



Government of **Western Australia**
Department of **Sport and Recreation**

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

CSRFF Grant Application Form

Year 2018/19 – 2020/21 Triennium

This application form can only be used for applications to be submitted in the 2017/18 funding round. No other forms will be accepted.

You <u>MUST</u> 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 <u>MUST</u> be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.		
DSR Contact: Richard Malicari	Date: November 2016	Office: Mid West
TYPE OF GRANT:		
<input checked="" type="checkbox"/>	ANNUAL GRANT \$66,666–\$166,666 (Up to \$250,000 with development bonus) The total project cost (GST exclusive) is between \$200,001 and \$500,000.	
<input type="checkbox"/>	FORWARD PLANNING GRANT \$166,667–\$2 million The total project cost (GST exclusive) exceeds \$500,000. Note: Where the grant requested is \$166,667 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant.	
Year of Claim (Applicable to forward planning grants only): Please indicate the year that you would prefer to claim a grant, taking into account the CSRFF Acquittal Requirements. Only indicate first preference for funding in 2018/19 if all planning is finalised and the project will be completed before 1 June 2019.		
<input type="checkbox"/> 2018/19	<input type="checkbox"/> 2019/20	<input type="checkbox"/> 2020/21
Would the project proceed if funding was allocated in a later year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how would the project be impacted (e.g. – delayed etc)?		
How would the resulting cost escalation be funded?		

Applicant's Details:

Organisation Name:	Wonthella Bowling Club				
Postal Address:	PO Box 489 Geraldton WA 6531				
Suburb:	Wonthella	State:	WA	Postcode:	6531
Street Address:	258 Eighth Street				
Suburb:	Wonthella	State:	WA	Postcode:	6531

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Kevin Exten	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President		
Business Phone:	9921 2970 (Club)	Facsimile:	N/A
Mobile Phone:	0428 471 370	Email:	kvexten@bigpond.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 45 929 341 680
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. LGAs 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 #: 94709/3/06-500 7 September 1965 *
Bank details:	Bank: NAB	BSB: 086-643 A/c: 39931953

Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	David Emery	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Manager Sport and Leisure		
Business Phone:	08 9956 6906	Facsimile:	N/A
Mobile Phone:	0430 361 143	Email:	davide@cgg.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Installation of synthetic greens		
Project Description: To replace 2 existing turf greens with synthetic grass, including laser grade sub base levelling, blue metal cement stabilised free draining base, limestone ditch with galvanised steel plinths walls and engineered sub soil drainage.		
Project location:	258 Eighth Street Wonthella	
Land ownership:	Who owns the land on which your facility will be located? Leased from City of Greater Geraldton Lease Expiry (if applicable): 2020 This is a 21 year lease, renewed on an ongoing basis. It was last renewed in 1999.	
Planning approvals		If no, provide the date it will be applied for:
Where applicable, has planning permission been granted? (LGA) We were advised by the Manager of Sport and Leisure at the City he did not believe this was necessary. He was going to check with planning and advise if it was a requirement.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	13/06/2017
Department of Aboriginal Affairs?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__
Department of Parks and Wildlife? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__
Please list any other approvals that are required? <i>All above not applicable to this project</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	__/__/__
What discussions have been held with adjoining local authorities? No discussions have taken place. Closest similar facility located in Mullewa 100kms to the east		
Approximate distance from proposed project to nearest adjoining council boundary: 20 kms		
Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If so, are you seeking funding from them? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contact:		

How will your project increase physical activity?

We anticipate an increase in membership due to the provision of an all-weather facility with a reliable surface.

We will also be able to offer more opportunities to the community to play due to being able to accommodate additional games and not being hindered by current maintenance issues.

We have discussed the opportunity for the Croquet Club to utilise the facility which could also see more playing Croquet. Their current lease may not be renewed.

The ability to host and show-case high level tournaments could see a flow on effect of new members.

We are also investigating organising a school competition. We already have 3 school aged players 3 of which play pennant bowls and 2 have won state titles. With accredited coaches available at the club this could boost membership in this age group. A meeting is being arranged in August this year with all senior high school representatives, Bowls WA and the Wonthella Bowling club with a view to commencing a school competition in 2018. Bowls WA will also be assisting with the provision of bowls for the students

Do you share your facility with other groups? Yes No If so, who: The Chapman Valley Football Club have commenced utilising our facilities as their headquarters and potentially the Geraldton Croquet Club, with their lease expiring could become a co-tenant.

