



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

CSRFF Small Grants Application Form

For projects up to \$200,000 to be acquitted by 15 June 2020

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: Jan 2019	Office: Geraldton

Applicant's Details:

Organisation Name:	City of Greater Geraldton				
Postal Address:	PO BOX 101				
Suburb:	Geraldton	State:	WA	Postcode:	6530
Street Address:	63 Cathedral Ave				
Suburb:	Geraldton	State:	WA	Postcode:	6530

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	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:	08 9956 6940	Facsimile:	
Mobile Phone:	N/A	Email:	brooker@cgg.wa.gov.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 55907677173
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 #: 55907677173 *
Bank details:	Bank: Commonwealth	BSB: 066512 A/c: 10514973

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 99566906	Facsimile:	N/A
Mobile Phone:	N/A	Email:	Emmas@cgg.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Woorree Park BMX - Lighting Upgrade			
Project Description:			
<p>The City of Greater Geraldton requires a 1/3 contribution from the CSRFF Small Grant fund to contribute towards installing new lighting towers at the Woorree BMX Club.</p> <p>The primary user group will be Woorree BMX and the public.</p> <p>Lighting concepts have been in line with BMX WA (SSA) lighting requirements and all applicable Australian Standards.</p>			
How did you establish a need for your project?			
<p>In 2017, the City of Greater Geraldton engaged with an electrical engineering firm 'Sage Consultants' to complete a Sporting Facilities Lighting Audit Report (attached).</p> <p>From the information that was generated from this report, City Officers generated a 'Sports Tower Lighting Review Summary' & Sports Lighting Prioritization List' (attached).</p> <p>This report & additional documentation was presented at the January 2018 Council Meeting (attached) with the applicable council resolution stating that;</p> <p>That Council by Simple Majority pursuant to Section 5.20 of the Local Government Act 1995 RESOLVES to:</p> <p>5. CONDUCT a further review of the remaining sporting leased light towers; and</p> <p>6. CONSIDER provision of additional funding in the 2018-19 capital works renewal budget to continue this project.</p> <p>From the findings of the review and City Officer investigations, Woorree Park BMX required immediate attention and was a high priority.</p> <p>The Primary user group – Woorree Park BMX Club has 28 members. They traditionally train 2-3 nights a week, for three hours periods (under lights) between the months of February & September (approx. 400 hours of lighting usage per annum). They also host state competitions under lights on a number of occasions throughout the year.</p> <p>The secondary users will be the public, as the BMX track is erected within public open space.</p> <p>The project aligns with the City of Greater Geraldton's Community Strategic Plan & Corporate Business plan and compliments the City's focus on renewing existing infrastructures. The project also aligns with the Mid – West Outdoor Recreation plan and Mid-West Sports Federation Sports Tourism Project in relation to economic development.</p>			
What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?			
N/A – There is a justified requirement to replace the lighting and there are no concrete plans to relocate the club, which will see the investment utilised for the foreseeable decade at least at a minimum.			
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?			
<p>The City of Greater Geraldton have recently developed a comprehensive asset management system inclusive of Park/Sport lighting. The program ensure that all CGG assets are regularly inspected and maintained. As an item reaches end of life City ensure corrects capital/renewal funds are noted years in advance to allow the city to correctly budget for these items.</p> <p>The City have not previously applied for grant funding to assist with the renewal of park Lighting.</p>			
Project location:	Rowan Road & Dayana Drive Woorree WA 6530		
Land ownership:	Who owns the land on which your facility will be located? City of Greater Geraldton Lease Expiry (if applicable): N/A		
Planning approvals	N/A	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"/> N/A <input type="checkbox"/>	___/___/___	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	___/___/___	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	___/___/___	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	___/___/___	
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	___/___/___	

<p>How will your project increase physical activity? Providing safer and more comprehensive lighting infrastructure will allow the club to expand their membership and conduct more competitions on other nights of the week. The current lighting infrastructure is dangerous and not fit for purpose, which hinders the clubs ability to recruit members and publicise their club.</p> <p>Allocating lighting that reaches 150 lux will allow further training and matches to be held at the ground and give the affiliated sports the opportunity to grow and expand.</p> <p>Due to sport playing a large part within the fabric of the Geraldton Community, this puts pressures on the already existing lighting infrastructure, which increases turf maintenance and reticulation costs.</p> <p>The installation of these LED' lights will reduce the pressure on other facilities therefore saving the City maintenance funds.</p> <p>Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who:</p>

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
Woorree Park BMX Club	70%	24
General Public	30%	unmeasured

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.

2016/17	30	2017/18	30	2018/19	30
----------------	----	----------------	----	----------------	----

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: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

What is the name of the State Sporting Association for your activity/sport?	
BMX Sports WA	
Have you discussed your project with your State Sporting Association? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Tania Wehr – Chief Executive Officer	Date of contact: 2018

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	March 19
DLGSC Approval	Jun/Jul 19
Preparation of tender/quotes for the major works contract	Jun 19
Issuing of tender for major works	Jul 19
Signing of major works contract	Sep 19
Site works commence	Oct 19
Construction of project starts	Oct/Nov 19
Project 50% complete	Dec 19
Project Completed	Jan 20
Project hand over and acquittal	Jan/Feb 20

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) – NIL

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: David Emery

Position Held: Manager Sport & Leisure

Signature: TBA

Date: TBA

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.

