



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

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Grant Application Form

Year 2023/24 – 2025/26 Triennium

This application form can only be used for applications to be submitted in the 2023/24 funding round. No other forms will be accepted.

You <u>MUST</u> discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.		
All applications <u>MUST</u> be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.		
DLGSC Contact: Angele Grey	Date: 18 May 2022	Office: Mid West
TYPE OF GRANT:		
<input checked="" type="checkbox"/>	ANNUAL GRANT \$100,000 – \$166,666 (Up to \$250,000 with development bonus) The total project cost (GST exclusive) is between \$300,001 and \$500,000.	
<input type="checkbox"/>	FORWARD PLANNING GRANT \$166,667–\$2 million The total project cost (GST exclusive) exceeds \$500,000. Note: Where the grant requested is \$166,667 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant.	
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 CSRFF Acquittal Requirements. Only indicate first preference for funding in 2023/24 if all planning is finalised and the project will be completed before 1 June 2024.		
<input type="checkbox"/> 2023/24	<input type="checkbox"/> 2024/25	<input type="checkbox"/> 2025/26
Would the project proceed if funding was allocated in a later year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how would the project be impacted (e.g. – delayed etc)? Minimal impact		
How would the resulting cost escalation be funded? Through club funds		

Applicant's Details:

Organisation Name:	Wonthella Bowling Club Incorporated				
Postal Address:	P O Box 489				
Suburb:	Wonthella	State:	WA	Postcode:	6530
Street Address:	258 Eighth Street				
Suburb:	Wonthella	State:	WA	Postcode:	6531

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Kevin Exten	Title:	Mr
Position Held:	President		
Business Phone:	08 9921 2970	Facsimile:	N/A
Mobile Phone:	0428 471 370	Email:	kvexten@bigpond.com ; admin@wbclub.com.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 45 929 341 690
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 #: Incorporation #: A0650055X*
Bank details:	Bank: Bendigo	BSB: 633-000 A/c: 160545919

Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	Matthew Criss	Title:	Mr
Position Held:	Manager Sport and Leisure		
Business Phone:	08 9956 6906	Facsimile:	N/A
Mobile Phone:	0418699658	Email:	matthewc2@cgg.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Installation of Synthetic Bowling Green			
Project Description: To replace existing turf green with synthetic grass, including laser grade sub-base levelling, stabilised free draining base, limestone ditch with galvanised steel plinths walls and 1 metre wide synthetic grass surrounds.			
Project location:	258 Eighth Street Wonthella WA 6530		
Land ownership:	Who owns the land on which your facility will be located? Leased from City of Greater Geraldton Lease Expiry (if applicable): 21 Year Lease expires 2041		
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"/>	N/A	___/___/___
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"/>		___/___/___
What discussions have been held with adjoining local authorities? None			
Approximate distance from proposed project to nearest adjoining council boundary: 20 km			
Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If so, are you seeking funding from them? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Contact:			
How will your project increase physical activity? We anticipate a further increase in membership and physical activity due to the provision of a third all-weather facility with a reliable playing surface. This will allow us to cater for additional players in all weather conditions. We will also be able to offer more opportunities to the community to play due to being able to accommodate additional games and not being hindered by current maintenance issues experienced with grass greens			

The maintenance cost comparisons between synthetic and natural grass are \$15k (includes sinking fund) and \$45k. With 3 synthetic greens will position us to reduce membership fees which in turn is expected to encourage additional members and more physical activity opportunities.

We have already sub-leased a 5th unrequired green to the Junior Soccer Assoc for their Futsal program and with a third 24/7 facility we will be in the position to sub-lease a second grass green which will again guarantee additional membership and physical activities opportunities

The ability to host and show-case high level tournaments could see a flow on effect of new members.

The third synthetic will assist the school coaching and competition we are currently running. We already have school aged players in the region playing pennant bowls and this will certainly improve numbers yet again. There are many young people not physical active and this provides an opportunity for them to participated in a non-threatening activity with strong pathways.

We are also working closely with the Geraldton Aboriginal Medical Service to set up a program for their 400 seniors and the additional synthetic green will make this possible.

Do you share your facility with other groups? Yes No If so, who: In 2019 we negotiated with the Geraldton Junior Soccer Association to sub-lease our 5th green and become a co-tenant. We have since sub-leased the green, they have installed lights, synthetic service (gained from the Geraldton Hockey Association who have installed a new synthetic surface) and netting, They commenced a Futsal program in June 2020. This has the potential to grow and if we install a 3rd synthetic green we will be in a position to sub-lease a further grass green to them or another compatible sport .

The Soccer Association conduct competition and training games for all age groups from Juniors to Seniors involved in Walking Soccer. They have also developed a partnership with the Geraldton Aboriginal Sporting Corporation, who have 5 registered teams and this has the potential to grow which may require the need for additional space.