We are also discussing opportunities with a local dance club and host weekly training and competitions for the Geraldton Regional Aboriginal Medical Service clientele, including people with disabilities.

We conduct 2 annual corporate cups for local community and business groups and envisage this being extended to 4 times per year given the opportunity to accommodate more games on the synthetic surface.

We are also working closely with a number of senior schools to commence a school competition

List up to three sport and recreation activities which will **directly 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
Indigenous and disability groups through Geraldton Regional Aboriginal Medical	5%	3 hrs
Corporate Bowls and schools events	10%	6 hrs
Geraldton Croquet Club (medium term)	10%	6 hrs

Activity/sport **capitated 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, please enter the number of users of the facility with evidence of how you arrived at the figure.

Memberships lists attached .

2014/15	310	2015/16	316	2016/17	318
----------------	-----	----------------	-----	----------------	-----

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 departments 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?	
Bowls Western Australia	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Ken Pride (Bowls WA)	Date of contact: 21 June 2017

PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 24 must be completed for all applications. Forward Planning grant applications must complete all the questions in detail. Annual grant applications must provide responses where appropriate and relative to the project.

Attach your responses (in numerical order) to the application form. If you believe that you have a valid reason for answering in the negative to a question please detail that reason.

Ensure that you have addressed the Key Principles of Facility Provision (see Guidelines for a CSRFF application), as they apply to your project. Questions 1 to 24 below relate directly to these principles.

You are expected to provide detail on the planning, management and financial viability of your project. Where research findings are used to justify a project a range of research techniques should be evident in the methodology used. When using comparative analysis local conditions must be considered.

All assumptions must be clearly stated. Please do not solely refer to attachments in the answers below – please summarise the content in the section provided.

1.	<p>When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000).</p> <p>The Club has been working on this for two years and completed its study earlier this year. All members have been involved in the process through questionnaires, meetings and open forums. A subcommittee/working group was appointed to manage the study. Apart from the internal investigations they also contacted and visited some 20 West Australian clubs to obtain first-hand knowledge of the advantages, difficulties and pitfalls experience with installation, maintenance and general management of their synthetic greens</p>
----	--

	<p>How has the need for your project been identified and assessed?</p> <p>The club reached the stage where it was becoming increasingly difficult to meet the costs of maintaining the turf greens and also maintain greens to an acceptable standard. To increase and even retain membership at the current level required a change in how we played and managed bowls going forward.</p> <p>As highlighted above the Board of Management, through its working group visited 20 others clubs throughout WA, inspecting their facilities, investigating the feasibility of synthetic greens, detailing the advantages, costs, lifespan, effects on membership, players comfort and so on. The information was compiled, surveys sent out to all members and meetings conducted to gauge support. The process identified that there was positive support to the tune of 91% of members that returned surveys</p>
	<p>Is the need or a part of the need that you have identified already being catered for? No, the closest synthetic green is located in Mullewa over 100kms to the east of our club</p>
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications). Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
	<p>If not, how have you assessed the feasibility of your project?</p> <p>The club has made a concerted effort in recent years to put funds aside with view to applying for matching funds. Our future draft budgets have confirmed the cost savings from maintaining the 2 greens being converted to synthetic will allow us to plan for future stages whilst maintaining an asset replacement program.</p>
3.	<p>What alternatives were considered and why were they rejected? (This should include a 'do nothing' option)</p> <p>The option of leaving the greens as is was considered but was seen as a short-term arrangement with maintenance and management costs escalating annually and greens deteriorating. An alternative of providing 1 new synthetic was also investigated, but again would be a short term option as 1.5 green keepers would be required to maintain the turf greens and there was also a saving installing two synthetic greens at the same time</p> <p>Did you consider sharing with another group? (Please detail). Our membership is one of the highest in Regional WA and with opportunities to further increase numbers, sharing was not an option. Bowling greens are limited to sharing however, we do see opportunities to share our facilities with other user groups as indicated previously ie Croquet</p>
4.	<p>How does your project fit into your:</p> <ul style="list-style-type: none"> • Club's strategic plan or development plan? Whilst the club does not have a strategic plan it has embarked on a staged development plan with the installation of the 2-synthetic green the first stage. The second stage would involve upgrading lighting, third stage constructing a cover over the greens and fourth stage developing a spectator viewing gallery on the southern end of the greens • State Sporting Association's strategic or development plan? Bowls WA have indicated this fits very well into their planning both to conducted high level competitions and improve the standard of bowls in country WA • Local authority's strategic or development plan? The City of Greater Geraldton have advised the proposal meets their social sustainability objective. It also compliments the recently upgrading of lighting to the Wonthella Park oval, located next door to the Wonthella Bowling Club. Both facilities will be in a position to host state, national and international competitions which supports the Cities sport tourism strategy
5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area?</p> <p>As indicated above it will compliment other national class facilities located in the Eighth Street precinct, including the synthetic hockey facility, state of the art Aquarena (swimming and water polo), Geraldton lawn tennis facility, indoor basketball complex, new indoor netball facility and the baseball/softball ball park. It will be a boost for promotion of elite sport competition as well as making local sport more sustainable over the longer term</p>
6.	<p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If so, does it service more than one LGA? Whilst the surface is specifically for the sport of lawn bowls, croquet could also be played and will be encouraged. Our facilities as mentioned earlier will host other sports and community groups.</p>

	Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).	
7.	Describe the consultation process undertaken for the project. For example, have you:	
	• Invited public submissions	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	• Conducted a survey	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• Coordinated a public meeting	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	• Held forums with key groups	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• Nominated a community representative to the project team;	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Other, please detail Questionnaires were forwarded to all members (318), forums and special meetings conducted, results of survey displayed and discussed and meeting held with other potential user groups.	
A range of resources regarding the development of sporting facilities are available on the website. DSR's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.		

MANAGEMENT

8.	Have you developed a management plan for your facility? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Please attach a copy with this application.	
	If not, please explain how you plan to address management issues i.e. attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs? An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000. We have an ongoing membership promotion program through our 2 major corporate cups each year. New members are drawn each year from this program. We also conduct a range of other community participation activities for Indigenous and people with disabilities and invitations are extended to other sporting groups to utilize our facilities. An asset management plan is in place to address ongoing needs and is reviewed annually. A replacement fund will also be established to replace the 2 greens being installed as indicated in our draft budgets enclosed	
9.	How have you catered for management needs in your design (if required)? Consider access, usage and supervision. There is not a requirement for this. The new surface will in fact be more durable than the existing turf surface and should have minimal wear and tear. The facility will be available at all times for members and visitors alike	
10.	Was an experienced facility manager, builder or technical expert involved in planning the design of your project? Please outline their experience. Yes the project was discussed with the Bowls WA who have done a lot of research on synthetic surfaces. 20 WA clubs were also contacted and many visited to gain information on all the technical details, quality, suitability to WA conditions and maintenance requirements. The cub also met with technical experts Mark Frazer, who has worked in the industry for over 20 years and Tony Crockett from Green Planet Grass.	
11.	If you propose to share a facility, have other groups been asked what features they need? List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed. The proposed surface will accommodate croquet and our location is in the center of the large Eighth Street sporting complex which houses 15 other sporting organisations, which already attracts numerous groups using our facilities on a casual basis. The synthetic surface could see this usage increase as wear and tear will no longer be an issue.	
12.	Have you considered:	
	• child care facilities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• access for low income earners	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• access for people with a disability	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<ul style="list-style-type: none"> • access for seniors 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> • access on a casual and short-term basis 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Please attach a copy of the proposed fee structure. <ul style="list-style-type: none"> • Child care facilities are already available. • As many of our members are seniors fees are kept to a minimum and anyone that has difficulties can apply for a reduced fee. We also put our fees on hold a number of years ago as we draw most of our members from the low socio-economic area were the club is located. • We already have people with disabilities regularly using our facilities • Seniors are catered for and we like to think we keep many out of nursing homes through the availability of cheap and enjoyable physical activity • There is no charge for casual and short-term user to encourage new members 	

DESIGN

Grant applications are required to provide a **locality map, site map and building plans**. Plans are to be submitted in **A3 format**.

