

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 <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.		
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.		
DLGSC Contact: Simon Barras	Date: 1 June 2021	Office: Mid West

Applicant's Details:

Organisation Name:	Geraldton Clay Target Club Inc				
Postal Address:	PO Box 774				
Suburb:	Geraldton	State:	WA	Postcode:	6530
Street Address:	Bradford Street				
Suburb:	Wonthella	State:	WA	Postcode:	6530

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Peter Lemmon	Title:	Mr ✓
Position Held:	President		
Business Phone:		Facsimile:	
Mobile Phone:	0428 939 795	Email:	lemmo@westnet.com.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 80 243 880 546
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 #: 18 01 19 79 *
Bank details:	Bank: Bendigo	BSB: 633 000 A/c: 159637115

Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	Brooke Rafferty	Title:	Mrs ✓
Position Held:	Treasury Officer		
Business Phone:	9956 6540	Facsimile:	
Mobile Phone:		Email:	Brooker@cgg.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): New Storage and Clubroom Facility.

Project Description:

The Geraldton Clay Target Club (GCTC) has limited and antiquated storage which is entirely inadequate for its current needs. The existing canteen facility is also dated and unsatisfactory. The proposal is to demolish the small existing storage facility which is attached to the current clubrooms, remove temporary sea containers and replace both with a larger, dust proof and more secure storage facility. To also, as part of the extension, upgrade and modernise the clubrooms and improve accessibility to all sections within the building.

How did you establish a need for your project?

The GCTC urgently needs to extend storage facilities to improve security, provide dust free and water-proof storage to protect valuable and costly equipment, including electronic clay target machines, delicate clay targets, voice release clay target activating equipment, tables, seating, archiving, other club equipment and ground management equipment.

With a steady increased in membership and the potential to grow this further, the existing storage facilities are inadequate for the amount of Clay Targets (these arrive on pallets and are very fragile) and associated equipment required to be stored on site. Hosting a Clay Target carnival and various major fixtures can see up to 200 shooters and their families from all over Australia in attendance and this significantly increases the amount of equipment and storage that is required.

Due to the lack of current storage some existing equipment must be stored off-site which is extremely inconvenient. On-site sea containers are also used which are inaccessible for pallet/jacks/ loading and can only be used as a temporary arrangement. This continued double handling leads to breakage of the fragile clay targets and damage to delicate and expensive electronic equipment.

The GCTC hosts a number of major events (some of the biggest events on the Australian calendar) and with the lack of storage it puts a great deal of pressure and extra work-load on our volunteers and also adds substantial costs to these events. An example of these major events is our Annual Crayfish Carnival which attracts over 200 competitors plus families from all over Australia and New Zealand. This is a huge economic boost to our region and this was highlighted in the Economic Impact of Sporting Events study conducted by the Mid-West Sports Federation in 2018. The input output modelling used indicated this one events economic impact was \$309,600.

The facility also lacks easy access to all areas of the building, requires improvements to the clubrooms canteen area and this proposal will address both of these deficiencies.

These proposed extensions will provide the club with a guaranteed sustainable future for the next 30 years.

As we also accommodate and co-host other community groups the additional storage will provide them with valuable storage opportunities which are currently not available.

Another important aspect is the value of the club to the community and community impact it has had over many years. The club has conducted a Corporate Cup event for many years with all proceeds going to other community groups including, the Holland Street Special School, Nazerath House, Aquarena and St Johns Auxiliary. Over \$200,000 has been raised through this program for local community groups.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

The club did investigate extending the existing storage area, however the current roof is far too low to allow pallet jacks/loaders inside. The current structure would not support lifting the roof line, the concrete floor would need to be replaced and cladding renewed to overcome dust and water issues. According to local builders this is not an option that could be considered.

The other storage option is to stay with storing with Club members off-site on their property which requires additional transport costs for pallets and targets. There is also the inconvenience for the property owners, as well as the wasted time and double handling loading and unloading vehicles. Breakage and damage to the fragile targets transporting from off-site is also a current problem. There is also no long-term guarantee for storage with this option as members personal requirements change.

Storing at an off-site Secure Storage Unit was also investigated but the ongoing monthly hire fees made this option unviable. This would not only be very costly but again inconvenient and add further transport costs. It would also place more pressure on our volunteers and was not considered as a viable option.

Sea containers were considered but are not practical as a number would need to be purchased and they would provide difficulties to access with pallet jacks/loaders. This option would also limit our storage opportunities and was not considered a long-term viable alternative.