Grants up to \$66,666:

<input checked="" type="checkbox"/>	Application form.
N/A	Incorporation Certificate.
<input checked="" type="checkbox"/>	Two written quotes.
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input checked="" 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.
N/A	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.
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input checked="" 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 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.

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)
PRELIMINARY			
Mobilisation & Demob	\$4,000	\$4,400	<i>Sage Consultants</i>
Earthing	\$200	\$220	<i>Sage Consultants</i>
FLOODLIGHTING			
LED floodlight supply	\$42,000	\$46,200	<i>Sage Consultants</i>
LED floodlight Install	\$6,000	\$6,600	<i>Sage Consultants</i>
COMPLETION			
inspect, test, commission	\$1,000	\$1,100	<i>Sage Consultants</i>
Night aim	\$2,000	\$2,200	<i>Sage Consultants</i>
Manual & Drawings	\$1000	\$1,100	<i>Sage Consultants</i>
Defects Liability	\$1000	\$1,100	<i>Sage Consultants</i>
Donated materials (Please provide cost breakdown)	NA	NA	
Volunteer labour (Please provide cost breakdown)	NA	NA	
Sub Total	\$57,200	\$62,920	
Cost escalation	110%		Total exc GST (Regional variation - Geraldton 110%)
a) Total project expenditure	\$62,920	\$69,212	

- 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	\$41,946	\$46,140	LGA cash and in-kind		
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	\$20,973	\$23,072	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	\$62,920	\$69,212	<i>This should equal project expenditure as listed on the previous page</i>		
<p>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?</p>					
<p>The City of Greater Geraldton would source funds internally.</p>					

GST

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

OPINION OF PROBABLE COST – Sage consultants

Project Name: WOORREE BMX		Date: 8/10/2018		Job No. 2717		
Project Section: lumminaires						
OPINION OF PROBABLE COST - SAGE CONSULTANTS						
Item	Description	Unit	Quantity	Rate	Amount(\$)	Subtotal(\$)
1	PRELIMINARY					
1a	Mobilisation & Demob	item	1	\$4,000	\$4,000	
1b	Earthing FDB	item	1	\$200	\$200	\$4,200
2	Floodlighting					
2a	LED 1.5 kW floodlights Supp	no.	12	\$3,500	\$42,000	
2b	LED 1.5 kW floodlights Insta	no.	12	\$500	\$6,000	\$48,000
3	COMPLETION					
3a	inspect, test, commission	item	1	\$1,000	\$1,000	
3b	night aim	item	1	\$2,000	\$2,000	
3c	manuals and record drawing	item	1	\$1,000	\$1,000	
3d	defects liability maintenanc	item	1	\$1,000	\$1,000	\$5,000
Total exc GST						\$57,200
Total exc GST (Regional variation - Geraldton 110%)						\$62,920



ELITE ELECTRICAL

ELECTRICAL | REFRIGERATION | AIR CONDITIONING

COMPANY:	City of Greater Geraldton
RECEIVER:	Geoffrey Burton
SENDER:	Bradley Luff
DATE:	19 th February 2019
REFERENCE:	Woorree Park BMX Club
No OF PAGES:	1

Thank you for the opportunity to quote on the works for the Installation of new LED Floodlights to the Woorree Park BMW Club.

Our price is excluding GST \$62,000.00 (Sixty Two Thousand Dollars) only and is subject to the following clarifications.

- Price is valid for 30 Days.
- Price excludes GST
- We have allowed to Supply and Install 12 of new 1500W LED Floodlights to the existing Poles.
- We have allowed for associated cabling and Controls.
- We have allowed for night time alignment of the lights.
- Price includes 12 Months defects liability and Warranty.

We trust this meets with your approval and if there are any queries regarding the above please don't hesitate contacting myself on 08 9921 4061.

Yours faithfully
Elite Electrical Contracting Pty. Ltd.

Bradley Luff

Brad Luff
Managing Director

EC008544

15 Box Street, Geraldton WA 6530

Mobile: 0488 214 061

Office: (08) 9921 4061

E-mail: brad@eliteec.com.au

Web: www.eliteelectricalcontracting.com.au



18th July 2018

For the Attention of Jack Little

Dear Jack

Funding for Lighting Infrastructure at Woorree Park BMX Club

Woorree Park BMX Club is a not-for-profit organisation, in which supports the City of Greater Geraldton's efforts to secure funding to replace the lighting infrastructure at our club venue.

The lighting the club currently has installed at the track is not sufficient enough as there are parts of the track which are dark and riders are at risk of injuring themselves as they are not able to see where they are riding.

The club recently held a large event, in which there were approximately 400 local and visiting riders. The club was required to hire lighting and generators (to operate the lighting towers). This was quite costly to the club and as such the lighting already at the club needs to be replaced and/or rectified.

Regards,

STEFAN VAN STADEN
President