After a number of successful social bowls days in association with the Geraldton Aboriginal Medical Service we are currently liaising with this group who have up to 400 middle aged Indigenous clients to set up an ongoing coaching program and competition for this cohort

We have also just competed the conversion of an existing toilet into a unisex toilet for people with disabilities. This will allow us to extend the current program for people with disabilities which until now has restricted these programs.

We conduct 2 annual corporate bowls programs for the local community and business groups and envisage this being extended to 4 times per year given the opportunity to accommodate more games on the additional synthetic surface.

Our school program continues to grow with a number of secondary schools attending coaching sessions 3 times a week and now the Covid virus is over we will be recommencing our junior bowls competition which will be the first to be conducted in the Mid-West region.

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 Soccer Association	15%	9
Schools coaching and competition	10%	6
Community Bowls	5%	3
Geraldton Aboriginal Medical Service (Indigenous bowls program) Commencing once all once all communities are clear of COVID		

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.

2019/20	240	2020/21	250	2021/22	265
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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?	
Bowls WA	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Clive Adams	Date of contact: 19 June 2022

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 (see Guidelines for a CSRFF application), 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.	When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000).
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	<p>How has the need for your project been identified and assessed?</p> <p>As part of our Needs Analysis we conducted a Cost Benefit Analysis. Currently our natural turf greens are costing approx \$40k annually to maintain as against approx. \$13,600k for synthetic (includes \$10k sinking fund). Over 10 years these figures will be \$396,200 as against \$136,00 for a synthetic (includes replacement). This equates to \$146.70 and \$50.40 per member or \$31.00 to \$10.50 per game.</p> <p>The installation of a third synthetic green will take a huge load off our volunteers whose average age is 76.</p> <p>The overall benefits are guaranteed sustainability and the opportunity to reduce club fees which will encourage membership growth.</p> <p>The opportunity to remove all pesticide use from the club is an environmental bonus as will be the removal of all fertilisers.</p> <p>With the average age of our members at 76 it is important bowlers have an even playing surface to bowl on and with natural turf this cannot be guaranteed at all times</p>
	<p>Is the need or a part of the need that you have identified already being catered for?</p> <p>No. With 3 synthetic greens, we will be the only club in Geraldton with the ability to play bowls 24/7 in all weather conditions. It is anticipated this will attract new members and will certainly cater for and attract major events to Geraldton with 3 state of the art greens.</p>
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications).</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
	<p>If not, how have you assessed the feasibility of your project?</p>
3.	<p>What alternatives were considered and why were they rejected? (This should include a 'do nothing' option)</p> <ul style="list-style-type: none"> - To do nothing places an additional burden on club funds, would almost certainly require an increase in membership fees and continue to place an extra workload on our volunteers. - There are cheaper options for greens including carpet but these are inferior and were not considered viable <p>Did you consider sharing with another group? (Please detail).</p> <p>We are currently sharing our facilities with other community groups as indicated earlier, however the synthetic green is specific to playing bowls. If a further use is found for the proposed green we would not hesitate to investigate sharing. We will have a 4th grass green that will not be required that could be shared with say Croquet or provided to Soccer to expand their competition</p> <p>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).</p> <p>Yes. We have established a sinking funds (\$10k annually) for both existing synthetic greens for a replacement when required. For the proposed new synthetic green we will also set up a sinking fund.</p>
4.	<p>How does your project fit into your:</p> <ul style="list-style-type: none"> • Club's strategic plan or development plan? It is very much part of our Strategic Plan and was fully supported by all our members and also received the support of the City of Greater Geraldton • State Sporting Association's strategic or development plan? We understand it fits within our SSA's plans and has their full support • Local authority's strategic or development plan? As highlighted above it has the full support of the City of Greater Geraldton and fits within their plans of sustainable clubs and associations.
5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area?</p> <p>It will not compete with any other facilities in the Mid-West, but rather complement existing facilities and offer an alternative for competitions during times of inclement weather and also provide opportunities to host state and national events.</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"/></p> <p>If so, does it service more than one LGA?</p> <p>Our facilities are shared with 3 other groups at any one time and they have the potential to lift numbers utilizing our facilities by more than 400%.</p> <p>Our proposed facility could extend to and service an additional Shire</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).
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.:</p> <p>This proposal was part of the needs analysis and feasibility study conducted by the club and the Cost Benefit Analysis prepared for members.</p> <p>Club surveys were conducted, open forums and some 20 other WA bowls clubs contacted for information to develop the clubs strategic plan.</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.	<p>Have you developed a management plan for your facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application</p> <p>All facilities are managed initially by a grounds committee, headed up by their Chairman who is part of the clubs Executive. They have trained volunteers who maintain the synthetic green and are responsible for speed (amount of sand in pile) watering when required, managing 'dumping' to protect the green and green markings to allow bowls games and training to moved up and down and across the green to avoid wear and tear.</p>															
	<p>If not, please explain how you plan to address management issues i.e. attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs? An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.</p> <p>N/A</p>															
9.	<p>How have you catered for management needs in your design (if required)? Consider access, usage and supervision.</p> <p>Outlined in question 8.</p> <p>We have also recently refurbished and existing toilet adjacent to the new facility to a Unisex Toilet for People with Disabilities to cater for an anticipated increase in this cohort playing more bowls.</p>															
10.	<p>Was an experienced facility manager, builder or technical expert involved in planning the design of your project? Please outline their experience.</p> <p>Yes. Green Planet Grass will be employed again to install the green as their product is recognized as the best and the previous green installed by them has been exceptional.</p>															
11.	<p>If you propose to share a facility, have other groups been asked what features they need?</p> <p>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.</p> <p>It is not possible to share a synthetic bowling green as it is designed specifically for playing bowls, however it will see a further green made obsolete and as indicated previously with the popularity of Futsal another green will be available to take up this growth.</p>															
12.	<p>Have you considered:</p> <table border="1"> <tr> <td>• child care facilities</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>• access for low income earners</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access for people with a disability</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access for seniors</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• access on a casual and short-term basis</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table> <p>Please attach a copy of the proposed fee structure.</p>	• child care facilities	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	• 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"/>	• access for seniors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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• access for seniors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>														
• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>														

