



Government of **Western Australia**
Department of **Local Government, Sport
and Cultural Industries**

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

Club Night Lights Program

Grant Application Form

Year 2022/23 – 2024/25 Triennium

This application form can only be used for applications to be submitted in the 2022/23 funding round. No other forms will be accepted.

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: Angele Gray

Date: July 2021

Office: Midwest

TYPE OF GRANT:**ANNUAL GRANT \$2,500 – \$166,666 (Up to \$250,000 with development bonus)**

The total project cost (GST exclusive) is between \$5,000 and \$500,000.

**FORWARD PLANNING GRANT \$166,667–\$1 million**

The total project cost (GST exclusive) exceeds \$500,000.

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 CNLP Acquittal Requirements. Only indicate first preference for funding in 2022/23 if all planning is finalised and the project will be completed before 1 June 2023.

**2022/23****2023/24****2024/25****Would the project proceed if funding was allocated in a later year?**☒ Yes☐ No

If yes, how would the project be impacted (e.g. – delayed etc)? Delayed

How would the resulting cost escalation be funded? The project would need to be re-evaluated. Depending on the escalation amount the club would fund the escalation.

Applicant's Details:

Organisation Name:	Geraldton Softball Association Inc				
Postal Address:	PO BOX 1474				
Suburb:	Geraldton	State:	WA	Postcode:	6531
Street Address:	1 Utakarra Road				
Suburb:	Geraldton	State:	WA	Postcode:	6530

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Denise Bell		Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>	
Position Held:	Chair				
Business Phone:	NA		Facsimile:	NA	
Mobile Phone:	0417 187 702		Email:	gsachairperson@gmail.com	

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 42721807278	
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. 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 #: *	
Bank details:	Bank: Bendigo Bank	BSB: 633000	A/c: 145798112

Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	Emma Smith	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Sport & Leisure Planner		
Business Phone:	9956 6906	Facsimile:	NA
Mobile Phone:		Email:	Emmas@cgg.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Utakarra Ball Park – Lighting Upgrade			
Project Description: <p>The project is upgrade the lighting on Diamond 1 from Metal Halide lights to LED technology at the Utakarra ball park.</p> <p>The project involves the following</p> <ul style="list-style-type: none"> • Supply new LED lighting to suit sporting stadiums to a minimum of 250 lux • Install new lights, wiring and control gear on existing 22m poles • Hire and transportation of cherry picker • Test lights for operation; • Carry out day aim test, night aim test • Supply report on performance, test lights and show. <p>The project aims to utilise the existing lighting poles and renew the lighting infrastructure with LED compliant to the Australian Standards for Small Ball sports at 250 LUX.</p> <p>The City of Greater Geraldton have conducted lighting audits on the facility and advised the existing poles are in great condition and do not require to be replaced. The Association will continue with the preventative maintenance on the pole infrastructure to ensure longevity.</p>			
Project location:	Utakarra Ball Park		
Land ownership:	Who owns the land on which your facility will be located? City of Greater Geraldton Lease Expiry (if applicable): 2038		
Planning approvals	N/A	If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
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 checked="" type="checkbox"/>	___/___/___	
What discussions have been held with adjoining local authorities? N/A			
Approximate distance from proposed project to nearest adjoining council boundary: .5km			

Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)? Yes ☐ No ☒

If so, are you seeking funding from them? Yes ☐ No ☒

Contact:

How will your project increase physical activity? Softball is conducted during the summer season, The lighting will allow fixture to be conducted later in the night avoid the summer heat.

The lighting will be compliant to host state exhibition games and carnivals.

Engage Tee ball to conduct weeknight games under lights.

Do you share your facility with other groups? Yes ☒ No ☐ If so, who: Batavia Coast Teeball

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
Geraldton Softball Association	70	50
Batavia Coast Tee ball Association	30	40

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.

