

COMMUNITY ASSETS & FACILITIES FUND

About the fund

Eastern & Central Community Trust's Community Assets & Facilities Fund (CAFF) is designed to help community groups with capital development projects. This includes creating and maintaining assets and facilities, including new buildings, pools, community halls, playgrounds, and skate parks, or completing renovations on existing buildings.

Purpose

The purpose of the fund is to enable communities access to the facilities they need to meaningfully participate in community life. These facilities must be needed by the community, in the right place, affordable, sustainable, and run well to maximise use by the community.

ECCT funding will help a group to deliver a project that contributes towards the group's own outcomes and enables one of the following outputs required by ECCT. The application form asks about these purposes.

<i>CAFF outputs</i>	
Participation	To provide a venue where people can take part in sports, art, culture, recreation, and environmental activities, or encourages use by people who may otherwise face barriers to participation.
Access to services or education	To provide a venue for the delivery of community or social services, or education opportunities, or encourage use by people who may otherwise face barriers to accessing these things.
Connection	To provide welcoming and inclusive gathering places, focused on the needs of locals, where people and groups can drop-in, meet with each other, join programmes or activities, or use services. These spaces are usually multi-purpose, located together, shared, or integrated community hubs.

Groups **must** align with the **connection output, plus one other output**. This means that these groups will have to have good community engagement practices in place across their community to seek funding through CAFF.

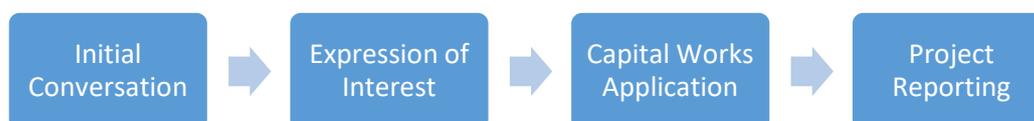
In the future, it is expected that higher priority will be given to projects which improve outcomes in line with ECCT's 2023-2030 Strategic Plan.

Project alignment

CAFF is a contestable fund, and ECCT assesses each application against six principles to ensure that it meets the fund's requirements, and to prioritise projects for funding. These principles are summarised below and further explained in the *ECCT facility investment principles checklists*.

<i>ECCT facility investment principles</i>	
1. Strategic Alignment	How well does the project align with CAFF outputs?
2. Community Need	To what degree is the facility is needed by the community?
3. Partnerships	Are the right relationships in place to build/ operate the facility?
4. Effectiveness	Can the project be delivered as planned, so its original objectives will be met?
5. Management & Ongoing Operations	Are suitable management and operating practices in place so the facility will be used as intended when open?
6. Financial Sustainability	Is the project affordable and sustainable across its life?

CAFF Process



<i>Steps</i>	
Initial conversation	<ul style="list-style-type: none"> • Phone call or site meeting with ECCT staff to check alignment with CAFF and provide information on the application process.
Expression of interest	<ul style="list-style-type: none"> • Review of EOI to check whether the project fits with the Board's vision for ECCT's facility funding. • Assessment of the project's alignment with facility investment principles 1-3. Projects can either progress to next stage or are declined
Capital works application	<ul style="list-style-type: none"> • Review of the application to check whether the project can be delivered as intended. • Assessment of the project's alignment with facility investment principles 1-6. Funding is either approved or declined
Project reporting	<ul style="list-style-type: none"> • Progress reporting against project milestones during the construction progress. Depending on the project, ECCT may release payments upon successful completion of construction milestones. • Post-project reporting against CAFF outputs for one year after the facility is fully operational