DESIGN

Grant applications are required to provide a **locality map**, **site map** and **building plans**. Plans are to be submitted in **A3 format**.

13.	Have you written a design brief for your project? <input checked="" type="checkbox"/> No If yes, please respond to the following points: Describe the process used to obtain an estimate of construction cost. Two quotes were obtained from WA suppliers for the synthetic grass
14.	What design features will allow your facility to meet changing needs over time? The synthetic green will be the best available on the market at this time Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how?
15.	How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)? The new facility will reduce our water use and costs considerably and also reduce our power cost by up to 50% as all our machinery is powered by 240v power 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 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. The synthetic green will be the same as the existing which meets all our SSA's standards
16.	What energy and water efficient products or design considerations will be included in your facility or project? (e.g. solar hot water, natural light, geothermal, water recycling etc.). The club had already invested in solar power and as indicated previously the green will considerably reduce our water requirements and power needs
17.	If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply? If so, is this allowed for in your application? N/A

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.	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	Is your organisation able to meet the ongoing operating costs of your project? (e.g. wages, power) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Operating cost will be substantially reduced as indicated earlier. It is anticipated a further annual saving of \$30k with this additional 3 rd synthetic green. 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?) The Wonthella Bowling Club will be responsible for all operational cost and a sinking fund for replacement. Operational cost will be far less than existing with less water and power requirements and savings from fertilizers and turf curators/consultants</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? We currently have a sinking fund for our existing synthetic greens. The club contributes \$10k into a trust for each green and this will be increased to \$30k annually to meet the replacement of the third green. This is based on a life span of 12 to 15 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?</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: N/A</p>

PROJECT DELIVERY

22.	<p>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. 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	July 2023
Preparation of tender/quotes for the major works contract	July 2023
Issuing of tender for major works	August 2023
Signing of major works contract	August 2023
Site works commence	September 2023

Construction of project starts	September 2023
Project 50% complete	October 2023
Project Completed	November 2023
Project hand over and acquittal	November 2023

23.	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. The turf Green concerned has been put into maintenance so it will have no effect on our bowls competitions
24	How many construction and/or ongoing jobs will your project create? (<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: Robert Griffith

Position Held: Vice President

Signature: 

Date: 25.07.2022

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, 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 type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input checked="" type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input type="checkbox"/>	For projects involving floodlighting, a lighting plan must be supplied showing lux, configuration and sufficient power supply
<input type="checkbox"/>	Formal Needs assessment*
<input type="checkbox"/>	Management plan*
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects) in AutoCAD or similar format with an additional electronic version*
<input type="checkbox"/>	Feasibility study*
<input type="checkbox"/>	Concept design*
<input type="checkbox"/>	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 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 2023/24 CSRFF application form.
- The project for which the 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)
Remove old base	9,180	10,098	All work to be carried out by Green Planet Grass
Compact and grade sub-base	2,045	2,250	
New concrete plinths	9,200	10,120	
New block walls	9,500	10,450	
Install base material	16,500	18,150	
Washed dust and binder	5,950	6,435	
Compaction and laser levelling	25,641	28,205	
Install synthetic grass	101,951	112,147	
Freight	13,000	13,750	
Clean up and hand over	1,000	1,100	
Donated materials (Cost breakdown must be attached)			
Volunteer Labour (Cost breakdown must be attached)			
Sub Total	193,967	212,705	
Cost escalation	10,635	10,635	5% included to cover price escalation
a) Total project expenditure	204,602	223,340	

- At least **two written quotes** are required for each component.
- If your project include's 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	68,200	74,446	LGA cash and in-kind		
Applicant cash	68,202	74,448	Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	68,000	74,446	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	204,602	223,340	<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?

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 30 September 2022**. Late applications cannot be accepted in any circumstances.

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