13.	<p>Have you written a design brief for your project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please respond to the following points:</p> <p>Describe the process used to obtain an estimate of construction cost. Discussion were held with our State Sport Association, Bowls WA, 20 clubs were contacted and visited that had installed synthetic greens in the last 5 years, discussions held with various suppliers and 2 quotes obtained from those considered the most successful in WA that guaranteed their product and work</p> <p>An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.</p>
14.	<p>What design features will allow your facility to meet changing needs over time? The surface selected, based on other installation feed-back, will provide us with 10-15 years use before needing to be replaced. The surface will cope with outdoor weather conditions and will also be suitable for indoor, which will be part of our proposed stage project. We have chosen the best available product, Evergreen Dry Max Pro 12mm, a thicker and more dense grass to guarantee a longer life span. This surface is providing an average of an additional 3-4 year life span. This company carries out a core testing for clay as part of their quote, another reason for selecting this product and company.</p> <p>Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how?</p>
15.	<p>How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)? We believe we have selected the best synthetic surface currently available in Australia based on current installations and the technical information available.</p> <p>Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No We have been advised by the supplier and Bowls WA that the product being installed and the foundation all meet current Australian Design Standards</p> <p>Please refer to DSR's Asset Management Guide on the website for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding.</p>
16.	<p>What energy and water efficient products or design considerations will be included in your facility or project? (e.g. solar hot water, natural light, geothermal, water recycling etc.). Water recycling will be used and run through a filtration system to protect the green.</p>
17.	<p>If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply? If so, is this allowed for in your application? N/A</p>

FINANCIAL VIABILITY

It is understood that some facilities will operate at a loss. It is not necessary to suggest that all facilities will break even or make a profit. The intent of this assessment is to be sure that applicants have a realistic understanding of the impact of their project on the operational budget, membership costs or entry fees and an appreciation of the funding requirements over the life of the facility.

18.	<p>Signage in accordance with the current CSRFF Signage Style Guide must be erected during construction periods for all projects that have a total project cost of over \$250,000 or those deemed necessary by DSR. Has this cost been incorporated into estimated project costs (\$3,000)?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
19.	<p>Have you applied a Life Cycle Cost Analysis to your project? This is mandatory for projects that have a total project cost over \$500,000. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>The club has developed an asset maintenance and replacement plan which has been built into the budgets enclosed</p>

DSR's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.

20. **Is your organisation able to meet the ongoing operating costs of your project?** (e.g. wages, power)
 Yes No
 The club will be saving \$60k in wages, up to \$5k in fertilisers and water and \$4k in power annually once the synthetic greens are installed, making ongoing operating costs more sustainable.

For **Annual Grant applications** please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.

Forward Planning applications are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors.

Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.

Attach your audited income and expenditure statements for the last three years (LGAs exempted).

21. **Who will be responsible for any operational deficit and how will it be funded?**
 The major expense is the capital costs i.e. purchase of grass, associated fittings and installation. There is not anticipated to be an operational deficit as once the synthetic turf is installed there are minimal maintenance and operational costs. The club will be responsible for any deficit should this occur and will come from club funds

22. **Will an Asset Replacement Fund be created to ensure the ongoing maintenance of the facility**
 Yes No

If yes, how have you determined the required annual contributions? If no, why not?
 A replacement fund will be established as indicated in the draft budget and this has been based on replacing both surfaces at \$150k. (This figure has been provided by the supplier) This will be budgeted over 10 years i.e. \$15k per year. We have also allowed for a further \$10k per year for maintenance and any increase in purchase costs

Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?
 N/A

PROJECT DELIVERY

23. **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. Please consider these milestones as they will determine the financial years in which any grant will be offered. Please be conservative with the time required to complete the design and approval phase of the project prior to going to tender.

