



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 2019

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Richard Malacari / Simon Barrass	Date: 16/05/18	Office: Midwest
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Applicant's Details:

Organisation Name:	Spalding Park Tennis Club				
Postal Address:	Po Box 1826				
Suburb:	Geraldton	State:	WA	Postcode:	6530
Street Address:	Chapman Road				
Suburb:	Geraldton	State:	WA	Postcode:	6530

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Luke Ertzen	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President		
Business Phone:		Facsimile:	
Mobile Phone:	0474 217 807	Email:	ertzens@westnet.com.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 27231167450
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input checked="" 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 #: A820385 *
Bank details:	Bank: Bankwest	BSB: 306012 A/c: 4187005

Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	Jack Little	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Club Development Officer		
Business Phone:	9956 6777	Facsimile:	
Mobile Phone:		Email:	jackl@cgg.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Court resurfacing (courts 1 & 2) and new fencing (courts 1-5)

Project Description:

Courts 1 & 2 are in serious need of resurfacing with significant cracking occurring, particularly longitudinally, which will result in damage to the underlying pavement unless a new waterproof seal is applied. The courts have not been resurfaced for well over a decade and get consistent use during the tennis season from both adults and juniors.

The fence around courts 1 – 5 is in a poor condition and in need of replacement with some of the support poles broken at the base and significant damage to the chain mesh fencing. The new fence will not only be far more user-friendly but it will also give the club fantastic visual appeal.

How did you establish a need for your project?

Spalding Park Tennis Club is a progressive tennis facility which is located in the northern suburbs of Geraldton. We are dedicated to providing tennis programs and competitions to all members of the community. We actively support all age groups and offer a safe and enjoyable environment, whilst constantly seeking to improve and promote the growth of tennis within our local community.

We also encourage other sporting groups to make use of our facilities, including the club house which sits adjacent to a community sporting oval. This venue is utilised by Geraldton Tiger Sharks Rugby Club and Geraldton Roller derby club, as well as passive use by local residents during off peak hours.

Our facilities consist of:-

- Eight hard surface courts
- Lighting for three courts
- Large clubrooms with kitchen, bar, office, toilets and showers
- Large car parking area
- Landscaped gardens and playground

Our tennis programs and competitions include:

- Coaching available for both juniors and seniors (Batavia Tennis Coaching)
- Development coaching and squad use of courts (Midwest Tennis Development Officer)
- Tennis calendar October to April
 - Social Saturday tennis
 - Sponsor event days
- Tuesday Ladies Competition (use of courts)
- Thursday Ladies Competition (use of courts)
- Court hire (all year round)

We provide the following evidence to support our initiative:-

1. The courts are at risk of damage to the underlying pavement with the possible ingress of water through the cracks that have appeared in the court surface. The proposed resurfacing involves - high pressure cleaning, patch cracking, grind flush patching, installation of Fibreglass Membrane with coat of new surface, supply and application of three coats of a new acrylic surface and line mark for tennis.
2. The fencing is in poor condition and consistently allows balls to travel underneath as well as being in danger of falling over during storms. The visual appeal of new fencing will also be a welcome upgrade that may encourage further participation.

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

We have 8 courts all together and initial proposals of re-fencing all 8 were discussed along with the proposed resurfacing of courts 1-5 but after discussions with Richard and Simon it was decided that it was best to concentrate on resurfacing the courts in the worst condition and upgrading the fencing which is an essential piece of infrastructure to play tennis.

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?

At present the club can afford the ongoing costs of managing and maintaining the facility and would look to renew the assets before they need replacement. The club intends on creating a specific asset replacement fund in the future that will focus on court resurfacing for courts 3-5. This fund will be set aside specifically for asset renewal works and will enable us to match the grant funds if we are successful in the application process.

Project location:	Spalding Park Tennis Club – Chapman Rd, Geraldton WA 6530		
Land ownership:	Who owns the land on which your facility will be located? City of Greater Geraldton Lease Expiry (if applicable): 30/12/2028		
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"/>	___/___/___	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Department of Biodiversity, Conservation and Attractions? (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"/>	N/A	
How will your project increase physical activity? Upgraded courts and fencing will improve the facility look and functionality and in turn encourage more users to take advantage of the infrastructure. Coaching will continue but will be far easier due to the fences keeping the balls in close proximity.			
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: Geraldton Tiger Sharks Rugby Club and Geraldton Roller derby.			

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
Public and club competitions usage	28%	15
Coaching – Batavia Tennis Coaching	34%	18
Pennants (men, ladies, day & night)	38%	20

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2015/16	Members – 70 Users – 350	2016/17	Members – 72 Users – 355	2017/18	Members – 65 Users – 358
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are is 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?	
Tennis West	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Brett Marshall	Date of contact: 07/05/18

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	November 2018
Preparation of tender/quotes for the major works contract	December 2018
Issuing of tender for major works	December 2018
Signing of major works contract	January 2019
Site works commence	February 2019
Construction of project starts	February 2019
Project 50% complete	February 2019
Project Completed	February 2019
Project hand over and acquittal	March 2019

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.

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 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: Luke Ertzen

Position President

Signature: 

Date: 12/07/18

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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input checked="" 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).
<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 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.

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)
<u>RESURFACE COURTS 1 & 2</u> <ul style="list-style-type: none"> • High pressure clean courts. • Patch cracking. • Grind flush patching. • Installation of Fibreglass Membrane with coat of Laykold Acrylic Transformer. • Supply and application of one coat of Laykold Acrylic Resurfacer. • Supply and application of two coats of Laykold Texture Colour. • Line mark for Tennis. 	\$24,500	\$26,950	West Coast Synthetic Surfaces (Quote dated OCTOBER 2017)
<u>NEW FENCING COURTS 1 - 5</u> <ul style="list-style-type: none"> • Demolish and remove existing tennis court fencing. • Posts to be cut off at ground level, filled with concrete and trowel finished. • Corner and end posts to be removed along with footing. 	\$1,800	\$1,980	West Coast Synthetic Surfaces (Quote dated OCTOBER 2017)
<ul style="list-style-type: none"> • Supply and install 220m 3600 PVC black galvanised top/bottom rail fencing. • Concrete cutting/core drilling and bitumen cutting to existing substrate. • Includes 1 full height dual leaf swing gate suit 3000mm opening and 4 single access gates suit 1340mm opening. • 40mm NB backstays to western boundary (Chapman Rd side). 	\$34,700	\$38,170	West Coast Synthetic Surfaces (Quote dated OCTOBER 2017)
Contingency allowance	\$3,000	\$3,300	
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total			
Cost escalation			<i>Please explain amount used</i>
a) Total project expenditure	\$64,000	\$70,400	

- 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	\$17,250	\$18,975	LGA cash and in-kind		
Applicant cash	\$29,500	\$32,450	Organisation's cash		
Volunteer labour	\$0	\$0	Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials	\$0	\$0	Cannot exceed applicant cash and LGA contribution		
Other State Government funding	\$0	\$0			
Federal Government funding	\$0	\$0			
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	\$17,250	\$18,975	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	\$64,000	\$70,400	<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 your Department of Local Government, Sport and Cultural Industries office by **4pm on 31 August 2018**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
PO Box 329
Leederville WA 6903
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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
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WA 6312
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Facsimile (08) 9881 3363

MID-WEST

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