Timeframe

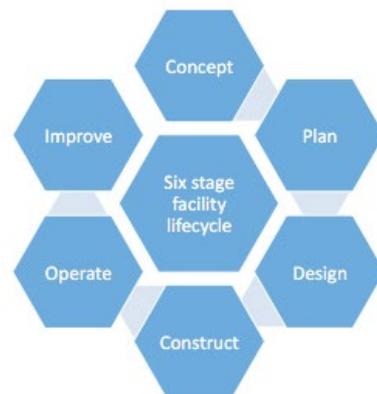
It can take from five to six months for groups to progress through the EOI and Capital Works stages. It will take longer if information is not provided or if the submission is not of a good standard and clarification is required. **The better and more complete the submission, the quicker it will progress through the approval stages.**

Funding information

The Community Assets & Facilities Fund provides grants in excess of \$75,000, with the maximum grant available being up to \$500,000 (GST excl.)

It is primarily designed for capital projects that have costs in excess of \$500,000, where the group wants to undertake capital improvements. Groups can still apply to CAFF for lower-value projects but will still need to provide detailed information about the project, and its alignment with ECCT's facility investment principles. Note: If the project is not complex it may be easier to apply to the Grassroots fund which can provide up to a maximum grant of \$75,000.

The size of the grant given will depend on the project's size, and its alignment with ECCT's facility investment principles and to ECCT's Strategic Plan 2023-2030. It is a contestable fund, so projects with greater alignment with the principles may receive higher levels of funding. **At the most, ECCT will only fund up to 50% of the Total Cost of a project.**



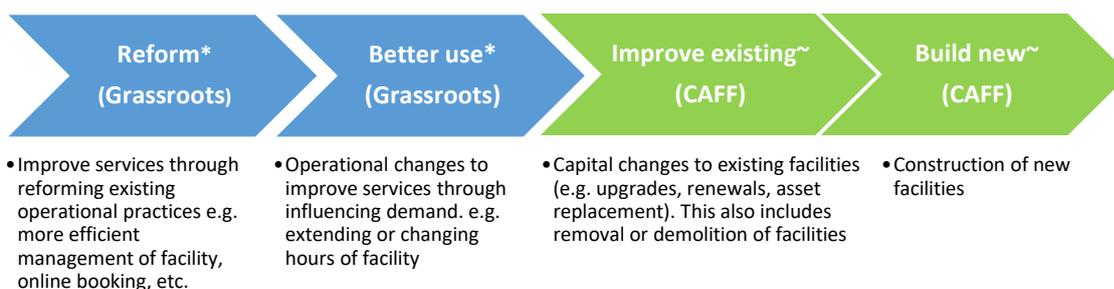
Source: Sport NZ Facilities Guide

Groups will need to provide a full budget with their application, showing other funders for the project, and how much of its own funds the group will be putting towards a project.

Applying to CAFF encourages good planning practices and construction methodology and supports groups as they plan and construct their facilities. It is targeted at construction or capital projects rather than projects which involve simple operational changes.

CAFF funding can be applied to many of the expenses that arise during the planning, design, and construction stages of a project. It cannot be used during the concept or operation stages.

Facility development activities and the best ECCT fund for these projects



<p>CAFF funding can be used for:</p> <ul style="list-style-type: none"> • Planning and design costs • Capital costs • Large scale renewals or repairs and maintenance activities • Equipment and fit-out 	<p>CAFF funding cannot be used for:</p> <ul style="list-style-type: none"> • Facilities that will be mainly used to provide national-level or elite activities, evangelising or church services, or political lobbying. • Earthquake strengthening • Retrospective projects. This includes: <ul style="list-style-type: none"> – construction activities that have already started or are complete. – repayment of debts or loans incurred in constructing the facility. – payment for services that happened before the application was made to ECCT. • Facilities that do not belong to the organisation, or where long-term access is not guaranteed. Groups with facilities sited on leased land should discuss this with ECCT first before applying. • Facilities owned by unincorporated groups. • Buildings that will be on-gifted to other parties. • Capital activities that should be funded by central or local government. • Operating or usage costs, including activities that will happen in the venue once it is complete e.g. programme costs, events, etc.
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Projects that are better suited to the Grassroots fund include: -

