



|                            |
|----------------------------|
| <b>Office Use Only</b>     |
| TRIM: _____                |
| Grant No: _____            |
| Project Coordinator: _____ |

# CSRFF Grant Application Form

## Year 2020/21 – 2022/23 Triennium

This application form can only be used for applications to be submitted in the 2020/21 funding round. No other forms will be accepted.

|   |  |                                  |
|---|--|----------------------------------|
| <b>You <u>MUST</u> discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.</b>   |  |                                  |
| <b>All applications <u>MUST</u> be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.</b>  |  |                                  |
| DLGSC Contact:  | Date:  | Office:                          |
| <b>TYPE OF GRANT:</b>   |  |                                  |
| <input type="checkbox"/>  | <b>ANNUAL GRANT \$100,000 – \$166,666 (Up to \$250,000 with development bonus)</b><br>The total project cost (GST exclusive) is between \$300,001 and \$500,000.   |                                  |
| <input type="checkbox"/>  | <b>FORWARD PLANNING GRANT \$166,667–\$2 million</b><br>The total project cost (GST exclusive) exceeds \$500,000.<br>Note: Where the grant requested is \$166,667 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant. |                                  |
| <b>Year of Claim</b> (Applicable to forward planning grants only):<br>Please indicate the year that you would prefer to claim a grant, taking into account the CSRFF Acquittal Requirements. Only indicate first preference for funding in 2020/21 if all planning is finalised and the project will be completed before 1 June 2021. |  |                                  |
| <input type="checkbox"/> 2020/21  | <input type="checkbox"/> 2021/22   | <input type="checkbox"/> 2022/23 |
| <b>Would the project proceed if funding was allocated in a later year?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, how would the project be impacted (e.g. – delayed etc)?  |  |                                  |
| <b>How would the resulting cost escalation be funded?</b>   |  |                                  |

### Applicant's Details:

|                    |        |           |  |
|--------------------|--------|-----------|--|
| Organisation Name: |        |           |  |
| Postal Address:    |        |           |  |
| Suburb:            | State: | Postcode: |  |
| Street Address:    |        |           |  |
| Suburb:            | State: | Postcode: |  |

### Preferred Contact Person:

All application correspondence will be directed to this person

|                 |            |  |
|-----------------|------------|--|
| Name:           | Title:     | Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> |
| Position Held:  |            |  |
| Business Phone: | Facsimile: |  |
| Mobile Phone:   | Email:     |  |

**Organisation Business Details:**

|  |  |   |
|--|--|---|
| Does your organisation have an ABN?      | Yes <input type="checkbox"/> No <input type="checkbox"/> | ABN:  |
| Is your organisation registered for GST? | Yes <input type="checkbox"/> No <input type="checkbox"/> | * Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt. |
| Is your organisation not-for-profit?     | Yes <input type="checkbox"/> No <input type="checkbox"/> |   |
| Is your organisation incorporated?       | Yes <input type="checkbox"/> No <input type="checkbox"/> | Incorporation #: *  |
| Bank details:                            | Bank:  | BSB: A/c:   |

**Local Government Authority Details:**

|                 |  |            |  |
|-----------------|--|------------|--|
| LGA:            |  |            |  |
| Contact:        |  | Title:     | Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> |
| Position Held:  |  |            |  |
| Business Phone: |  | Facsimile: |  |
| Mobile Phone:   |  | Email:     |  |

