



**Office Use Only**

TRIM: \_\_\_\_\_

Grant No: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

# Standard CSRFF Grants Application Form

## Year 2011/12 – 2013/14 Triennium

This application form can only be used for applications to be submitted in the 2010/11 funding round. No other forms will be accepted.

**You MUST discuss your project with an officer from your nearest Department of Sport and Recreation office before completing and submitting your application. Failure to do so will render your project ineligible.**

DSR Contact:		Date:	Office:		
<b>TYPE OF GRANT:</b>					
<input type="checkbox"/>	<b>ANNUAL GRANT \$50,000–\$166,666 (Up to \$250,000 with development bonus)</b> The total project cost (GST exclusive) is \$500,000 or less.				
<input type="checkbox"/>	<b>FORWARD PLANNING GRANT \$166,667–\$4 million</b> 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.				
<b>Year of Claim</b> (Applicable to forward planning grants only): Please indicate the year that you would prefer to claim a grant. Only indicate first preference for funding in 2010/11 if all planning is finalised.					
<input type="checkbox"/>	<b>2011/12</b>	<input type="checkbox"/>	<b>2012/13</b>	<input type="checkbox"/>	<b>2013/14</b>
Would project proceed if funding was allocated in a later year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how would the project be impacted (e.g. – delayed etc)?					
How would the resulting cost escalation be funded?					

### Applicant's Details:

Organisation Name:				
Postal Address:				
Suburb:	State:	Postcode:		
Street Address:				
Suburb:	State:	Postcode:		

### Preferred Contact Person:

*All application correspondence will be directed to this person*

Name:	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>		
Position Held:				
Business Phone:	Facsimile:			
Mobile Phone:	Email:			

**Organisation Business Details:**

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

**Local Government Authority Details:**

LGA:			
Contact:	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	
Position Held:			
Business Phone:	Facsimile:		
Mobile Phone:	Email:		

**PROJECT DETAILS**

Project Description:	
Project location:	
Land ownership:	Who owns the land on which your facility will be located? Lease Expiry (if applicable):
Planning approvals	Where applicable, has planning permission been granted? Yes <input type="checkbox"/> No <input type="checkbox"/> Have other approvals been granted, ie building Heritage, Indigenous and Swan River Trust? Yes <input type="checkbox"/> No <input type="checkbox"/>
What discussions have been held with adjoining local authorities?	
Approximate distance from proposed project to nearest adjoining council boundary: km	
Have you discussed this project with Regional Development Australia (Federal Government)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, are you seeking funding from them? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact:	
How will your project increase physical activity?	
Do you share your facility with other groups? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, who:	

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

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, please enter the number of users of the facility.

2007/08		2008/09		2009/10	
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What is the name of the State Sporting Association for your activity/sport?	
Have you discussed your project with your State Sporting Association? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact Name:	Date of contact:

## PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 23 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 23 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.

1.	When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000).
	How has the need for your project been identified and assessed?
	Is the need or a part of the need that you have identified already being catered for?
2.	Have you undertaken a feasibility study? (must be included with Forward Planning applications). Yes <input type="checkbox"/> No <input type="checkbox"/>
	If not, how have you assessed the feasibility of your project?
3.	What alternatives were considered and why were they rejected?  Did you consider sharing with another group? (Please detail).
4.	How does your project fit into your: <ul style="list-style-type: none"> <li>● Club's strategic plan or development plan?</li> <li>● State Sporting Association's strategic or development plan?</li> <li>● Local authority's strategic or development plan?</li> </ul>
5.	What impact is your project likely to have on other facilities and services in your local and regional area?
6.	Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, does it service more than one LGA?

	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.	Describe the consultation process undertaken for the project. For example, have you:	
	● invited public submissions;	Yes <input type="checkbox"/> No <input type="checkbox"/>
	● conducted a survey	Yes <input type="checkbox"/> No <input type="checkbox"/>
	● coordinated a public meeting;	Yes <input type="checkbox"/> No <input type="checkbox"/>
	● held forums with key groups;	Yes <input type="checkbox"/> No <input type="checkbox"/>
	● nominated a community representative onto the project team;	Yes <input type="checkbox"/> No <input type="checkbox"/>
	● other, please detail	

A range of resources regarding the development of sporting facilities are available on the website. DSR'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.	Have you developed a management plan for your facility? Yes <input type="checkbox"/> No <input type="checkbox"/> Please attach a copy with this application.	
	If not, please explain how you plan to address management issues i.e. attracting new members, 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.	
9.	How have you catered for management needs in your design (if required)? Consider access, usage and supervision.	
10.	Was an experienced facility manager, builder or technical expert involved in planning the design of your project? Please outline their experience.	
11.	If you propose to share a facility, have other groups been asked what features they need? List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed.	
12.	Have you considered:	
	● child care facilities	Yes <input type="checkbox"/> No <input type="checkbox"/>
	● access for low income earners	Yes <input type="checkbox"/> No <input type="checkbox"/>
	● access for the disabled	Yes <input type="checkbox"/> No <input type="checkbox"/>
	● access for seniors	Yes <input type="checkbox"/> No <input type="checkbox"/>
	access on a casual and short-term basis	Yes <input type="checkbox"/> 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 building plans. Plans are to be submitted in A3 format.