- projects where less than \$75,000 is requested
- projects with a total cost of less than \$300,000
- minor renovations, maintenance
- equipment to enable programme changes
- changes to operational or management practices

Step 1. Expression of Interest

After an initial discussion with ECCT staff, groups will be given access to the expression of interest (EOI) form to complete. An EOI consists of:

1. A completed EOI application form (mandatory)
2. Supporting documents to show:
 - The purpose, goals, and strategic objectives of the group (e.g. strategic plan or strategy)
 - The options considered/evaluated by the group while deciding how to best develop the facility.
 - Evidence of the need for the facility by users/the community (e.g. needs assessment or preliminary feasibility study, key sections of local, regional, or national community plans, or facilities strategies, etc.)
 - Permission granted by the land or building owner for the project (e.g. letter, lease, contracts)
 - Partnership documents (e.g. letters of support or intention, MOU, lease, contracts, etc.)
 - Quotes and a complete plan or budget for activities required to complete the planning and design stages of the project (required if funding is sought for professional services like quantity surveyor reports, design, project management, etc.)

The supporting documents are not mandatory, but it is advisable to include them if they are available and applicable. They will be used to understand the project's alignment with facility investment principles 1-3. Projects that cannot show alignment with these principles will be declined.

Step 2. Capital works application

Projects that pass the EOI stage will be given access to the capital work application. This consists of:

1. A completed capital works application (mandatory)
2. A CAFF project summary report (mandatory)
3. A CAFF milestones and project output report (mandatory)
4. Supporting documents that show:
 - The viability of the proposed project (e.g. detailed feasibility study, business case, budgets, etc.)
 - The amount the facility will be used and by whom (e.g. usage figures, programme timetables, modelling, etc.)
 - Complete costings for both the construction and operation of the facility including:
 - Budget for the concept, planning, and early design stages
 - Budget for the construction stage (detailed designs, construction, fit out, etc.)
 - Quantity Surveyor reports, quotes, etc.
 - Asset management or renewals budget
 - 5-year operating budget
 - Operating agreements, leases, MOUs, partnership documents
 - Any other key documents for the project that verify the statements made in the CAFF project summary report.

In the capital works stage, groups need to provide solid evidence of how the project meets ECCT's facility investment principles 1-6. Applications will be assessed against these principles and funding will then be approved or declined.

CAFF project summary report

The CAFF project summary report is the executive summary of the project. It is a project plan that explains exactly what the project is, and how it will be delivered. It is completed once the project is finalised and key decisions about the purpose, shape, and form of the facility have been made.

The summary report is provided to the ECCT Board with your application. This is the group's opportunity to present their project and to explain how it aligns with ECCT's facility investment principles.

The report could be up to 10-12 pages and provides information current at the time the application is submitted (e.g. correct costs, figures, timeframes, etc.).

The report is purposefully short and supporting documents that explain the assertions made in the report should be attached to the capital works application (e.g. need and demand, usage numbers, project costs, detailed budgets, etc.).

A fixed format is not provided as reports are often more cohesive and reflect the projects better when applicants are able to put them together themselves. The CAFF project summary report information sheet provides a summary of the information, including headings, that the report should include.

CAFF documents and information sheets

Expression of Interest	Online application
Facility lifecycle information sheet	Explains the various phases of a facility's life cycle and the activities that should be completed at each stage
ECCT facility investment principles checklists	The six checklists summarise and explain the things that ECCT looks at when considering facility applications: <ol style="list-style-type: none"> 1. Strategic alignment 2. Community need 3. Partnerships 4. Effectiveness 5. Management and ongoing operations 6. Financial sustainability
Capital works application	Online application
CAFF project summary report information sheet	The information sheet explains what headings the CAFF project summary reports should include
CAFF project milestones and summary outputs reports	These templates are used to develop project progress reports and grant accountability reports that successful applicants will need to complete