



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: Local Government, Sport  
and Cultural Industries

## 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)?

THE PROJECT WOULD BE HELD OFF UNTIL FUNDING WAS RECEIVED

**How would the resulting cost escalation be funded?** TERM DEPOSIT FUNDS

## Applicant's Details:

Organisation Name:	GERALDTON BOWLING CLUB INC				
Postal Address:	PO BOX 1167				
Suburb:	GERALDTON	State:	WA	Postcode:	6530
Street Address:	ONSLOW STREET				
Suburb:	GERALDTON	State:	WA	Postcode:	6530

## Preferred Contact Person:

All application correspondence will be directed to this person

Name:	WARWICK GLENISTER	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	TREASURER		
Business Phone:	08 99217883	Facsimile:	N/A
Mobile Phone:	0409499490	Email:	geraldtonbowlingclub@westnet.com.au

**Organisation Business Details:**

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 49280121314	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0460004M	
Bank details:	Bank: Bendigo Bank	BSB: 633 000	A/c: 163507072

**Local Government Authority Details:**

LGA:	CITY OF GREATER GERALDTON		
Contact:	EMMA SMITH	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	<b>Sport &amp; Leisure Planner</b>		
Business Phone:	(08) 9956 6906	Facsimile:	(08) 9956 6674
Mobile Phone:		Email:	<a href="mailto:emmas@cgg.wa.gov.au">emmas@cgg.wa.gov.au</a>

**PROJECT DETAILS**

<b>Project Title (brief and specific): REPLACEMENT OF LIGHTING ON GREENS</b>			
<b>Project Description:</b> REPLACING LIGHTING ON 2 BOWLING GREENS, NEW TOWERS AND LED LIGHTS SUITABLE FOR COMPETITION.			
<b>Project location:</b>	GERALDTON BOWLING CLUB – ONSLOW STREET, GERALDTON		
<b>Land ownership:</b>	Who owns the land on which your facility will be located? CITY OF GREATER GERALDTON Lease Expiry (if applicable): 2035		
<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	
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_N/A_	
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_N/A_	
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_N/A_	
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>What discussions have been held with adjoining local authorities?</b> Preliminary meeting with Emma Smith from The City of Greater Geraldton.			
<b>Approximate distance from proposed project to nearest adjoining council boundary:</b> 60km			
<b>Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
<b>If so, are you seeking funding from them?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Contact:			

**How will your project increase physical activity?**

1. The Club is currently fully booked throughout the week with members participation during daylight hours. The new lighting will enable us to conduct more events by request from our working members.
2. It has been a tradition that men's bowl is conducted on the weekends and women's bowls held midweek. With new lighting the weekend competitions / events can be more evenly divided between men & women leaving the opportunity for serious weekend competition opening the way for a whole new cohort of working women.
3. The Geraldton Bowling club books numerous corporate / social evenings where the public come to us to enjoy a bowling session followed by a meal. Our poor lighting usually results in an abbreviated bowling session or certainly one resulting in an inferior experience. We want to encourage this clientele and increase bowling participation as this is the pool of potential new members.

**Do you share your facility with other groups?** Yes ☒ No ☐ If so, who: Dance classes, craft ladies, men's cards, ladies darts association and the Mullewa bowling club.

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 Blowing Club	90%	50
Corporate / community bowls	10%	5
Barefoot / social bowls	15%	8

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.

<b>2018/19</b>	163	<b>2019/20</b>	170	<b>2020/21</b>	182
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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>

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
BOWLS WA	
<b>Have you discussed your project with your State Sporting Association?</b>	Yes    X    No <input type="checkbox"/>
Contact Name: KEN PRIDE	Date of contact: AUGUST 2021