Do nothing is certainly not an option as it would be detrimental to membership growth and there would be the continued necessity to find off-site storage which ultimately falls back on our members and adds additional costs to our sport. Valuable electronic equipment would continue to be exposed to the weather and dust, imposing

continued additional cost to the club and an added work-load on our volunteers. Also, access around the various sections of the club would continue to be an issue

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?

The GCTC has always budgeted and planned well in advance and this is why in its 75 years it has never had to call on outside funds. The anticipated life span of the proposed new storage facility is 30+ years and the club will continue with its short to medium term planning, budgeting and a 'sinking' fund to maintain and replace this facility and other infrastructure as required. This request for funding for improved storage and club facilities will guarantee a sustainable club beyond 2050. The Clubs existing recurrent costs will be reduced substantially once this redevelopment is completed, placing the club in a much better financial position should any unforeseen circumstances arise in the future

Project location:	Bradford Street Wonthealla		
Land ownership:	Who owns the land on which your facility will be located? City of Greater Geraldton Lease Expiry (if applicable): 2037		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Awaiting approval	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
How will your project increase physical activity? As indicated previously, with the ability to store more equipment on-site and being in a position for a much easier set up for competitions, the GCTC could increase participation and membership numbers. We could offer more 'Come-and-Try' days and Corporate programs throughout the year giving a cross section of other community members the opportunity to participate in this Olympic sport and further opportunities to raise funding for our community which in turn assists them to grow their sport.			
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: Our facility is currently shared with the Batavia Coast Veteran and Classic Car Club, Geraldton Professional Fisherman's Association, Western Rock Lobster Council and the B52's Water Polo Team also occasionally use the facility as a headquarters. The club some years ago constructed a free-standing ablution block in the ballistics precinct adjacent to our existing facility at a cost of \$50,000. This facility has access for people with disabilities and male, female facilities and is available for free use by all groups located in the precinct. Currently it used by Pistol Club and Small Bore Rifle Club. The GCTC is open for discussion with any other community groups interested in co-locating or utilising their facilities for one off or ongoing use.			

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 Clay Target Club	85	35
Batavia Coastal Veteran Classic Car Club	10	5
Various Community Groups	5	2.5

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	67	2019/20	64	2020/21	75
----------------	----	----------------	----	----------------	----

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: <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?	
Western Australian Clay Target Association	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Anita Dyas (Secretary WACTA).	Date of contact: Jan 2021

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	January 2022
Preparation of tender/quotes for the major works contract	January 2022
Issuing of tender for major works	February 2022
Signing of major works contract	February 2022
Site works commence	February 2022
Construction of project starts	March 2022
Project 50% complete	April 2022
Project Completed	April 2022
Project hand over and acquittal	May 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.

Clay target events are held throughout the year and it is not envisaged there will be any impact on construction. There may be inconveniences for some shoots but this will not effect construction.

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: Peter Lemmon

Position Held: President

Signature: _____

Date: _____

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to 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.

✓	Application form.
✓	Incorporation Certificate.
✓	Two written quotes.
✓	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
✓	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
✓	Income and expenditure statements for the current and next financial years. (LGAs exempted).
N/A	Written confirmation of financial commitments from other sources including copies of council minutes . (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.
✓	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
N/A	For projects involving floodlighting, a lighting plan 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	N/A
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	N/A
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	N/A
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	N/A

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)
<i>ie Electrical Works</i>	21,250.00	27,500	<i>B & S Electrical</i>
Concrete floor slab	39,000.00	42,900.00	Geraldton City Concrete
Shed roller doors, framing, gyprock, lining, insulation	118,800.00	130,680.00	CR Constructions Pty Ltd
Windows and doors	9,460.00	10,406	Parker Aluminium Windows
Electrical	21,250.00	23,375.00	Dillon and Oliveri Pty Ltd
Demolition	8,500.00	9,350.00	Batavia Timber and Salvage (BTS)
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Demolition of existing storage area	8,500.00	8,500.00	
Sub Total	197,010.00	216,711.00	
Cost escalation	9,850.50	9,850.50	5% Cost escalation
a) Total project expenditure	206,860.50	226,561.50	

- 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	68,953.50	75,520.50	LGA cash and in-kind		
Applicant cash	60,453.50	67,020.50	Organisation's cash		
Volunteer labour	8,500.00	8,500.00	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)	68,953.50	75,520.50	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	206,860.50	226,561.50	<i>This should equal project expenditure as listed on the previous page</i>		

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?

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.

Name of Local Government Authority:
Name of Applicant:

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

MID-WEST

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

GASCOYNE

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

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6231
Tel: (08) 9792 6900
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

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

WHEATBELT - Northam

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

GREAT SOUTHERN

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

WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
PO Box 55
Northam WA 6401
Telephone 0429 881 369
wheatbelt@dlgsc.wa.gov.au