**PROJECT DETAILS**

|  |  |   |
|--|--|---|
| <b>Project Title (brief and specific):</b>   |  |   |
| <b>Project Description:</b>  |  |   |
| <b>Project location:</b>   |  |   |
| <b>Land ownership:</b>   | Who owns the land on which your facility will be located?<br>Lease Expiry (if applicable): |   |
| <b>Planning approvals</b>  |  | If no, provide the date it will be applied for: |
| <b>Where applicable, has planning permission been granted? (LGA)</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/>                                   | ___/___/___                                     |
| <b>Aboriginal Heritage Act?</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/>                                   | ___/___/___                                     |
| <b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/>                                   | ___/___/___                                     |
| <b>Native Vegetation Clearing Permit?</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/>                                   | ___/___/___                                     |
| <b>Please list any other approvals that are required?</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/>                                   | ___/___/___                                     |
| <b>What discussions have been held with adjoining local authorities?</b>   |  |   |
| <b>Approximate distance from proposed project to nearest adjoining council boundary:</b> km  |  |   |
| <b>Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> |  |   |
| <b>If so, are you seeking funding from them?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>  |  |   |
| Contact:   |  |   |
| <b>How will your project increase physical activity?</b>   |  |   |
| <b>Do you share your facility with other groups?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If so, who:  |  |   |

List up to three sport and recreation activities which will **directly benefit** from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

| Sport/community organisation | % use of the facility | Hours per week |
|------------------------------|-----------------------|----------------|
|                              |                       |                |
|                              |                       |                |
|                              |                       |                |

Activity/sport **capitated membership** numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; **Social membership numbers not applicable**.

Note: if membership is not applicable, ie recreation facility or aquatic centre, please enter the number of users of the facility with evidence of how you arrived at the figure.

| 2016/17 | 2017/18 | 2018/19 |
|---------|---------|---------|
|         |         |         |

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the departments website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

|  |  |                  |                          |
|--|--|------------------|--------------------------|
| <b>What is the name of the State Sporting Association for your activity/sport?</b> |  |                  |                          |
|  |  |                  |                          |
| <b>Have you discussed your project with your State Sporting Association?</b>       |  | Yes              | <input type="checkbox"/> |
|  |  | No               | <input type="checkbox"/> |
| Contact Name:  |  | Date of contact: |                          |
|  |  |                  |                          |

## PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 24 must be completed for all applications. Forward Planning grant applications must complete all the questions in detail. Annual grant applications must provide responses where appropriate and relative to the project.

Attach your responses (in numerical order) to the application form. If you believe that you have a valid reason for answering in the negative to a question please detail that reason.

Ensure that you have addressed the Key Principles of Facility Provision (see Guidelines for a CSRFF application), as they apply to your project. Questions 1 to 24 below relate directly to these principles.

You are expected to provide detail on the planning, management and financial viability of your project. Where research findings are used to justify a project a range of research techniques should be evident in the methodology used. When using comparative analysis local conditions must be considered.

All assumptions must be clearly stated. Please do not solely refer to attachments in the answers below – please summarise the content in the section provided.

|    |  |
|----|--|
| 1. | <b>When did you complete your needs assessment?</b> (This is a formal analysis required for projects over \$500,000).  |
|    | <b>How has the need for your project been identified and assessed?</b>   |
|    | <b>Is the need or a part of the need that you have identified already being catered for?</b>   |
| 2. | <b>Have you undertaken a feasibility study?</b> (must be included with Forward Planning applications).<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
|    | <b>If not, how have you assessed the feasibility of your project?</b>  |

|   |   |
|---|---|
| 3.  | <p><b>What alternatives were considered and why were they rejected?</b> (This should include a 'do nothing' option)</p> <p><b>Did you consider sharing with another group?</b> (Please detail).</p> <p><b>Did you consider the whole of life cost when assessing the viability of these options to ensure that the preferred project was both affordable and cost-effective?</b> (Please detail).</p> |
| 4.  | <p><b>How does your project fit into your:</b></p> <ul style="list-style-type: none"> <li>• Club's strategic plan or development plan?</li> <li>• State Sporting Association's strategic or development plan?</li> <li>• Local authority's strategic or development plan?</li> </ul>  |
| 5.  | <p><b>What impact is your project likely to have on other facilities and services in your local and regional area?</b></p>  |
| 6.  | <p><b>Is your facility multi-purpose</b> (i.e. caters for a variety of activities at one time)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If so, does it service more than one LGA?</b></p>  |
|   | <p>Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).</p>  |
| 7.  | <p><b>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</b></p>   |
| <p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p> |   |