## 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><b>When did you complete your needs assessment?</b> (This is a formal analysis required for projects over \$500,000). The project is under \$500,000 so no formal needs assessment has been created.</p> <p>The Geraldton Bowling club have worked with the committee to create a 5 year plan to provide strategic direction for the club. The Lighting project was identified during this project</p>
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	<p><b>How has the need for your project been identified and assessed?</b></p> <p>Project is needed as existing lighting is inadequate and provides insufficient quality for proposed and future competition bowling. Competition lighting means there are no shadows across the greens or from the bowls in play, making it impossible to judge bowls positions and distances. With regards to community bowls, although not as important from a competition aspect current lighting hardly provides for a memorable experience.</p> <p>As a duty of care to members &amp; visitors alike, conducting events such as clubs championships, social bowls &amp; community bowls in the evening, will facilitate in minimising exposure to playing bowls in the sun.</p>
	<p><b>Is the need or a part of the need that you have identified already being catered for?</b> existing lighting is inadequate</p>
2.	<p><b>Have you undertaken a feasibility study?</b> (must be included with Forward Planning applications). Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>No formal feasibility study has been created</p>
	<p><b>If not, how have you assessed the feasibility of your project?</b></p> <p>The GBC have worked with the Cities finance team to We have requested quotes for this project which have considered all logistics including engineering and electrical upgrade. Financially, if we are successful in our application for funding support, we have allocated the necessary funds for our share of the quoted project.</p>
3.	<p><b>What alternatives were considered and why were they rejected?</b> (This should include a 'do nothing' option)</p> <p>We considered an inferior lighting strength. This was a small saving in money but would not have provided the quality of lighting required for competition. We also consulted Wonthella Bowling Club who have installed new LED lighting and were strongly advised to opt for the better quality.</p> <p>The 'do nothing' option would be disappointing. The Members are enthusiastic for new lighting and we the board know that the way of the future is in attracting community participation with business &amp; family groups. Every success story highlighted on the Bowls Australia newsletter identifies a previously struggling club being regenerated to success by community involvement. This is considered critical for food &amp; bar sales but more importantly crucial to improving membership at the club and also to elevate the profile of bowls in Geraldton and surrounding district.</p> <p><b>Did you consider sharing with another group?</b> (Please detail).</p> <p><b>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?</b> (Please detail). Yes the Club has discussed and will proceed with a sinking fund to protect funds for the use of infrastructure replacement. We have been advised by our quote suppliers that the new lighting has a long-term lifespan, both poles &amp; LED globes.</p>
4.	<p><b>How does your project fit into your:</b></p> <ul style="list-style-type: none"> <li>• <b>Club's strategic plan or development plan?</b> We recently passed the Club's 5 Year Action Plan &amp; 15 Year Strategic Plan, where lighting was considered a strong priority. This project will encourage a steady stream of membership renewal which is a prime goal of the Club. Through greater member participation and community bowling opportunities, membership will certainly grow.</li> <li>• <b>State Sporting Association's strategic or development plan?</b> Bowls WA have 4 Strategic Pillars – Business Sustainability, Members Services, Engagement &amp; Growth, Events/Competitions &amp; Pathways. Geraldton Bowling Club's light funding proposal mirrors these visions as we endeavour to increase our membership, improve our facilities, improve our financial position, increase community participation and boost the sport's profile in the Midwest.</li> <li>• <b>Local authority's strategic or development plan?</b> A strong sports culture exists through well planned facilities</li> </ul>

5.	<b>What impact is your project likely to have on other facilities and services in your local and regional area?</b> Preliminary planning at the Geraldton Bowling Club has discussed the idea of attracting different user groups. The impact on other services is therefore only positive. Holding more events will bring more visitors from out of town resulting in a benefit to accommodation providers, restaurants, cafes & shops. There are few other sporting facilities that can attract the corporate community participation, an activity that is strongly encouraged to promote team building, cohesion and mental wellbeing. Lighting will place the Geraldton Bowling Club as a most attractive option for this clientele.
6.	<b>Is your facility multi-purpose</b> (i.e. caters for a variety of activities at one time)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>If so, does it service more than one LGA?</b> NO
	Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).
7.	<b>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</b> MEMBERS SURVEY – Members were given the opportunity to submit opinions & preferences regarding projects for the 5 Year Plan. Upgrade of lighting received significant support. CORPORATE BOWLS – An informal consultation was had with the teams participating in our corporate bowls competition and the response was for lengthening the season and also providing better lighting to enable these events to be held all year round. This project has also been discussed at length at several Director's Meetings.
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.	

## MANAGEMENT

8.	<b>Have you developed a management plan for your facility?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 5 YEAR PLAN & 15 YEAR STRATEGIC PLAN ATTACHED Please attach a copy with this application.	
	<b>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?</b> An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.	
9.	<b>How have you catered for management needs in your design (if required)?</b> N/A	
10.	<b>Was an experienced facility manager, builder or technical expert involved in planning the design of your project?</b> Please outline their experience. YES.  ELITE ELECTRICAL – recommended by the City of Greater Geraldton as they have been appointed on numerous projects.  PLATINUM ELECTRICIANS – have installed the lighting at Wonthella Bowling Club	
11.	<b>If you propose to share a facility, have other groups been asked what features they need?</b> 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. Corporate & Community Bowls would prefer superior lighting for more frequent competitions. Mullewa Bowling Club (mostly Geraldton residents) would prefer superior lighting to extend their practice sessions every Thursday.	
12.	<b>Have you considered:</b>	
	• access for low income earners	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• access for people with a disability	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

	• <b>access for seniors</b>	Yes	X	No	<input type="checkbox"/>
	• <b>access on a casual and short-term basis</b>	Yes	X	No	<input type="checkbox"/>
	Please attach a copy of the proposed fee structure.				

