

Port Kembla Community Investment Fund

Program Guidelines ROUND FIVE



Message from the Deputy Premier



Port Kembla has been a key economic driver for the region since the 1890s. It remains a major employer in the Illawarra and it will continue to play a key role in enhancing the future development of the region.

The NSW Government is keen to work with the local community to activate, enhance and build local amenity within Port Kembla.

It's why the NSW Government has made a commitment to establish and continue the Port Kembla Community Investment Fund by announcing Round Five.

The objective of the fund is to provide financial assistance for projects that enhance public, business and environmental infrastructure, to bring real, tangible benefits to the community.

It has supported significant improvements to Port Kembla over the last six years. Projects funded in previous rounds include new equipment at the Allan Street playground, which is enjoyed by local residents and visitors. 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. Establishment of the Coregas Hydrogen Refuelling Station that will enable Australia's first zero emissions heavy road transport trial in the second half of 2022.

Round Five of the Port Kembla Community Investment Fund has \$5 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 that reads "Paul Toole". The signature is written in a cursive, flowing style.

The Hon. Paul Toole MP
Deputy Premier
Minister for Regional New South Wales
Minister for Police

Overview

Objective

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

The objective of the fund is to revitalise Port Kembla by:

- enhancing activation and connectivity of public infrastructure, precincts and community spaces
- increasing business and economic activity
- improving environmental air, land and waterway quality.

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.



MM beach carpark upgrade



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

Round five

Funding

There is a total of \$5 million available for Round Five:

- **Stream 1: Community Infrastructure** – up to \$2 million for community infrastructure projects
- **Stream 2: Business Infrastructure** – up to \$2 million for business infrastructure projects
- **Stream 3: Environmental Infrastructure** – up to \$1 million for environmental projects to help decarbonise industry with a focus on heavy transport mobility.

Applicants are invited to apply for project funding of between \$10,000 and \$500,000 (GST exclusive).

Key dates

Applications open	1 July 2022
Applications close	14 September 2022
Assessment and approvals process	September – October 2022
Successful applicants announced	Successful applicants will be notified from November 2022 or as soon as possible after a grant is approved, at the NSW Government's discretion.
	Public announcement by the NSW Government may occur at any time after a grant is approved.



Grand Pacific Walk Observation Deck

Eligibility



The Wonderwalls street art project

Who can apply?

Applicants must:

- be the confirmed land or asset owner, or have the owner's written consent
- demonstrate the ability to manage and deliver the project and 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 a registered business, partnership or sole trader
- have or be willing to purchase public liability insurance of at least \$20 million
- projects must be located within the Port Kembla suburb as defined by the 2505 postcode boundary to be eligible.

Co-contributions

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

Exclusions

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

What projects are eligible for funding?

There are three separate project streams:

- **Stream 1: Community Infrastructure** – construction of new or upgrades to existing community infrastructure that is used primarily for public benefit
- **Stream 2: Business Infrastructure** – major capital expenditure on new equipment, facilities, utilities, road and rail access infrastructure
- **Stream 3: Environmental Infrastructure** – activities that help decarbonise local industry with a focus on heavy transport mobility

To be considered for funding, projects must:

- deliver community, economic or environmental outcomes within 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
- seek funding of at least \$10,000 and no more than \$500,000 (GST exclusive)
- comply with state and local government planning rules and regulations, including zoning, permissible business uses, safety standards and environmental regulations
- have an approved Development Application (DA) and completed other regulatory approvals if applicable
- be fully completed within two years and commence within 12 months of a funding deed being signed
- support local content and jobs where possible.

Not all applications will be successful. Applicant organisations are encouraged to prioritise potential projects to maximise the competitiveness and quality of submitted materials.

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
- adoption of new technology to reduce carbon emissions with a focus on heavy transport mobility
- project administration and contingency costs up to a combined total maximum of 20 per cent of the project cost.

Funding cannot be used for:

- expenditure incurred prior to the announcement of successful Round 5 projects
- activities already funded or budgeted through Wollongong City Council or another NSW Government agency
- costs already funded through another grant program including a previous round of the Port Kembla Community Investment Fund
- administrative overhead items, including office equipment
- DA fees
- costs in excess of the agreed allocations
- ongoing management and maintenance expenses
- organisational operating costs, such as wages, that are unrelated to the project
- activities outside the scope of the fund program, such as community services and events
- business planning and concept studies.



MM Kembla Beach upgrade



Port Kembla Pool amenities upgrade

How to apply

Information session

An information session webinar will be held before applications open. It is strongly recommended that potential applicants attend the information session.

Initial assessment

The fund is a competitive, merit-based program. Potential applicants must register their interest in the fund by sending an e-mail to Regional.IllawarraShoalhaven@regional.nsw.gov.au

This initial assessment process is mandatory and not all enquiries about the program will proceed to the application stage. The Department of Regional NSW can provide feedback to potential applicants about their proposed project.

Visit the website

Funding has been awarded to 57 projects in the previous rounds of the fund. Potential applicants are urged to review these successful projects for ideas and guidance. Information on these projects is available at the nsw.gov.au/pkcif

Submitting your application

Applications must be submitted by 5pm on Wednesday, 14 September 2022 via the SmartyGrants portal.

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 the Department of Regional NSW as part of the initial assessment process will be deemed ineligible.



Dalfram Dispute Memorial project



Breakwater Battery Military Museum

Assessment Process



MM Kembla Beach upgrade

The fund is a competitive, merit-based funding program. Applications that meet the program's eligibility requirements will be evaluated against the below assessment criteria. Projects recommended for funding will be made by the Port Kembla Community Investment Fund Evaluation Panel to the NSW Deputy Premier.

Assessment criteria

Eligible 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, including how the completed project will generate at least one of the following outcomes:

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

Applications should detail how the project's intended outcomes, both tangible and intangible, will be measured.

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

Applicants must provide detailed project information in the Port Kembla Community Investment Fund Application Form via SmartyGrants. 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 financial 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:

- 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
- 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 of Regional NSW may determine the appropriate level of project management required to minimise project non-completion risks
- ability of the applicant to commence the project within 12 months of the funding deed being executed and complete the project within two years
- appropriate development, planning, construction, zoning, environmental and/or native title approvals are in place
- Applicants should refer to the **Wollongong City Council** website for any other miscellaneous approvals that may apply.



Allan Street playground

Key stages

The assessment process consists of the following five stages:

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

Initial assessment

The fund is a competitive, merit-based program. Potential applicants must register their interest in the fund by sending an e-mail to Regional.IllawarraShoalhaven@regional.nsw.gov.au

This initial assessment process is mandatory and not all enquiries about the program will proceed to the application stage. The Department of Regional NSW can provide feedback to potential applicants about their proposed project up to the closing date.

Department of Regional NSW (Regional Development Branch – Illawarra-Shoalhaven) staff are available to provide information and support for applicants.

Eligibility review

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

Project assessment

The Department of Regional NSW 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 assessment on project costs, timeframes and approvals
- community survey results for public infrastructure projects
- 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 Deputy Premier makes the final decision on projects to be funded under the Port Kembla Community Investment Fund based on evaluation panel recommendations.

Evaluation panel

The evaluation panel includes representatives from:

- Department of Regional NSW
- NSW Department of Planning and Environment
- Business Illawarra
- 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 of Regional NSW to ensure the Port Kembla Community Investment 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 funding round.

Confidentiality and disclosure

All information submitted by applicants may be provided to other organisations for the purposes of appraisal. The Department of Regional NSW 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.



The Wonderwalls street art project

If you are successful

Funding deeds

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

- 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.**

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More information

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