Task	Date
Attainment of Council approvals	1 February 2018
Preparation of tender/quotes for the major works contract	12 February 2018
Issuing of tender for major works	5 March 2018
Signing of major works contract	16 March 2018
Site works commence	3 September 2018

Construction of project starts	10 September 2018
Project 50% complete	24 September 2018
Project Completed	8 October 2018
Project hand over and acquittal	12 October 2018

24.	<p>Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.</p> <p>The installation cannot take place during the winter months as any rain will damage the foundations for the synthetic surface. The ideal timing for installation according to the suppliers is between mid-January to late April or early September through to mid-December.</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.

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: Kevin Exten

Position Held: President

Signature: _____

Date: _____

LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- 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.

<input checked="" type="checkbox"/>	Application form (including any attachments).
<input checked="" type="checkbox"/>	Incorporation Certificate.
<input checked="" type="checkbox"/>	Two written quotes. Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DSR accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<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.
<input checked="" 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 checked="" type="checkbox"/>	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). Also construction signage costs if relevant. NOTE: Complete itemised cost listed in quotations from suppliers.
<input type="checkbox"/>	For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply
<input type="checkbox"/>	Formal Needs assessment*
<input type="checkbox"/>	Management plan*
<input checked="" type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects) in AutoCad or similar format with an additional electronic version*
<input type="checkbox"/>	Feasibility study*
<input type="checkbox"/>	Concept design*
<input type="checkbox"/>	Life Cycle Cost Analysis*

***Only essential for requests where the total project cost exceeds \$500,000**

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 2018/19 CSRFF 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. *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>Installation of 2 Synthetic Bowling Greens</i>	422,069	464,275	<i>Evergreen Synthetic Grass (ESG)</i>
Establish equipment and personnel to site	4,350	4,785	ESG
Remove existing green (dig out to 100mm), plinths ditches and dispose.	9,786	10,764	This will be done through voluntary labour, donated machinery and assistance from the City of Geraldton
Test soil – 4 x bore holes, logging and lab analysis to classified site in accordance with AS2870	3,000	3,300	ESG
Laser grade sub base level, compact, water bind	2,818	3,100	ESG
Install limestone ditches around perimeter of playing surface, frame with treated pine and fix rubber shock pads	27,913	30,704	ESG
Install sub soil drainage and shape base	19,636	21,600	ESG
Install steel plinths around perimeter and laser level	17,727	19,500	ESG
Install blue metal, cement, level, hand screed to plinths	118,353	130,188	ESG
Install synthetic green, join and apply sand fill	184,122	202,534	ESG
Install apron and gutter grass	11,818	13,000	ESG
Freight for all materials	10,273	11,300	ESG
Accommodation and living away expenses	12,273	13,500	ESG (\$3,000 to be provided by club for workers accommodation)
Project Signage	3,000	3,300	Allow \$3,000 ex GST if your project exceeds \$250,000
Donated materials (Cost breakdown must be attached)			
Volunteer Labour (Cost breakdown must be attached)			
Sub Total	425,069	467,575	
Cost escalation	N/A	N/A	Supplier advise quotation good until grant funds announced January 2018. Materials will then be ordered for September commencement
a) Total project expenditure	425,069	464,575	

- 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 ST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	134,717	141,094	LGA cash and in-kind	N	City of Greater Geraldton, will confirm financial support following July Council meeting. They are also investigating waiving fees for disposal of asbestos and provision of sand fill should there be clay located in the top soil.
Applicant cash	141,870	154,859	Organisation's cash	Y	
Volunteer labour	10,765	10,764	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	Dig out existing greens, remove existing plinths, ditch and walls.
Donated materials	3,000	3,000	Cannot exceed applicant cash and LGA contribution	Y	Provision of accommodation for all workers over the duration of the project. 6 weeks at \$500
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF requested	134,717	154,858	up to 1/3 project cost	N	
Development Bonus			Up to ½ project cost	N	
b) Total project funding	425,069	467,575			
REQUIRED: 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? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?					
Should there be a shortfall the Club would cover this either through current funds or bank/members loan					

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)	425,069
b) Total project funding (ex GST)	134,717

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: City of Greater Geraldton
Name of Applicant: Wonthella Bowling Club

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 | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

LGA comments (Required):**Signed****Position****Date**

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on 16 September 2017**. 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

Karratha Leisureplex
Dampier Hwy, Karratha
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 – Broome

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

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

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
Fax: (08) 9956 2199