



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

# CSRFF Small Grants Application Form

**For projects up to \$300,000 to be acquitted by 15 June 2021**

<b>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.</b>		
<b>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.</b>		
DLGSC Contact: Richard Malacari	Date: 3 July 2020	Office: Mid- West

## Applicant's Details:

Organisation Name:	Moonyoonooka Horse & Pony Club				
Postal Address:	PO Box 1776				
Suburb:	Geraldton	State:	WA	Postcode:	6530
Street Address:	Bernie Clune Drive				
Suburb:	Moonyoonooka	State:	WA	Postcode:	6532

## Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Lauren Conway	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Treasurer		
Business Phone:		Facsimile:	
Mobile Phone:	0439 374 819	Email:	moonyoonookahorseponyclub@gmail.com

## Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 30341106878
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 #: A0820633L *
Bank details:	Bank: CBA	BSB: 066512 A/c: 0090 1950

## Local Government Authority Details:

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

## PROJECT DETAILS

<b>Project Title (brief and specific):</b> Moonyoonooka Horse & Pony Club Arena Upgrade			
<b>Project Description:</b>			
<p>To upgrade the current arena surface it requires the existing cracker dust to be pushed up, delivery of 525t of sand mix to be then mixed in with existing cracker dust and spread and levelled.</p> <p>The surface is extremely important for horse and rider safety the surface influences the length of career of the horse and bad footing will result in poor performance and injury. Biomechanics of the foot fall of a horse Contact, impact and loading and repeated concussion on a hard surface leads to trauma and bone disease in the forelimbs.</p> <p>Ideal footing should be Flat even surface, well maintained and dust free</p>			
<b>How did you establish a need for your project?</b>			
<p>Horse riding is a high risk sport and claimed to be more dangerous than motorcycle riding or car racing. Our insurances for equestrian disciplines are one of the highest in Australia and it is our duty to make sure we reduce the risk to rider, horse and official alike.</p> <p>The area is currently unsafe for riders to walk, trot and canter (flat work lessons) on for extended periods of time (for a whole rally lesson of 45 minutes). The concussion caused by training (or competing) on such a surface increases the risk of injury to the horse and slippage causing falls of both horse and rider. We also have had multiple coaches complain of dust and refuse to teach in that arena.</p>			
<b>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</b>			
<p>There were many options considered with different arena product available however we are limited to our location and the fact that the arena is outside. After much consultation and research of projects that have already been completed and monitored the sand and cracker dust mix will be the most cost effective and easily maintained. With continual maintenance of weed control and raking after every use the product would have an upwards of 10yr life span</p>			
<b>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?</b>			
<p>We will continue to closely monitor the arena product and have put a contingency plan in place for replacing any loss of product over time.</p>			
<b>Project location:</b>	Bernie Clune Drive Moonyoonooka		
<b>Land ownership:</b>	Who owns the land on which your facility will be located? COGG Lease Expiry (if applicable): 2041		
<b>Planning approvals</b>	N/A	If no, provide the date it will be applied for:	
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	__/__/__	
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	__/__/__	
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	__/__/__	
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	__/__/__	
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	__/__/__	
<b>How will your project increase physical activity?</b>			
<p>Moonyoonooka Horse &amp; Pony Club (MHPC) has the largest membership of the Pony Club Northern Zone in WA and has the potential facilities to host PCWA State &amp; National events and all Pony Club endorsed horse riding activities.</p> <p>On a local level, MHPC is collaborating with other local equestrian clubs and enthusiasts to utilize our facilities for the betterment of the equine community.</p> <p>One of these activities is Dressage. Currently MHPC has a fully fenced area allocated to accommodate four competition size dressage arenas, however the surface needs upgrading.</p> <p>Whilst MHPC has done its utmost to maintain the existing surface, (purchased equipment and sort expertise) the current surface has become extremely compacted and only useable for short periods of time and only by our younger groups on rally (training) days, permitting walking and a small amount of trotting at the most.</p>			

If the surface of the arena is upgraded more disciplines can be accommodated within the Pony Club syllabus for Showjumping, games, horse mastership. We can also cater for other clubs Australian Stock Horse challenges and horsemanship clinics

**Do you share your facility with other groups?** Yes  No  If so, who: Moonyoonooka Polocrosse Club, Australian Stock Horse Midwest Branch and Northern Zone Pony Club. We have also been approached by Midwest Dressage and Individual coaches for private clinics. We have also this year opened an Adult Rider aspect to our club

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
Moonyoonooka Horse & Pony Club	60	20
Moonyoonooka Polocrosse Club	30	20
Australian Stock Horse Midwest Branch	10	10

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.

<b>2017/18</b>	40	<b>2018/19</b>	43	<b>2019/20</b>	48
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**2019/2020 – 48 is active riding members we also have 21 Adult supporter members**

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
Pony Club of Western Australia – which falls under Pony Club Australia	
<b>Have you discussed your project with your State Sporting Association?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Trudi Hall CEO	Date of contact: Feb 2020

**PROJECT DELIVERY**

<b>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.</b>	
Task	Date
Attainment of Council approvals	JULY 2020
Preparation of tender/quotes for the major works contract	N/A
Issuing of tender for major works	N/A
Signing of major works contract	NOV 2020
Site works commence	NOV 2020
Construction of project starts	DEC 2020
Project 50% complete	DEC 2020
Project Completed	JAN 2021
Project hand over and acquittal	JAN 2021

**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 - our season breaks over Dec - Feb

## 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:** Lauren Conway

**Position Held:** Treasurer

**Signature:** 

**Date:** 23/06/2020

## LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to [csrff@dlgsc.wa.gov.au](mailto: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.

<input checked="" type="checkbox"/>	<b>Application form.</b>
<input checked="" type="checkbox"/>	<b>Incorporation Certificate.</b>
<input checked="" type="checkbox"/>	<b>Two written quotes.</b>
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input checked="" type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input checked="" type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (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"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation).
N/A <input type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply

### Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

## DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

**You MUST contact your local DLGSC office to determine eligibility before applying.**

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
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\*3

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)
Supply & Deliver 525t Sand Mix	7,500	8,250	Lenane Holdings
Spread & Mix into existing cracker dust	7,000	7,700	Lenane Holdings
<b>Donated materials (Please provide cost breakdown)</b>			
<b>Volunteer labour (Please provide cost breakdown)</b>			
<b>Sub Total</b>	<b>14,500</b>	<b>15,950</b>	
<b>Cost escalation</b>			<i>Please explain amount used</i>
<b>a) Total project expenditure</b>	<b>14,500</b>	<b>15,950</b>	

- 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	4,833	5,316	LGA cash and in-kind		
Applicant cash	4,833	5,316	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)	4,833	5,316	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
<b>b) Total project funding</b>	<b>14,500</b>	<b>15,950</b>	<b><i>This should equal project expenditure as listed on the previous page</i></b>		

**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.