



Department of  
Local Government, Sport  
and Cultural Industries

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:	Date:	Office:
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## Applicant's Details:

Organisation Name:	Geraldton Golf Club Inc				
Postal Address:	PO Box 389				
Suburb:	Geraldton	State:	WA	Postcode:	6530
Street Address:	30 Pass Street				
Suburb:	Wonthella	State:	WA	Postcode:	6531

## Preferred Contact Person:

*All application correspondence will be directed to this person*

Name:	Sue Douglas	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Secretary / Manager		
Business Phone:	08 9921 3326	Facsimile:	N/A
Mobile Phone:	0408 809 579	Email:	email@geraldtongolfclub.com.au

## Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 94 124 065 182
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 #: A0290011S *
Bank details:	Bank: Bendigo	BSB: 633-000 A/c: 146554787

## Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	Emma Smith	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Sport & Leisure Planner		
Business Phone:	08 9956 6906	Facsimile:	08 9956 6674
Mobile Phone:		Email:	emmas@cgg.wa.gov.au

## PROJECT DETAILS

<b>Project Title (brief and specific):</b> Machinery Storage Shed	
<b>Project Description:</b> To provide storage for the machinery used for the upkeep of the golf course and then to repurpose the old machinery shed for the storage of the members ride in golf cars which will then create additional storage for members electric and push buggies.	
<b>How did you establish a need for your project?</b> Meetings have been held with the members and this project meets our Strategic planning (Committee meetings, Annual General Meeting of Members) for the construction of the machinery shed, which will then free up the existing machinery shed for the storage of motorised golf carts, also a member of the public has approached the Club with regard to membership and he requires the use of a Paragolfer (a chair that will help him stand to play golf) and has nowhere to store it and no way to move it between his residence and the golf club. As a sporting club that is continually working on growth and being able to offer our facilities to both our existing and potential new members, this project offers the following benefits: <ul style="list-style-type: none"> <li>- Enable more members the opportunity to store their equipment at the Club. For the older demographic of members this has the benefits of reduction in the possibility of injury from lifting clubs in and out of the car and for the younger demographic it means those members and their parents have access of ease- there is no carting around heavy clubs</li> <li>- Continual ease and access in physical exercise provided by the club</li> <li>- Continue to keep older members of the community in the game of golf. The struggle of having to bring golf equipment to the course each time can add a physical stress (??? Same as point above)</li> </ul> Potential to expand our ability to offer a more inclusive membership as we would have the capacity to store heavy equipment here at the club. For example: a supporter of the club who is in a wheelchair is able to access the club through a machine that helps him stand (Paragolfer) but because of limited transport options available in town he is unable to attend the course frequently.	
<b>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</b> Geraldton Golf Club is endeavouring to become an all-inclusive club, we continue to look at the options with regard to this project and have found that building a replacement machinery shed and repurposing the old machinery shed is the best option – financially. If we build a purpose build cart shed – we would be looking at demolishing 2 other sheds and a staff room and then having to relocated and rebuild them, as well as moving two large water storage tanks.	
<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> The Club budgets each year for Repairs and Maintenance of buildings.	
<b>Project location:</b>	30 Pass Street Wonthella WA
<b>Land ownership:</b>	Who owns the land on which your facility will be located? Crown Land Lease Expiry (if applicable): 2033
<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 checked="" type="checkbox"/> 31/10/21
<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> Building Permit	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 30/11/2021
<b>How will your project increase physical activity?</b> The safe storage of the machinery required to maintain, prepare and present the golf course Continue to offer a lifestyle that supports the health of the aging community Offer all inclusive access to the golf course Offer busy parents, access of ease and allow children to the access the game of golf	

Do you share your facility with other groups? Yes  No  If so, who:

General public who use it for running and walking, local Football and Hockey clubs who also use the area for pre season training.

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
Golf	100	98
Local Sporting Clubs	10	5
General Public	20	20

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.

2018/19	272	2019/20	285	2020/21	292
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you 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: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?

GolfWA

Have you discussed your project with your State Sporting Association? Yes  No

Contact Name:

Date of contact:

## 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	Nov 2021
Preparation of tender/quotes for the major works contract	Jan 2022
Issuing of tender for major works	Feb 2022
Signing of major works contract	Mar 2022
Site works commence	April 2022
Construction of project starts	June 2022
Project 50% complete	Sept 2022
Project Completed	Dec 2022
Project hand over and acquittal	Feb 2023

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. This project could be delayed by the recent cyclone event in the area – creating a shortage in materials and contractors, also, there could be weather constraints in delivering this project on time.

## 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.

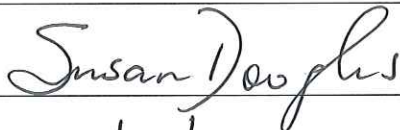
**Susan Douglas**

Name:

Position  
Held:

**Secretary / Manager**

Signature:



Date:

19/07/21

## 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 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).
<input type="checkbox"/>	For projects involving floodlighting, 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 October 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 <input type="checkbox"/> Growth local government
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other
Increased participation	<input type="checkbox"/> New participants <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)
<b>New Machinery Shed</b>			
Sand Pad - materials	4545.46	5000.00	GGC – based on industry pricing
Compaction testing for Sand Pad	1800.00	2000.00	GGC – based on industry pricing
Shed Construction and concrete pad	109,774.80	121,972.00	Bentley's Highline – quote # 1871
Plumbing	6750.00	7500.00	Herrings Plumbing – Club Sponsor (no written quote supplied)
Ablutions	7200.00	8000.00	Herrings Plumbing – Club Sponsor (no written quote supplied)
Internal Office 8.1m2 construction	4545.46	5000.00	GGC – based on industry pricing
Mesh Tool Compound 21m2 – materials	1350.00	1500.00	Industry pricing
Electrical works	22985.05	25283.55	Elite Electrical – Club sponsor quote attached
Delineation Lines	450.00	500.00	Materials – marking to be done by GGC
Building permits and Licenses	1500.00	1500.00	CGG Fee schedule
Certification	2130.00	2343.00	Barron Building Surveying – Proposal attached
<b>Main Switchboard</b>			
Upgrade to the main switchboard	11050.00	12155.00	Elite Electrical – Club Sponsor quote attached
<b>Covert Current Machinery Shed to Cart Shed</b>			
Relocation of southern door	2700.00	3000.00	Industry pricing
New roller door	1800.00	2000.00	Industry pricing
Power & Lighting upgrade	21633.30	24037.00	Elite Electrical – Club Sponsor
Delineation lines – materials	450.00	500.00	
Extended roof line	5400.00	6000.00	Industry pricing
Concrete floor	7200.00	8000.00	Industry Pricing

Construction of eastern wall	4050.00	4500.00	Industry pricing
<b>Optional</b>			
Lean too on main machinery shed	32560.20	36178.00	Bentley's Highline quote # 1871
<b>Donated materials (Please provide cost breakdown)</b>			
To construct sand pad for shed	1000.00	1100.00	Unskilled volunteer labour pricing
Delineation lines – painting	1500.00	1650.00	Unskilled volunteer labour pricing
Relocation of sliding door	1500.00	1650.00	Unskilled volunteer labour pricing
<b>Volunteer labour (Please provide cost breakdown)</b>	<b>4000.00</b>	<b>4400.00</b>	Total cost of volunteer labour
<b>Sub Total</b>	252374.27	277611.69	
<b>Cost escalation</b>	45427.36	49970.09	<b>18% used as the figure following current trends.</b>
<b>a) Total project expenditure</b>	297801.63	327581.79	

- At least **two written quotes** are required for each component.
- If your project includes 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	99000.00	108900.00	N	
Applicant cash	95801.63	105381.79	Y	
Volunteer labour	4000.00	4400.00		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)	99000.00	108900.00	N	up to 1/3 project cost
or CSRFF request (Development Bonus)			N	Up to ½ project cost
<b>b) Total project funding</b>	<b>297801.63</b>	<b>327851.79</b>		<b>This should equal project expenditure as listed on the previous page</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?**

We are able to reduce the size of the shed and not include the lean to at this point in time, this could reduce the price up to \$50000.00. If the pricing of the project is to exceed the current budget figures we would likely approach the City of Greater Geraldton for a self-supporting loan.

### GST

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## 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
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

*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 the Department of Local Government, Sport and Cultural Industries by **4pm on 31 August 2021**. Late applications cannot be accepted in any circumstances.

### **DLGSC OFFICES**

#### **PERTH OFFICE**

246 Vincent Street  
Leederville WA 6007  
GPO Box 8349  
Perth Business Centre WA 6849  
Tel: (08) 6552 9700  
[CSRFF@dlgsc.wa.gov.au](mailto:CSRFF@dlgsc.wa.gov.au)

#### **MID-WEST**

Level 1, 268-270  
Foreshore Drive  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
[midwest@dlgsc.wa.gov.au](mailto:midwest@dlgsc.wa.gov.au)

#### **PILBARA**

Karratha Leisureplex  
Dampier Hwy, Karratha  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
[pilbara@dlgsc.wa.gov.au](mailto:pilbara@dlgsc.wa.gov.au)

#### **GASCOYNE**

15 Stuart Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
[Gascoyne@dlgsc.wa.gov.au](mailto:Gascoyne@dlgsc.wa.gov.au)

#### **KIMBERLEY – Broome**

Unit 2B, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5749  
Mobile 0438 916 185  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

#### **SOUTH WEST**

80A Blair Street  
PO Box 2662  
Bunbury WA 6231  
Tel: (08) 9792 6900  
[southwest@dlgsc.wa.gov.au](mailto:southwest@dlgsc.wa.gov.au)

#### **GOLDFIELDS**

Suite 1, 349-353 Hannan Street  
Kalgoorlie WA 6430  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
[goldfields@dlgsc.wa.gov.au](mailto:goldfields@dlgsc.wa.gov.au)

#### **KIMBERLEY – Kununurra**

Kununurra Youth Hub  
Rod Hodnett Drive  
Kununurra WA 6743  
PO Box 1476  
Broome WA 6725  
Telephone 08 9195 5750  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

#### **WHEATBELT - Northam**

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)

#### **GREAT SOUTHERN**

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
[greatsouthern@dlgsc.wa.gov.au](mailto:greatsouthern@dlgsc.wa.gov.au)

#### **PEEL**

Suite 94  
16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
[peel@dlgsc.wa.gov.au](mailto:peel@dlgsc.wa.gov.au)

#### **WHEATBELT – Narrogin**

50 Clayton Road  
Narrogin WA 6312  
PO Box 55  
Northam WA 6401  
Telephone 0429 881 369  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)

