



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 2023

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: Craig Vinci

Date: 3.2.2022

Office: Geraldton

Applicant's Details:

Organisation Name:	Spalding Horse and Pony Club Incorporated				
Postal Address:	P O Box 3183				
Suburb:	Bluff Point	State:	WA	Postcode:	6530
Street Address:	556 Chapman Road				
Suburb:	Sunset Beach	State:	WA	Postcode:	6530

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Karin Christie	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Coaching Life member		
Business Phone:		Facsimile:	
Mobile Phone:	0400449053	Email:	dandalooyarraman@hotmail.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 99665018721	
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0770195D *	
Bank details:	Bank: Commonwealth	BSB: 066512	A/c: 00902179

Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	Matthew Criss	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Sport & Leisure Planner		
Business Phone:	0899566760	Facsimile:	
Mobile Phone:		Email:	matthewc2@ccg.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): <i>Spalding Horse and Pony Club New Machinery Storage facility.</i>			
Project Description: <i>New storage facility to replace the old shed that had to be removed after cyclone Seroja. This new storage facility will store the club trailers, mower and prolong the sporting equipment life. This will be a multiuse storage facility, shared with the Horsepower Midwest Group (Riding for the Disabled).</i>			
How did you establish a need for your project? <i>The club grounds committee examined the existing shed after the cyclone Seroja passed through the area and due to age and deterioration it was considered unsafe to be left standing. A new storage facility is required to replace the removed shed. The replacement storage facility has been discussed at four committee meetings and two planning meetings to ascertain what the club's needs are to house the three trailers, mower, and sporting equipment. We did not consider a need for wider community consultation as we are replacing a facility that was originally on this site for a similar facility. It has been discussed with Horsepower Midwest (Riding for the Disabled) who collocates on the grounds with Spalding Horse and Pony Club and they are in full support of the project.</i>			
What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)? <i>The committee has looked at various quotes on varying shelter designs, as demonstrated by the included quotes, and has chosen a design that will cover the clubs requirements to store the machinery and equipment within the budget set aside for this project.</i>			
How will your project increase physical activity? <i>By protecting the club's assets from the weather, we will be increasing the life span of the equipment, which is required to encourage our members to advance through the sports syllabus. As a club we aim to encourage our young female members to remain active through participation in sporting events, this is achieved by presenting the riders with opportunities to learn and challenge themselves to develop advanced skills. The required jump poles and training equipment that is stored on the trailers become dry and brittle in our dry climate. The continued use of deteriorating equipment becomes a safety issue when riders and horses are training or competing for events. Members work hard to raise money to purchase the poles and paint them, they are very proud of their efforts, and visiting competitors appreciate the use of quality equipment. The Horsepower Midwest Group (Riding for the Disabled) use the same equipment for their programs and riding sessions, they will be able to expand their variety of interactive specialized equipment used to stimulate the disabled riders and improve their strength, stability and flexibility therefore enabling them to be able to participate in wider community events and activities.</i>			
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? <i>Given the original shed had been on the grounds since 1975, the committee feels justified in requesting a new replacement storage facility. The club has introduced a ground maintenance fee into the membership fee and along with current fundraising activities and increasing numbers of participants, the committee feels that they will be able to complete any ongoing maintenance to the facility. The storage facility will be insured for full replacement value.</i>			
Project location:	<i>Spalding Horse and Pony Club ground 556 Chapman Road Sunset Beach</i>		
Land ownership:	<i>Who owns the land on which your facility will be located? Crown land vested with the CGG. Lease Expiry (if applicable): June 2026 with the desire to request a renewal.</i>		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input 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"/>	___/___/___	
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: <i>Horsepower Midwest (Riding for the disabled) collocated and shared facilities.</i>			

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
<i>Spalding Horse and Pony Club - equestrian</i>	100	10
<i>Horsepower Midwest - Riding for disabled - health, rehabilitation, sport & leisure.</i>	80	8

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.

2018/19	47	2019/20	52	2020/21	52
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Our riding members consist of a majority of female participants and the club encourages families of all races including Indigenous Australians. We are a family orientated club with multi-generational families involved. Our life members are very active in the club, continuing to support underprivileged members by volunteering horses, transport, and assistance to ride at pony club rallies and competitions.

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

What is the name of the State Sporting Association for your activity/sport?	
Pony Club Western Australia	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Rick Gill CEO	Date of contact: 19.1.2022

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	30.3.2022
Preparation of tender/quotes for the major works contract	Completed
Issuing of tender for major works	N/A
Signing of major works contract	N/A
Site works commence	July 2022
Construction of project starts	September 2022
Project 50% complete	31 December 2022
Project Completed	31 March 2023
Project hand over and acquittal	31 May 2023

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.
Availability of steel and Covid restrictions.

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.

Karin Christie

Name: _____

Coaching life member

Position Held: _____

Signature: _____

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 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 type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, 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 October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

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

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

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

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)
Supple Shed Kit	9545.45	10500.00	ShedsnHomes Quote# CHEHIL2201061
Build	4009.09	4410.00	ShedsnHomes Quote# CHEHIL2201061
Registered Building Licence	500.00	550.00	ShedsnHomes Quote# CHEHIL2201061
Concrete	2898.50	3188.35	ShedsnHomes Quote# CHEHIL2201061
Shire Approvals	156.05	171.65	City of Greater Gerald ton
Site Works			
Donated materials (Please provide cost breakdown)	318.18	350.00	Loader Hire for site works 3 hrs at \$116.67/hr
Volunteer labour (Please provide cost breakdown)	136.36	150.00	Loader driver for site works 3 hrs at \$50/hr
Sub Total			
Cost escalation	4090.91	4500.00	Based on approx 25% increase for the last 6 months as quoted by builders
a) Total project expenditure	21654.54	23820.00	

At least **two written quotes** are required for each component.

- If your project includes 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	7218.18	7940.00	LGA cash and in-kind	N	
Applicant cash	6763.64	7440.00	Organisation's cash	Y	As per financial statement
Volunteer labour	136.36	150.00	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	Club member has volunteered labour
Donated materials	318.18	350.00	Cannot exceed applicant cash and LGA contribution	Y	Club member has confirmed Loader hire
Other State Government funding	0.00	0.00			
Federal Government funding	0.00	0.00			
Other funding – to be listed	0.00	0.00	Loans, sponsorship etc		
CSRFF request (No Development Bonus)	7218.18	7940.00	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	21654.54	23820.00	<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?

If the funding approved is less than requested, we have sourced quotes to reduce the budgeted cost by having optional extras removed. The biggest component to be revisited would be the concrete flooring.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority:
Name of Applicant:

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <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 CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?
2. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?
3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

Signed

Position

Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 March 2022**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
GPO Box 8349
Perth Business Centre WA 6849
Tel: (08) 9492 9700
CSRFF@dlgsc.wa.gov.au

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
midwest@dlgsc.wa.gov.au

PILBARA

Karratha Leisure plex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

KIMBERLEY – Broome

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Telephone (08) 9195 5750
Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
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southwest@dlgsc.wa.gov.au

GOLDFIELDS

106 Hannan Street
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KIMBERLEY – Kununurra

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WHEATBELT - Northam

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GREAT SOUTHERN

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Albany WA 6330
Tel: (08) 9892 0100
greatsouthern@dlgsc.wa.gov.au

PEEL

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WHEATBELT – Narrogin

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