## 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.	<b>Have you written a design brief for your project?</b> X Yes <input type="checkbox"/> No If yes, please respond to the following points:
	<b>Describe the process used to obtain an estimate of construction cost.</b> See quotes
	An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application. see quote
14.	<b>What design features will allow your facility to meet changing needs over time?</b> Design proposals will not limit future development on the site.
	<b>Is your current proposal likely to limit any future development on your site?</b> <input type="checkbox"/> Yes    X No If yes, how?
15.	<b>How have you determined the most appropriate technical specification?</b> See quotes
	<b>Do they meet Australian Design Standards for your sport or recreation needs?</b> This will be an assessment factor.    X Yes <input type="checkbox"/> No
	Please refer to DLGSC's Asset Management Guide on the website for a list of common standards and <b>note that projects that do not meet Australian Design Standards are ineligible for funding.</b>
16.	<b>What energy efficient products or design considerations will be included in your facility or project?</b> It is expected that the lighting will be LED as standard. LED
17.	<b>Have you determined whether there is a need to upgrade your power supply?</b> If so, is this allowed for in your application? YES. THERE IS NO UPGRADE NEEDED.

## 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.	<b>Have you applied a Life Cycle Cost Analysis to your project?</b> This is mandatory <b>for projects that have a total project cost over \$500,000.</b> <input type="checkbox"/> Yes    X No
	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.
19.	<b>Is your organisation able to meet the ongoing operating costs of your project?</b> (e.g. wages, power) X Yes <input type="checkbox"/> No
	For <b>Annual Grant applications</b> please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.
	<b>Forward Planning applications</b> are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors.  Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.  <b>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</b>



20.	<p><b>Who will be responsible for any operational costs and how will it be funded (include evidence as required)?</b>          The Geraldton Bowling Club – general revenue will cover costs.</p>
21.	<p><b><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></b></p> <p><b>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?</b>          X Yes No</p>
	<p><b>If yes, how have you determined the required annual contributions? If no, why not?</b>          The Club will be setting up a sinking fund with a proposal for an annual contribution. The amount subject to committee approval.</p>
	<p><b>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</b>          The GBC has a current lease agreement with the CCG. The Geraldton Bowling Club will be responsible for the lighting and all ongoing cost associated with this.</p>
	<p><b><u>WHERE A LGA IS THE APPLICANT</u></b></p> <p><b>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Comments:</b></p>

## PROJECT DELIVERY

22.	<p><b>Please indicate key milestones of your project.</b>          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	Sept/Oct 2022
Project 50% complete	November 2022
Project Completed	December 2022
Project hand over and acquittal	January 2023

23.	<p><b>Are there any operational constraints that would impact on the construction phase of your project?</b> (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>
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	NO, WE WOULD ENSURE IT IS ALL PLANNED AROUND ANY EVENTS
24	<b>How many construction and/or ongoing jobs will your project create?</b> ( <i>Only applicable if your project is over \$1 million</i> ) N/A

### 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:** WARWICK GLENISTER

**Position Held:** TREASURER

**Signature:** \_\_\_\_\_

**Date:** 13<sup>TH</sup> AUGUST 2021

## 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> (including any attachments).
<input checked="" type="checkbox"/>	<b>Incorporation Certificate.</b>
<input checked="" type="checkbox"/>	<b>Two written quotes.</b> 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.
N/A	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 and site map</b> , including where the proposed facility is located in relation to other sport and recreation lighting 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"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input checked="" type="checkbox"/>	<b>A lighting plan</b> 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 <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"/> 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. 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)
Supply & replace green's lighting with LED	114,000	125,400	PLATINUM ELECTRICIANS
Donated materials (Cost breakdown must be attached)	n/a		
Volunteer Labour (Cost breakdown must be attached)	n/a		
<b>Sub Total</b>	114,000	125,400	
<b>Cost escalation</b>	14,250	15,675	<i>Advice from Platinum 12.5%</i>
<b>a) Total project expenditure</b>	<b>128,250</b>	<b>141,075</b>	

- 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	42,750	47,025	LGA cash and in-kind		
Applicant cash	42,750	47,025	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	42,750	47,025	Local Government of sport and Cultural Industries		
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CNLP request (No Development Bonus)			up to 1/3 project cost	N	
or CNLP request (Development Bonus)			Up to ½ project cost	N	
<b>b) Total project funding</b>	128,250	141,075	<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?

The extra funds would be totally dependant on the shortfall which would then have to proceed to the Committee for approval. Existing Term Deposits would cover a small shortfall.

### 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.

<b>Name of Local Government Authority:</b>
<b>Name of Applicant:</b>

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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