



Office Use Only

TRIM: \_\_\_\_\_

Grant No: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

# CSRFF Small Grants Application Form

**For projects up to \$300,000 to be acquitted by 15 June 2022**

**You MUST 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.**

**All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.**

DLGSC Contact: David Emery

Date: 10 Jan 2020

Office: Sport and Leisure

## Applicant's Details:

Organisation Name:	Geraldton Yacht Club Inc				
Postal Address:	PO Box 721				
Suburb:	Geraldton	State:	WA	Postcode:	6530
Street Address:	214 Marine Terrace				
Suburb:	Geraldton	State:	WA	Postcode:	6530

## Preferred Contact Person:

*All application correspondence will be directed to this person*

Name:	Helen Day	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Operations Administrator		
Business Phone:	08 9964 1664	Facsimile:	
Mobile Phone:	0412 649 888	Email:	secretary@geraldtonyachtclub.com.au

## Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 51 368 594 615	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0320005C	
Bank details:	Bank: Bendigo Bank	BSB: 633000	A/c: 158 880 690

## Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	Brooke Rafferty	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Treasury Officer		
Business Phone:	9956 6760	Facsimile:	
Mobile Phone:		Email:	Brooker@cgg.wa.gov.au

## PROJECT DETAILS

<b>Project Title (brief and specific):</b> <b>Geraldton Yacht Club; Junior training yachts, assistance boats and equipment storage capacity expansion.</b>	
<b>Project Description:</b> <p>Enclose the space underneath GYC's balcony by filling in between the columns using a timber frame, fibre sheet cladding with 3 large roller doors and extending the courtyard fence to the boundary indicated on the planning submission to create much needed extra storage capacity for sailing and assistance boats and equipment.</p> <p>This will both unclutter our existing 55-year-old boat shed, cater for increased demand and create a more user-friendly space to better attract volunteer assistance.</p> <p>The increase in boat shed floor area and courtyard rigging area will be approximately 25%.</p>	
<b>How did you establish a need for your project?</b> <p>The Geraldton Yacht Club is experiencing rapid growth in both sailing and social memberships. Since our last submission, we have run a successful Junior Sailing training event called Tackers 1 – Having Fun resulting in even more Junior and Family Memberships. We had more registrations than we could cater for.</p> <p>The Club has, for some time, had issues with insufficient storage area for junior training and assistance boats, yachts and equipment both club and privately owned.</p> <p>The existing storage area, now also shared with the Geraldton Districts Offshore Fishing Club, is overloaded to an extent that it is difficult and time consuming, due to double handling, to manoeuvre junior boats and equipment. It is a major restriction to both the club's operation and future growth.</p> <p>Assistance boats are now bigger and heavier to deploy and stow. We currently have 3 vessels in the elements due to lack of space and we are in the process of acquiring 2 additional assistance dinghies, which we cannot house.</p> <p>The new storage area under the balcony has direct access closer to the beach that will reduce the level of difficulty ten fold.</p>	
<b>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</b> <p>GYC does not have a lot of options to explore. Consideration was given to a new storage area being constructed in the north west corner of GYC leased land, however, this would reduce our much needed outside secured area for rigging and assembling for training events considerably.</p>	
<b>Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?</b> <p>On-going maintenance costs will be minimal and will be the full responsibility of GYC. We have a comprehensive maintenance program in place that ensures the club facilities are fully maintained. The maintenance schedule is updated regularly and managed by one of the GYC Committee Members.</p>	
<b>Project location:</b>	214 Marine Terrace Geraldton
<b>Land ownership:</b>	Who owns the land on which your facility will be located? City of Greater Geraldton Lease Expiry (if applicable): 20-6-2051

## ATTACHMENT-A

<b>Planning approvals</b>	In principal 15-02-2020	If no, provide the date it will be applied for: 1-9-2020
<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 checked="" type="checkbox"/>	___/___/___
<b>Department of Biodiversity, Conservation and Attractions?</b> (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Please list any other approvals that are required?</b> Water Corporation	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>How will your project increase physical activity?</b> <p>Additional storage allows Geraldton Yacht Club (GYC) to cater for the increasing number of sailing members to the Club, particularly juniors. At our Strategic Planning meeting in November 2020, GYC's Vision was changed to expand our focus from yachting to water based activities and to seek to incorporate other clubs without a home base into our Club.</p> <p>Schools are expressing interest in including sailing in their physical education program, with one school participating in September/October 2020 and more wanting to incorporate this in their 2021 school year, which also leads to an increase in membership, but we need to ensure easy access to the boats for sailing instructors and volunteers.</p> <p>This increases access to physical activity via sailing, fishing and other on-water activities.</p>		
<b>Do you share your facility with other groups?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: Geraldton and Districts Fishing Club.		

