

Minor Capital Works and Equipment requirements

To meet application eligibility and to be able to assess your application, any proposed minor capital works must have:

- Approval in Principle (AIP) from Council for Council owned property - Please note that, for capital works undertaken within a Council owned or managed building, a completion inspection will need to be held with a relevant Council officer to ensure works have been completed to Council's satisfaction.
- A letter of approval from the landlord for non-Council owned property.

It is also important to note that any capital works, renovations, equipment installation, etc. whether they are on Council owned facilities or not, may require Council permits and approvals from other agencies. It is therefore critical that applicants speak to relevant Council officers to get advice on what is required. No grants will be issued until **ALL** appropriate approvals have been provided.

A co-funding contribution may be required – refer below

Group 1 Council Lease* with no liquor licence	No co-funding contribution is required.
Group 1 Council Lease* with a liquor licence or Group 2 Council Lease* with or without a liquor licence	1:1 matched co-funding contribution is required. The co-contribution can be cash and/or in-kind.
Other eligible private property: Not-for-profits leasing private property	1:1 matched co-funding contribution is required. The co-contribution must be cash.

*Definitions of applicant organisations are defined in Council's Lease and Licence Policy, as per below:

- Group 1 Council Lease: Community not-for-profit group with limited capacity to generate significant income.
- Group 2 Council Lease: Community sporting and recreational not-for-profit with some capacity to generate significant income.

Applicants should note the maximum funding amount available from Council under these grants is \$10,000. This may mean that other cash or in-kind-support will need to be sourced to successfully deliver the activity and expected outcomes.

Please see contact details below:

Community Buildings – Minor Capital Works	Team Leader Building Infrastructure	Travis.jenkins@kingston.vic.gov.au
Property Services	Property Compliance Co-ordinator	9581 4406
Environment eg. Water efficiencies, electrical, solar	Team Leader Environmental Planning	9581 4382