2018/19	350	2019/20	356	2020/21	386
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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 departments website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Softball WA	
Have you discussed your project with your State Sporting Association?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Contact Name: N/A	Date of contact: N/A

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 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). The Utakara Softball association have not conducted a formal needs assessment as the project is under \$500,000</p>
	<p>How has the need for your project been identified and assessed?</p> <p>The need for the lighting has been discussed with the committee in multiple meeting following requests from local clubs.</p> <p>The association is also looking to ensure lighting is compliant with the relevant standard to ensure safety for our club members and the Batavia Tee ball Association members</p> <p>The Association are aiming to become more energy efficient to help with cost savings, LED lighting will provide considerable savings.</p>

	<p>Is the need or a part of the need that you have identified already being catered for? There is current lighting at the facility however it is outdated for the associations requirements and future needs</p>
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications). Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
	<p>If not, how have you assessed the feasibility of your project? The association have had multiple conversations with local contractors to discuss the technical feasibility of the project in relation to utilising the existing infrastructure. Both quotations provided indicate use of the existing poles will meet the requirements. The association are in a financially sound position and will be able to manage the third contribution without effecting the day to day operations and continued facility maintenance</p>
3.	<p>What alternatives were considered and why were they rejected? (This should include a 'do nothing' option) The association considered replacing the existing poles and renewing all the infrastructure however this was deemed not necessary and would place the association in a extreme financial position Did you consider sharing with another group? (Please detail). Softball is a specialized sport and requires a Diamond to conduct the game. This Utakara Ball park is the only softball facility within the Local Government area Did you consider the whole of life cost when assessing the viability of these options to ensure that the preferred project was both affordable and cost-effective? (Please detail). Yes, the GSA considered the whole life cost whilst preparing the project. It was noted through the City of Greater Geraldton Lighting audit program that the GSA current pole infrastructure was in good condition and would be suitable for an LED installation. The decision to utilise the existing pole infrastructure will allow the club to set aside additional funds into a sinking fund to renew the infrastructure as required.</p>
4.	<p>How does your project fit into your:</p> <ul style="list-style-type: none"> Club's strategic plan or development plan? The association are currently renewing the strategic plan to become a more energy efficient facility. State Sporting Association's strategic or development plan? The Association aims to host carnivals and exhibition games – showcasing the sport of softball Local authority's strategic or development plan? The upgrade of the lighting infrastructure allows the association to assist in providing a strong sports culture exists through well-planned facilities
5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area? There will be no negative impact on other facilities. The lighting has been designed to ensure there is no obtrusive light for surrounding business and homes</p>
6.	<p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, does it service more than one LGA? Other local government are able to utilising the facility free of charge</p>
	<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). NA</p>
7.	<p>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.: The association have undertaken internal consultation with the board and respective clubs, as the project is an upgrade to the existing infrastructure there has been no community consultation in the form of public comment</p>
<p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC'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.</p>	

MANAGEMENT

8.	Have you developed a management plan for your facility? Yes <input checked="" 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, maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs? The association are in the process of developing a formal management plan for the facility. Currently the ongoing maintenance and management of the facility is discussed during general board meeting. A action log is utilised during the meeting to capture any required maintenance – A roster is allocated for Clubs to conduct routine maintenance. Local contractors are utilised where required	
9.	How have you catered for management needs in your design (if required)? A third parting lighting inspection is undertaken yearly to assess the condition of the lighting. The updated lighting plans will be provided to the City.	
10.	Was an experienced facility manager, builder or technical expert involved in planning the design of your project? Please outline their experience. Local contractors were utilised in the planning of the project to ensure it is compliant to the relevant standards. These contractors have been utilised through other sports lighting projects throughout the City of greater Geraldton.	
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. N/A	
12.	Have you considered:	
	• access for low income earners	N/A
	• access for people with a disability	N/A
	• access for seniors	N/A
	• access on a casual and short-term basis	N/A
	Please attach a copy of the proposed fee structure. N/A	

DESIGN

Grant applications are required to provide a **locality map**, **site map** and **lighting plans**. Plans are to be submitted in **A3 digital 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: Quotations provided</p>
	<p>Describe the process used to obtain an estimate of construction cost.</p> <p>Board members contacted two Local contractors to discuss the requirements. Discussions were had onsite with the contractors to identify the best option converting to LED.</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> <p>Quotations Provided</p>
14.	<p>What design features will allow your facility to meet changing needs over time?</p> <p>LED lighting will allow the association to become more energy efficient, Host larger scale events and provide more opportunities and exhibition matches and community engagement.</p>
	<p>Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, how?</p> <p>N/A</p>
15.	<p>How have you determined the most appropriate technical specification?</p> <p>Consulted qualified electrical specialist to indicate the most appropriate lighting design</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</p>
	<p>Please refer to DLGSC'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 efficient products or design considerations will be included in your facility or project? It is expected that the lighting will be LED as standard.</p> <p>LED lights have an exceptionally long life, they save on energy, minimize electricity bills and most importantly, are eco-friendly. The reduction in carbon emissions into the environment.</p> <p>There is the opportunity for the GSA to install lighting control systems to gain further access and savings in the future</p>
17.	<p>Have you determined whether there is a need to upgrade your power supply? If so, is this allowed for in your application?</p> <p>Contractors have indicated the current infrastructure is suitable for the conversion to LED</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>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>DLGSC'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.</p>
19.	<p>Is your organisation able to meet the ongoing operating costs of your project? (e.g. wages, power)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