List the main sport and recreation activities (maximum of 3) which will 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
Geraldton Yacht Club	100%	168

Activity/sport 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, enter the number of users of the facility.

<b>2017/18</b>	63	<b>2018/19</b>	207	<b>2019/20</b>	350 financial and increasing.
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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 department's 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>	
Australian Sailing Western Australia	
<b>Have you discussed your project with your State Sporting Association?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Jenn Suffield	Date of contact: 10 Jan 2020

## PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	February-2021
Preparation of tender/quotes for the major works contract	July-2021
Issuing of tender for major works	September-2021
Signing of major works contract	October-2021
Site works commence	November-2021
Construction of project starts	November-2021
Project 50% complete	February-2022
Project completed	March -2022
Project hand over and acquittal	June-2022

**Are there any operational constraints that would impact on the construction phase of your project?** (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral. Our Sailing Season is from October 2021 to March 2022. As existing storage won't be affected, we can still continue our sailing season. Extension of boundary fencing, should not interfere too much with access to foreshore.

## 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 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 Department of Local Government, Sport and Cultural Industries (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: Helen Day

Position Held: Operations Administrator

Signature: 

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

27 January 2021

## 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 checked="" type="checkbox"/>	<b>Application form.</b>
<input checked="" type="checkbox"/>	<b>Incorporation Certificate.</b>
<input checked="" type="checkbox"/>	<b>Two written quotes.</b>
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input checked="" 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 checked="" type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input checked="" 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).
N/A	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input checked="" type="checkbox"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation).
N/A	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply

### 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 in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct 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	N/A
	<input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New	N/A
	<input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving	N/A
	<input type="checkbox"/> Energy reduction	
	<input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants	N/A
	<input type="checkbox"/> Existing participants – higher level	
	<input type="checkbox"/> Special interest	
	<input type="checkbox"/> Other	

## 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 (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Preliminaries / Siteworks	13,244.46	14,568.90	Coral Coast Homes
Earthworks / Concrete	19,302.37	21,232.60	Coral Coast Homes
Carpentry / Cladding / Windows	43,147.75	47,462.52	Coral Coast Homes
Roller Doors	11,787.12	12,965.83	Coral Coast Homes
Plumbing	10,665.76	11,732.33	Coral Coast Homes
Electrical	5,418.48	5,960.32	Coral Coast Homes
Fencing / Block Work	20,209.30	22,230.23	Coral Coast Homes
Painting	7,937.68	8,731.44	Coral Coast Homes
Asphalt Repair	5,500.00	6,050.00	Coral Coast Homes
Lawn / Reticulation / Kerbing	3,500.00	3,850.00	Coral Coast Homes
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total	\$140,712.92	\$154,784.21	
Cost escalation			<i>Please explain amount used; This is a fixed quote.</i>
a) Total project expenditure	\$140,712.92	\$154,784.21	

- 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	46,904.31	51,594.74	LGA cash and in-kind		
Applicant Cash	46,904.31	51,594.74	Organisation's cash	Yes	Donation received
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	46,904.30	51,594.73			
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	140,712.92	154,784.21	This should equal project expenditure as listed on the previous page		
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?					
It's highly unlikely other funding avenues are available and the tender documents are for fixed price offers to minimise risk. Sewer and foundations being the exception, however, they are adequately covered.					
Reducing the scope of work to reduce cost would jeopardise the purpose of the project, to an extent it would likely not proceed.					

## 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.**

## ATTACHMENT-A

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 31 March 2020**. Late applications cannot be accepted in any circumstances.

### DLGSC OFFICES

#### PERTH OFFICE

246 Vincent Street  
Leederville WA 6007  
GPO Box 8349  
Perth WA 6849  
Tel: (08) 9492 9700

#### PEEL

Suite 94  
16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100

#### PILBARA

Karratha Leisureplex  
Dampier Hwy, Karratha  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100

#### SOUTH WEST

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900

#### GREAT SOUTHERN

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100

#### GASCOYNE

15 Stuart Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900

#### GOLDFIELDS

Suite 1, 349-353 Hannan  
Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800

#### KIMBERLEY – Broome

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750

#### WHEATBELT - NORTHAM

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400

#### WHEATBELT – NARROGIN

Narrogin Leisure Centre  
50 Clayton Rd  
Narrogin WA 6312  
Telephone 0429 881 369

#### MID-WEST

Level 1, 268-270  
Foreshore Drive  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100