment criteria. This project assessment is based on the following information and advice:

- due diligence checks on key information submitted by applicants
- Public Works Advisory assessment on project costs, timeframes and approvals
- community survey results
- other external advice as required.

RECOMMENDATIONS

The Evaluation Panel meets to review and rank the applications based on the assessment criteria. Individual applications are scored against each criteria based on the following guide.

10 | Exceptional – full achievement or exceeds all of the requirements specified in the criteria. Demonstrated strengths, no errors, risks, weaknesses or omissions.

8-9 | Superior – sound achievement of the requirements specified in the criteria. Some minor errors, risks, weaknesses, or omissions that may be acceptable as offered.

6-7 | Good – reasonable achievement of the requirements specified in the criteria. Some errors, risks, weaknesses or omissions that can be corrected/overcome with minimum effort.

5 | Adequate – minimal achievement of the requirements specified in the criteria. Some errors, risks, weaknesses or omissions, which are possible to correct/overcome and make acceptable.

1-4 | Poor to deficient – does not satisfy the minimum requirements specified in the criteria. Existence of numerous errors, risks, weaknesses or omissions, which are difficult to correct/overcome and make acceptable.

0 | Totally deficient and non-compliant.

Based on the assessment criteria scores for each project, the evaluation panel makes recommendations on projects to be funded from the available funding pool. Part funding of project requests may be considered where appropriate.

FINAL APPROVAL

The Minister for Regional NSW, Industry and Trade makes the final decision on projects to be funded under the Port Kembla Community Investment Fund based on evaluation panel recommendations.

Evaluation panel

Membership of the evaluation panel comprises representatives from the following organisations:

- Department of Regional NSW (Evaluation Panel Chair)
- NSW Department of Planning, Industry and Environment
- Illawarra Business Chamber
- University of Wollongong
- Regional Development Australia Illawarra.

Panel members must declare any perceived or actual potential conflicts of interest concerning individual projects or applicant organisations with the Evaluation Panel Chair. Secretariat support for the evaluation panel is provided by the Department of Regional NSW.

Probity

An external probity officer is appointed to provide probity advice to the Department to ensure the Fund is conducted in accordance with NSW Government procurement regulations. Specific advice is sought on the Program Guidelines and the probity advisor attends the evaluation panel assessment session. A probity report is provided at the conclusion of each round.

Confidentiality and disclosure

All information submitted by applicants may be provided to other organisations for the purposes of appraisal. The Department will consult on applications with stakeholder groups, independent experts and other relevant external parties as required. Information about projects may be used for promotional materials prepared by the NSW Government and summary information about project applications will be posted on NSW Government websites unless the applicant objects. Applicants should identify any information submitted which they wish to be considered as confidential, supported by reasons for the request. Except as disclosed, the NSW Government will keep all information confidential and secure. Any request made under the *Government Information (Public Access) Act 2009* for access to an application, including information marked 'confidential', will be determined in accordance with the Act.

IF YOU ARE SUCCESSFUL

Funding deeds

Successful applicants must not make financial commitments for funded activities until funding deeds have been executed.

- Requests for variations or changes to the project will only be considered in limited circumstances.
- Grants will be paid via milestone payments set out in the funding deed.
- Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed.
- Successful applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objectives of the Fund. The evaluation will require applicants to provide evidence of how projects have resulted in a measurable change that is consistent with the objectives of the Fund.
- Any information submitted by an applicant may be used for promotional material prepared by the NSW Government.
- All recipients of NSW Government funding should acknowledge this financial support as per the *Funding Acknowledgement Guidelines for Recipients of NSW Government Grants* available at communications.dpc.nsw.gov.au/branding



An aerial photograph of a coastal town. In the foreground, there's a sandy beach with waves breaking. A road runs along the coast, and a large green field is visible. In the background, a dense residential area with many houses is visible. A large, semi-transparent teal circle with a dotted border is overlaid on the bottom half of the image, containing text.

MORE INFORMATION

Phone: **1300 679 673**

Email: regionalnsw.business@dpc.nsw.gov.au

Website: nsw.gov.au/pkcif

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