## MANAGEMENT

|   |   |                             |                              |                             |                                 |                              |                             |                                       |                              |                             |                      |                              |                             |   |                              |                             |
|---|---|-----------------------------|------------------------------|-----------------------------|---------------------------------|------------------------------|-----------------------------|---------------------------------------|------------------------------|-----------------------------|----------------------|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| 8.  | <p><b>Have you developed a management plan for your facility?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application.</p> <p><b>If not, please explain how you plan to address management issues i.e. attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs?</b> An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.</p>   |                             |                              |                             |                                 |                              |                             |                                       |                              |                             |                      |                              |                             |   |                              |                             |
| 9.  | <p><b>How have you catered for management needs in your design (if required)?</b> Consider access, usage and supervision.</p>   |                             |                              |                             |                                 |                              |                             |                                       |                              |                             |                      |                              |                             |   |                              |                             |
| 10.                                       | <p><b>Was an experienced facility manager, builder or technical expert involved in planning the design of your project?</b> Please outline their experience.</p>  |                             |                              |                             |                                 |                              |                             |                                       |                              |                             |                      |                              |                             |   |                              |                             |
| 11.                                       | <p><b>If you propose to share a facility, have other groups been asked what features they need?</b> List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed.</p>   |                             |                              |                             |                                 |                              |                             |                                       |                              |                             |                      |                              |                             |   |                              |                             |
| 12.                                       | <p><b>Have you considered:</b></p> <table border="1"> <tr> <td>• child care facilities</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access for low income earners</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access for people with a disability</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access for seniors</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access on a casual and short-term basis</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table> <p>Please attach a copy of the proposed fee structure.</p> | • child care facilities     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | • access for low income earners | Yes <input type="checkbox"/> | No <input type="checkbox"/> | • access for people with a disability | Yes <input type="checkbox"/> | No <input type="checkbox"/> | • access for seniors | Yes <input type="checkbox"/> | No <input type="checkbox"/> | • access on a casual and short-term basis | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • child care facilities                   | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |                              |                             |                                 |                              |                             |                                       |                              |                             |                      |                              |                             |   |                              |                             |
| • access for low income earners           | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |                              |                             |                                 |                              |                             |                                       |                              |                             |                      |                              |                             |   |                              |                             |
| • access for people with a disability     | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |                              |                             |                                 |                              |                             |                                       |                              |                             |                      |                              |                             |   |                              |                             |
| • access for seniors                      | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |                              |                             |                                 |                              |                             |                                       |                              |                             |                      |                              |                             |   |                              |                             |
| • access on a casual and short-term basis | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |                              |                             |                                 |                              |                             |                                       |                              |                             |                      |                              |                             |   |                              |                             |

## DESIGN

Grant applications are required to provide a **locality map**, **site map** and **building plans**. Plans are to be submitted in **A3 format**.

|     |   |
|-----|---|
| 13. | <b>Have you written a design brief for your project?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please respond to the following points:                                |
|     | <b>Describe the process used to obtain an estimate of construction cost.</b>  |
|     | An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.                               |
| 14. | <b>What design features will allow your facility to meet changing needs over time?</b>  |
|     | <b>Is your current proposal likely to limit any future development on your site?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>If yes, how?</b>                                |
| 15. | <b>How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)?</b>  |
|     | <b>Do they meet Australian Design Standards for your sport or recreation needs?</b> This will be an assessment factor. <input type="checkbox"/> Yes <input type="checkbox"/> No                     |
|     | Please refer to DLGSC's Asset Management Guide on the website for a list of common standards and <b>note that projects that do not meet Australian Design Standards are ineligible for funding.</b> |
| 16. | <b>What energy and water efficient products or design considerations will be included in your facility or project?</b> (e.g. solar hot water, natural light, geothermal, water recycling etc.).     |
| 17. | <b>If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply?</b> If so, is this allowed for in your application?                            |