13.	Have you written a design brief for your project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please respond to the following points:	
	Describe the process used to obtain an estimate of construction cost.	
	An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.	
14.	What design features will allow your facility to meet changing needs over time?	

	Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input 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)?
	Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Please refer to DSR'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.	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.).
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?

## 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 <b>for projects that have a total project cost over \$500,000.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	DSR'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 type="checkbox"/> Yes <input type="checkbox"/> No
	For Annual Grant applications please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.
	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 neighbouring 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. Attach your audited income and expenditure statements for the last three years (LGAs exempted).
20.	Who will be responsible for any operational deficit and how will it be funded?
21.	Will an Asset Replacement Fund be created to ensure the ongoing maintenance of the facility <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, how have you determined the required annual contributions? If no, why not?
	Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?

## PROJECT DELIVERY

22.	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.
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Task	Date
Council approvals	
Preparation of tender/quotes	
Issuing of tender	
Site works commence	
Construction starts	
Project 50% complete	
Project completed	
Handover – final inspections	
Project Acquitted	

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.
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**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 DSR can be accessed by you during standard office hours and updated by writing to DSR 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.

DSR 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:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

## LODGEMENT OF YOUR APPLICATION

- Applications should be stapled or clipped at the top left-hand corner. Please do not bind.
- It is recommended that you photocopy 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 identified and securely attached to the application form.

**The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.**

### Grants \$50,000–\$166,666 (where the total project cost is \$500,000 or less):

<input type="checkbox"/>	Application form (Parts 1 and 2 including responses to questions 1- 23).
<input type="checkbox"/>	Incorporation Certificate.
<input 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. DSR accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input 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 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.
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply

### Grants \$166,667–\$4 million (where the total project cost exceeds \$500,000):

All of the above and:

<input type="checkbox"/>	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

### Your application will be considered not eligible, if:

- You have not discussed your project with the Department of Sport and Recreation and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on Department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2011/12 CSRFF 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 DSR 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

DRAFT



## 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			LGA cash and in-kind		
Applicant cash			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 requested			up to 1/3 project cost		
Development Bonus			Up to ½ project cost		
<b>b) Total project funding</b>					
<b>*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from?</b>					

## 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.

## FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	
b) Total project funding	
c) Project variance*	

\*Balance between a) and b) should equal \$0

## 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 DSR.

### 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"/>

#### Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### SECTION B

LGA – priority ranking of this project	
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 <input type="checkbox"/> State 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
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

**LGA comments:**

Signed

Position

Date

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in October**. Late applications cannot be accepted in any circumstances.

**DSR Offices**

**PERTH OFFICE**

246 Vincent Street  
Leederville WA 6007  
PO Box 329  
Leederville WA 6903  
Tel: (08) 9492 9700  
Fax: (08) 9492 9711

**PEEL**

Suite 3  
The Endeavour Centre  
94 Mandurah Terrace  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
Fax: (08) 9550 3199

**PILBARA**

2/3813 Balmoral Road  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
Fax: (08) 9182 2199

**SOUTH WEST**

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
Fax: (08) 9792 6999

**GREAT SOUTHERN**

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
Fax: (08) 9892 0199

**GASCOYNE**

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
Fax: (08) 9941 0999

**GOLDFIELDS**

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
Fax: (08) 9022 5899

**KIMBERLEY – Kununurra**

Government Offices  
Cnr Konkerberry Drive and  
Messmate Drive  
PO Box 1127  
Kununurra WA 6743  
Tel: (08) 9166 4900  
Fax: (08) 9166 4999

**WHEATBELT - NORTHAM**

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
Fax: (08) 9690 2499

**WHEATBELT – NARROGIN**

Government Offices  
Level 2, 11-13 Park Street  
Narrogin WA 6312  
Telephone 0429 881 369  
Facsimile (08) 9881 3363

**MID-WEST**

Mid West Sports House  
77 Marine Terrace  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
Fax: (08) 9956 2199

**KIMBERLEY – Broome**

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Facsimile (08) 9166 4999  
Mobile 0438 916 185