



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

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	Date: June 2020	Office: Mid West
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Applicant's Details:

Organisation Name:	Geraldton Yacht Club Inc				
Postal Address:	PO Box 721				
Suburb:	Geraldton	State:	WA	Postcode:	6530
Street Address:	214 Marine Terrace				
Suburb:	Geraldton	State:	WA	Postcode:	6530

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	John Gummery	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Commodore		
Business Phone:	08 9964 1664	Facsimile:	
Mobile Phone:	0418 917667	Email:	gummersjohn@gmail.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 51368594615
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 #: A0320005C
Bank details:	Bank: Bendigo Bank	BSB: 633000 A/c: 158 880 690

Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	David Emery	Title:	<input type="checkbox"/> Mr <input type="checkbox"/>
Position Held:	Manager of Sport and Leisure		
Business Phone:	9956 6760	Facsimile:	
Mobile Phone:		Email:	davide@cgg.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific):			
Geraldton Yacht Club; Junior training yachts and assistance boats and equipment storage capacity expansion			
Project Description:			
Simply enclosing underneath our new balcony by filling in between the columns using a timber frame, fibre sheet clad structure with 3 large roller doors and extending the courtyard fence to the boundary is our most economical solution to create much needed xtra junior boat storage capacity.			
This will both unclutter our existing 55-year-old boat shed, cater for increased demand create a more user-friendly space to better attract volunteer assistance.			
The increase in boat shed floor area and courtyard rigging area will be approximately 25%.			
How did you establish a need for your project?			
The Geraldton Yacht Club is experiencing rapid growth in both sailing and social memberships, six-fold in recent years, an influx of youth and seniors wanting to learn the art of sailing.			
The Club has for some time had issues with insufficient storage area for junior training and assistance boats, yachts and equipment both club and privately owned.			
The existing storage area now also shared with the fishing club for the past 2-years is overloaded to an extent its difficult and time consuming due to double handling to manoeuvre junior boats and equipment and is a major restriction to both club's operation and future growth.			
Assistance boats are bigger and heavier now to deploy and stow and a 3 rd boat will now require more room again.			
The new storage area under the balcony has direct access closer to the beach that will reduce the level of difficulty 10-fold.			
What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?			
There are few options to explore. Consideration was given to a new storage area being constructed in the North/West corner of GYC leased land, however this would reduce our much needed outside enclosed storage and rigging area considerably and it was the opinion of the GYC Management Committee that this would be cost prohibitive and highly unlikely to be approved by Council due to the location.			
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?			
On-going maintenance costs will be minimal and will be the full responsibility of the GYC. The GYC has a comprehensive maintenance program in place that ensures the club facilities are fully maintained. The maintenance schedule is updated regularly.			
Project location:	214 Marine Terrace Geraldton		
Land ownership:	Who owns the land on which your facility will be located? City Of Greater Geraldton Lease Expiry (if applicable): 20-6-2051		
Planning approvals	In principal 15-02-2020	If no, provide the date it will be applied for: 1-9-2020	
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	___/___/___
Aboriginal Heritage Act?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___
Department of Biodiversity, Conservation and Attractions? (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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	___/___/___
Water Corp			
How will your project increase physical activity? The reason the GYC is seeking Grant funding to increase storage capacity is that there has been a substantial increase in youth and adults wanting to sail. In particular the increase in juniors has been 2-fold and parents are purchasing small yachts that require storage and in keeping another bigger assistance / training boat is now required.			
The GYC membership has grown from approximately 150 to 330 members within 18 months and the flow on effect has seen an increase in parents encouraging their children to sail. It is expected this trend will only increase.			

Do you share your facility with other groups? Yes No

If so, who: Geraldton and Districts Fishing 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
Geraldton Yacht Club	100%	168

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.

2017/18	2018/19	2019/20
63	207	333 financial and increasing.

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: <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?

Australian Sailing Western Australia

Have you discussed your project with your State Sporting Association? Yes No

Contact Name: Jenn Suffield

Date of contact: 10 Jan 2020

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	July-2020
Preparation of tender/quotes for the major works contract	Aug-2020
Issuing of tender for major works	Dec-2020
Signing of major works contract	Jan-2021
Site works commence	Mar-2021 Season ends
Construction of project starts	Mar-2021
Project 50% complete	Feb-2021
Project Completed	May-2021
Project hand over and acquittal	Jun-2021 Season starts

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.

John Gummyery

Name:

Commodore

Position Held:

Signature:



26 June 2020

Date:

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.

<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).
N/A <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	
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)
Preliminaries / Siteworks	12,378.00	13,615.80	Coral Coast Homes
Earthworks / Concrete	18,039.60	19,843.56	Portside Concrete
Carpentry / Cladding / windows	40,325.00	44,357.50	Coral Coast Homes
Roller doors	11,016.00	12,117.60	Shoreline ODW
Plumbing	9,968.00	10,964.80	GnG Plumbing
Electrical	5,064.00	5,570.40	Verlindens
Fencing / Block work	18,887.20	20,775.92	Coral Coast Homes
Painting	7,418.40	8,160.24	City In Colour
Asphalt Repair	5,000.00	5,500.00	Cat West
Lawn / retic / kerbing	3,500.00	3,850.00	Midwest Landscaping
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total	\$131,596.20	\$144,755.82	
Cost escalation			<i>Please explain amount used;</i>
a) Total project expenditure	\$131,596.20	\$144,755.82	

- 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	43,865.40	48,251.94	LGA cash and in-kind		
Applicant cash	43,865.40	48,251.94	Organisation's cash	Yes	Donation received
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	43,865.40	48,251.94			
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)			up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	131,596.20	144,755.82	<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>It's highly unlikely other funding avenues are available and the tender documents are for fixed price offers to minimise risk. Sewer and foundations being the exception, however they are adequately covered.</p> <p>Reducing the scope of work to reduce cost would jeopardise the purpose of the project to an extent it would likely not proceed.</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.