## FINANCIAL VIABILITY

It is understood that some facilities will operate at a loss. It is not necessary to suggest that all facilities will break even or make a profit. The intent of this assessment is to be sure that applicants have a realistic understanding of the impact of their project on the operational budget, membership costs or entry fees and an appreciation of the funding requirements over the life of the facility.

|     |  |
|-----|--|
| 18. | <b>Have you applied a Life Cycle Cost Analysis to your project?</b> This is mandatory for projects that have a total project cost over \$500,000. <input type="checkbox"/> Yes <input type="checkbox"/> No   |
|     | DLGSC's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.   |
| 19. | <b>Is your organisation able to meet the ongoing operating costs of your project?</b> (e.g. wages, power)<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |
|     | For <b>Annual Grant applications</b> please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.   |
|     | <b>Forward Planning applications</b> are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors.<br><br>Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.<br><br><b>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</b> |

|     |  |
|-----|--|
| 20. | <b>Who will be responsible for any operational costs and how will it be funded (include evidence as required?)</b>   |
| 21. | <p><b><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></b></p> <p><b>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?</b><br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, how have you determined the required annual contributions? If no, why not?</b></p> <p><b>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</b></p> <p><b><u>WHERE A LGA IS THE APPLICANT</u></b></p> <p><b>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?</b><br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset?</b><br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Comments:</b></p> |

## PROJECT DELIVERY

|     |   |
|-----|---|
| 22. | <p><b>Please indicate key milestones of your project.</b></p> <p>The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider these milestones as they will determine the financial years in which any grant will be offered. Please be conservative with the time required to complete the design and approval phase of the project prior to going to tender.</p> |
|-----|---|

| Task  | Date |
|---|------|
| Attainment of all required approvals                      |      |
| Preparation of tender/quotes for the major works contract |      |
| Issuing of tender for major works                         |      |
| Signing of major works contract                           |      |
| Site works commence                                       |      |
| Construction of project starts                            |      |
| Project 50% complete                                      |      |
| Project Completed   |      |
| Project hand over and acquittal                           |      |

|     |   |
|-----|---|
| 23. | <p><b>Are there any operational constraints that would impact on the construction phase of your project?</b> (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.</p> |
|-----|---|

## **GST**

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## **PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE**

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

## **APPLICANT'S CERTIFICATION**

I certify that the information supplied is to the best of my knowledge, true and correct.

**Name:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to [csrff@dlgsc.wa.gov.au](mailto:csrff@dlgsc.wa.gov.au) by the cut-off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation **MUST** be included with your application. Applicants may wish to supply additional RELEVANT information.

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Application form</b> (including any attachments).  |
| <input type="checkbox"/> | <b>Incorporation Certificate.</b>   |
| <input type="checkbox"/> | <b>Two written quotes.</b> Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs. |
| <input type="checkbox"/> | If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.   |
| <input type="checkbox"/> | <b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.   |
| <input type="checkbox"/> | <b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).   |
| <input type="checkbox"/> | <b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).  |
| <input type="checkbox"/> | For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.   |
| <input type="checkbox"/> | <b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.   |
| <input type="checkbox"/> | For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply  |
| <input type="checkbox"/> | Formal Needs assessment*  |
| <input type="checkbox"/> | Management plan*  |
| <input type="checkbox"/> | Locality map, site map and building plans (in relevant constructions projects) in AutoCAD or similar format with an additional electronic version*  |
| <input type="checkbox"/> | Feasibility study*  |
| <input type="checkbox"/> | Concept design*   |
| <input type="checkbox"/> | Life Cycle Cost Analysis*   |

**\*Only essential for requests where the total project cost exceeds \$500,000**

### Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2020/21 CSRFF application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.



## DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

**You MUST contact your local DLGSC office to determine eligibility before applying.**

| Category                  |   | Details |
|---------------------------|---|---------|
| Geographical location     | <input type="checkbox"/> Regional/Remote location<br><input type="checkbox"/> Growth Local Government   |         |
| Co-location               | <input type="checkbox"/> New<br><input type="checkbox"/> Existing   |         |
| Sustainability initiative | <input type="checkbox"/> Water saving<br><input type="checkbox"/> Energy reduction<br><input type="checkbox"/> Other  |         |
| Increased participation   | <input type="checkbox"/> New participants<br><input type="checkbox"/> Existing participants – higher level<br><input type="checkbox"/> Special interest<br><input type="checkbox"/> Other |         |

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## PROJECT BUDGET

### ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

| Project Description<br>(detailed breakdown of project to be supplied) | \$ Cost ex GST | \$ Cost inc GST | Quote Used<br>(list company name and quote no) |
|---|----------------|-----------------|--|
| <i>le Construction of change rooms</i>                                | <i>25,000</i>  | <i>27,500</i>   | <i>B &amp; S Construction</i>                  |
|   |                |                 |  |
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| <b>Donated materials (Cost breakdown must be attached)</b>            |                |                 |  |
| <b>Volunteer Labour (Cost breakdown must be attached)</b>             |                |                 |  |
| <b>Sub Total</b>  |                |                 |  |
| <b>Cost escalation</b>  |                |                 | <i>Please explain amount used</i>              |
| <b>a) Total project expenditure</b>                                   |                |                 |  |

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

## PROJECT FUNDING

| Source of funding  | \$Amount ex GST | \$ Amount inc GST |  | Funding confirmed Y / N | Comments to support claim (please attach relevant support) |
|--|-----------------|-------------------|--|-------------------------|--|
| Local government   |                 |                   | LGA cash and in-kind   |                         |  |
| Applicant cash   |                 |                   | Organisation's cash  |                         |  |
| Volunteer labour   |                 |                   | Cannot exceed applicant cash and LGA contribution – max \$50,000                   |                         |  |
| Donated materials  |                 |                   | Cannot exceed applicant cash and LGA contribution                                  |                         |  |
| Other State Government funding   |                 |                   |  |                         |  |
| Federal Government funding   |                 |                   |  |                         |  |
| Other funding – to be listed   |                 |                   | Loans, sponsorship etc   |                         |  |
| CSRFF request (No Development Bonus)   |                 |                   | up to 1/3 project cost   | N                       |  |
| or CSRFF request (Development Bonus)   |                 |                   | Up to ½ project cost   | N                       |  |
| b) Total project funding   |                 |                   | <b><i>This should equal project expenditure as listed on the previous page</i></b> |                         |  |
| <b>REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?</b> |                 |                   |  |                         |  |
|  |                 |                   |  |                         |  |

### GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

|  |
|--|
| <b>Name of Local Government Authority:</b> |
| <b>Name of Applicant:</b>                  |

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

### Section A

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

#### All applications

|   | Satisfactory             | Unsatisfactory           | Not relevant             |
|---|--------------------------|--------------------------|--------------------------|
| Project justification                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planned approach                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Community input                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Management planning                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Access and opportunity                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Design                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial viability                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Co-ordination                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Potential to increase Physical activity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sustainability                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Section B

|   |  |
|---|--|
| Priority ranking of no of applications received                       | of applications received   |
| Is this project consistent with the                                   | <input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan |
| Have all planning and building approvals been given for this project? | <input type="checkbox"/> Yes <input type="checkbox"/> No                   |
| If no, what approvals are still outstanding?                          |  |

#### Project Rating (Please tick the most appropriate box to describe the project)

- |   |  |                          |
|---|--|--------------------------|
| A | Well planned and needed by municipality        | <input type="checkbox"/> |
| B | Well planned and needed by applicant           | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required    | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed      | <input type="checkbox"/> |
| F | Not recommended                                | <input type="checkbox"/> |

**Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.**

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

2. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

**Signed**

**Position**

**Date**

Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on 27 September 2019**. Late applications cannot be accepted in any circumstances.

#### **DLGSC OFFICES**

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