	For Annual Grant applications please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.
	<p>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.</p> <p>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.</p> <p>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</p>
20.	<p>Who will be responsible for any operational costs and how will it be funded (include evidence as required?)</p> <p>The Association are currently responsible to the operating cost, the lighting should see a decrease in expenditure that will be placed in the sinking fund for future maintenance and renewal.</p>
21.	<p><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how have you determined the required annual contributions? If no, why not? A sinking fund will be developed and the ongoing operational savings in the conversion to LED will be placed in the fund to assist in the renewal and eventual replacement of the system in 20+ years</p> <p>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council? Lighting is the responsibility of the club – The City conduct audits to ensure the infrastructure is being correctly maintained.</p> <p><u>WHERE A LGA IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>

PROJECT DELIVERY

22.	<p>Please indicate key milestones of your project.</p> <p>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.</p>
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Task	Date
Attainment of all required approvals	June 2022
Preparation of tender/quotes for the major works contract	July 2022
Issuing of tender for major works	July 2022
Signing of major works contract	August 2022

Site works commence	September 2022
Construction of project starts	October 2022
Project 50% complete	October 2022
Project Completed	November 2022
Project hand over and acquittal	December 2022

23.	<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 season commences in October and concludes in April. The installation will only take 2-3 days so there will be minimal disruption. There could be an delay in supply as it is required to come from overseas</p>
24	<p>How many construction and/or ongoing jobs will your project create? (<i>Only applicable if your project is over \$1 million</i>)</p> <p>N/A</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 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: Denise Bell

Position Held: Chair Person
Denise Bell

Signature: _____

Date: 12/08/21

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 (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. DLGSC 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 and site map , including where the proposed facility is located in relation to other sport and recreation lighting 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"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input checked="" type="checkbox"/>	A lighting plan must be supplied showing lux, configuration and sufficient power supply
N/A	Formal Needs assessment*
N/A	Management plan*
N/A	Feasibility study*
N/A	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 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 or CNLP 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 2022/23 CNLP application form.
- The project for which the application is made is specifically excluded from receiving CNLP support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CNLP 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	N/A
	<input type="checkbox"/> Growth Local Government	
Co-location	<input type="checkbox"/> New	N/A
	<input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Energy reduction	N/A
	<input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants	N/A
	<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. floodlighting, power upgrade, additional lights to make it 100 lux) rather than materials (electrician, poles, lights, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Price includes 24 HMX-600 LED light fittings 6 Driver boxes (1 per pole) All cabling to supply lights Hire and transportation of cherry picker Brackets to support light fittings Labour	\$88,258	\$97,038.8	Spalding Electrical Services
Donated materials (Cost breakdown must be attached)	N/A		
Volunteer Labour (Cost breakdown must be attached)	N/A		
Sub Total	\$88,258	\$97,038.80	
Cost escalation			
a) Total project expenditure	\$88,258	\$97,038.80	

- At least **two written quotes** are required for each component.
- 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	\$29,419.3	\$32,361.3	LGA cash and in-kind		
Applicant cash	\$14,419.3	\$15,861.2	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 – Self Supporting Loan (CGG)	\$15,000	\$16,500	Self-supporting Loan through CGG	N	Formal request to be approved
CNLP request (No Development Bonus)	\$29,419	\$32,361.3	up to 1/3 project cost	N	
or CNLP request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	\$88,258	\$97,083.80	<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?

The Association would look at obtaining a Self-Supporting Loan to assist.
The association would need to assess the contribution amount and the impact on the club before confirming

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 CNLP 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 | <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"/> |

Please complete the questions attached. This assessment is an important part of the CNLP 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 CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 30 September 2021**. Late applications cannot be accepted in any circumstances.

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