



Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$150,000 to be acquitted by 15 June 2015

You MUST discuss your project with an officer from your nearest Department of Sport and Recreation 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.

DSR Contact: Richard Malacari	Date: 22/07/2014	Office: Mid West
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Applicant's Details:

Organisation Name:	Geraldton Croquet Club				
Postal Address:	PO Box 1564				
Suburb:	Geraldton	State:	WA	Postcode:	6531
Street Address:	Lot 1390 Maitland Street				
Suburb:	Geraldton	State:	WA	Postcode:	6530

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Sheridan Stopps	Title:	Mr
Position Held:	Vice-Captain		
Business Phone:		Facsimile:	
Mobile Phone:	0439 925201	Email:	stopps@bigpond.com

Organisation Business Details:

Does your organisation have an ABN?	Yes	ABN: 75-356-924-432
Is your organisation registered for GST?	No	* 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	
Is your organisation incorporated?	Yes	Incorporation #: A0750005V *
Bank details:	Bank of Queensland	BSB: 126-573 A/c: 025 415 96

Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	William Shi	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Recreational Planner		
Business Phone:	9965 6740	Facsimile:	
Mobile Phone:		Email:	Williams@cgg.wa.gov.au

PROJECT DETAILS

Project Description:			
Erect two 400 watt metal halide floodlights on galvanised 8 metre poles on Court 3			
Replace porcelain fuses on switchboard with RCD (Safety switch) protection.			
<p>The Geraldton Croquet Club has a growing membership, however the average age of the members is well over 60 years and as such have some limitations that are common in this age group, such as deteriorating eyesight.</p> <p>Our Court 3 is currently only partially lit, meaning several of our players are unable to see sufficiently well enough to play on a regular basis at the peak times of competition, especially in the summer months. This may also lead to some of our older members leaving the club, which for most is the sole form of social interaction and physical activity.</p> <p>Our club is growing at a very fast rate, and as such we now have to play some of our Competition and Tournament Games under lights, for which we can only use courts 1 and 2 for these games so as to not exclude those with poor eyesight. This project will enable us to use all 3 courts for our competitions and to be able to cater for all of our members.</p>			
Project location:	Geraldton Croquet Club, Maitland Street		
Land ownership:	Who owns the land on which your facility will be located? City of Greater Geraldton		
	Lease Expiry (if applicable): 30/06/2025		
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 type="checkbox"/>	___/___/___
Department of Aboriginal Affairs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A
Department of Parks and Wildlife? (Environmental, Swan River)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A
Please list any other approvals that are required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	___/___/___
How will your project increase physical activity?			
<p>The Geraldton Croquet Club has been able to increase membership greatly (almost 100% over 2 years) and aim to increase our membership to 70 by 2020. This will not be achievable this unless all 3 courts are fully lit to a standard that meets the club's needs and won't exclude a certain section of our membership.</p> <p>Night play is especially popular in the summer when the heat and risk of over-exposure to the sun deter members from playing during the day.</p>			
Do you share your facility with other groups? No, facility doesn't allow for this, however we do support occasional school groups and corporate day events that wish to try the sport of croquet.			

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
Croquet	100%	28

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.

2011/12	23	2012/13	35	2013/14	43
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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.

What is the name of the State Sporting Association for your activity/sport?
West Australian Croquet Association, Inc – (Croquetwest)

Have you discussed your project with your State Sporting Association? Yes	
Contact Name: Janine McHardy	Date of contact: 22/07/2014

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
Council approvals	January 2015
Preparation of tender/quotes	N/A
Issuing of tender	N/A
Site works commence	15th February 2015
Construction starts	3rd March 2015
Project 50% complete	
Project completed	30th March 2015
Handover – final inspections	31st March 2015
Project Acquitted	1st April 2015

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.
No

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 DSR can be accessed by you during standard office hours and updated by writing to DSR 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.

DSR 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 are to be received in **hard copy** and should be stapled or clipped at the top left-hand corner. Please do not bind.
- It is recommended that you **photocopy 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 identified** and securely attached to 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.

Grants up to \$50,000:

<input type="checkbox"/>	Application form.
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Two written quotes.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	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)
<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"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For floodlighting projects, 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 Sport and Recreation 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 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 DSR 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.

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Upgrade Switchboard	2,150.00	2365.00	Beresford Electrical Services
Erect 2 Flood Lights	7,030.00	7,733.00	Beresford Electrical Services
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)	1,802.00	1,802.00	Geraldton Croquet Club
Sub Total			
Cost escalation	550.00	605.00	5%
a) Total project expenditure	11,532.00	12,505.00	

- 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	3,844.00	4,228.40	LGA cash and in-kind	N	Project aligns with City policy
Applicant cash	2,042.00	2,246.20	Organisation's cash	Y	See financial reports provided
Volunteer labour	1,802.00	1,802.00	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	Confirmed with club members
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 requested	3,844.00	4,228.40	up to 1/3 project cost	N	
Development Bonus			Up to ½ project cost		
b) Total project funding	11,532	12,505.00			
*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from?					
Club will meet any additional costs.					

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.

FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	11,532
b) Total project funding	11,532
c) Project variance*	0

***Balance between a) and b) should be \$0**

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 DSR.

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"/>

Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

LGA – priority ranking of this project	
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 <input type="checkbox"/> State 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

LGA comments (Required):

Signed

Position

Date

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in August**. Late applications cannot be accepted in any circumstances.

DSR OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
PO Box 329
Leederville WA 6903
Tel: (08) 9492 9700
Fax: (08) 9492 9711

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
Fax: (08) 9550 3199

PILBARA

2/3813 Balmoral Road
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
Fax: (08) 9182 2199

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
Fax: (08) 9792 6999

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
Fax: (08) 9892 0199

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Fax: (08) 9941 0999

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
Fax: (08) 9022 5899

KIMBERLEY – Kununurra

Government Offices
Cnr Konkerberry Drive and
Messmate Drive
PO Box 1127
Kununurra WA 6743
Tel: (08) 9166 4900
Fax: (08) 9166 4999

WHEATBELT - NORTHAM

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
Fax: (08) 9690 2499

WHEATBELT – NARROGIN

Government Offices
Level 2, 11-13 Park Street
Narrogin WA 6312
Telephone 0429 881 369
Facsimile (08) 9881 3363

MID-WEST

77 Marine Tce
PO Box 135
Geraldton WA 6530
Tel: (08) 9956 2100
Fax: (08) 9956 2199

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Facsimile (08) 9166 4999
Mobile 0438 916 185