



Community Sporting and Recreation Facilities Fund (CSRFF)

Guidelines for applicants
2012/2013 funding round



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About CSRFF

The Community Sporting and Recreation Facilities Fund (CSRFF) exemplifies the Western Australian Government's commitment to the development of sustainable infrastructure for sport and recreation across the state.

The purpose of the program is to provide Western Australian Government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

Through CSRFF, the State Government invests \$20 million annually towards the development of high quality physical environments in which people can enjoy sport and recreation.

The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$4 million. DSR will assess the total eligible cost of your project (excluding GST) from the information provided.

Some applications will be eligible for up to one half of the project cost. This eligibility will be measured against key development principles. Applicants will have to show their eligibility through the Development Bonus section of the application form. Meeting Development Bonus criteria will not automatically ensure the applicant is eligible for 50% of the project cost.

The CSRFF program operates on a reimbursement system. Grantees are required to demonstrate that the project is complete and they have expended the funds equivalent to the full cost of project before CSRFF grants can be paid in full. CSRFF grants are paid to the grantee only. Applicants will need to ensure they are able to carry the full cost of the project for the period between project completion and CSRFF grant payment.

Types of projects

Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability.

The type of projects which will be considered for funding include:

- Upgrade and additions to existing facilities where they will lead to an increase in physical activity or more rational use of facilities.
- Construction of new facilities to meet sport and active recreation needs.
- Floodlighting projects.
- New or replacement synthetic surfaces. Where an application is made for a new or replacement synthetic surface, evidence of long-term community planning for all nearby facilities is required.
- Resurfacing of synthetic playing pitches or courts. It is expected that facility managers will budget for these items as part of the ongoing operation of the facility, frequently over 7 to 10 years. Whilst eligible, they are considered a low priority for funding and may only attract a reduced grant.

Funds will not be available for:

- Projects that commence before approvals are announced.
- Development of privately owned facilities.
- Arts, music, craft and recreation that is not physically active facilities.
- Facilities considered to be a full state government responsibility proposed by either government departments, schools or parents and citizen associations.
- Recurring maintenance or operating costs of existing facilities.
- Purchase of land, landscaping, carparks, access roads and other infrastructure costs.
- Stand alone playgrounds.
- Bikeways or pathways acting as transport routes.
- Non land-based facilities, e.g. Boat launching ramps, ocean pools and marinas.
- Non-fixed equipment.
- Fixed sports specific equipment (e.g. electronic targets).
- Facilities or fixtures for the express purpose of serving alcohol.

- Projects that do not meet Australian design standards.
- Projects that have already received a CSRFF grant and are seeking an additional grant to meet cost increases.
- 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. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.

Level of funding available

An amount of \$20 million will be allocated for each round of applications. This is made up of approximately \$1.5 million for small grants (allocated over two rounds of \$750,000), \$3 million for annual grants in the next financial year and \$15.5 million for forward planning grants.

The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$4 million. DSR will assess the total eligible cost of your project (excluding GST) from the information provided. Any ineligible items shown as eligible will be deducted from the eligible project cost. This may result in the funding eligible for your project being less than the amount you have requested.

Through a Development Bonus, some applications will be eligible for up to one half of the project cost. This eligibility will be measured against key development principles. Applicants will have to show their eligibility through the development bonus section of the application form. Meeting development bonus criteria will not automatically ensure the applicant is eligible for 50% of the project cost.

The Department of Sport and Recreation will assess the total eligible cost of your project (excluding GST) from the information provided. Any ineligible items shown as eligible will be deducted from the eligible project cost. This may result in the funding eligible for your project being less than the amount you have requested.

The department does not guarantee you will receive the full amount of financial assistance requested or the maximum level of funding. The level of financial assistance offered will be based on the overall significance of the proposed project, including the benefits provided to the community. Receiving financial assistance under this program does not guarantee future stages of your project will be funded.

There is no obligation on your local government authority to make any contribution to a community group project.

State Government funding for any project can not exceed two thirds of the total project cost, unless a development bonus is approved.

Donated materials and voluntary labour

The estimated project cost (exclusive of GST) may be a combination of cash, voluntary labour and donated materials. Donations from suppliers or contractors may not be recognised if they are suppliers or contractors related to the project. The applicant's non cash contribution can not exceed the applicant's cash contribution to the project cost.

Voluntary labour cannot exceed \$50,000 in value. All contributions from local government authorities, except officers from local government authorities conducting what would be considered their normal duties, are considered to be cash contributions.

How do I apply?

You must contact your nearest Department of Sport and Recreation Office authority to discuss your project in order to be eligible for funding. There are nine regional offices located throughout Western Australia. See page 12 for your nearest Department of Sport and Recreation office.

Eligibility – Who can apply?

Applicants must be either a local government authority or a not for profit sport, recreation or community organisation incorporated under the *WA Associations Incorporation Act 1987*. Clubs must demonstrate equitable access to the public on a short term and casual basis.

The land on which the facility is to be developed must be one of the following:

- Crown reserve;
- Land owned by a public authority.
- Municipal property.
- Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.

Grant categories

Small Grants

Small grants will be awarded to projects involving a basic level of planning. The total project cost for Small Grants must not exceed \$150,000. Grants given in this category must be claimed by 15 June in the relevant financial year. Please see page 10 for an overview of the Small Grants Application Process.

Examples of Small Grant projects:

- Cricket pitch and practice wickets.
- Safety fences for sport and recreation facilities, i.e. motor sports.
- Minor upgrade to swimming pool.
- Small floodlighting project.
- Court resurfacing or upgrade.
- Construction of or upgrade to shade shelters.
- Large scale dams, water collection systems and pipelines for distribution (maximum grant offered is \$60,000).
- Various planning studies to a maximum grant amount of \$15,000 (\$25,000 in remote and regional areas).

Value of total project	\$5,000–\$150,000, exclusive of GST.
Value of grant	Minimum Grant of \$2,500. Maximum Grant of \$50,000.
Management	Generally, Small Grant projects will not require a facility manager to be assigned to the project.
Planning process	The skills required to plan a project supported by a Small Grant will be simple and generally readily accessible to the local community.
Impact on the community	Projects are generally local in scale.
Grant funds	Grant funds for Small Projects must be claimed in the next financial year.

Annual Grants

Annual Grants will be awarded allocated to projects with a planning and construction process that will be complete within 12 months and have a total project cost (exclusive of GST) of \$150,000–\$500,000. Grants given in this category must be claimed by 15 June in the next financial year.

Examples of Annual Projects:

- Upgrades to clubrooms/pavilions.
- Large floodlighting project.
- Court or bowling green construction.
- Reticulation system for a grassed playing field.

Value of total project	\$150,001–\$500,000, exclusive of GST.
Value of grant	Minimum Grant of \$50,001 Maximum Grant of \$166,666 Note the maximum grant may increase to 50% funding if a development bonus is approved.
Management	Generally, Annual Projects will not require a facility manager to be assigned to the project.
Planning process	The skills required to plan a project supported by an Annual Grant will be simple and generally readily accessible to the local community. Some fundamental research and planning may be required. Applicants for Annual Grants are required to address the questions in the application form. Consultation with DSR will assist in understanding what is required.
Impact on the community	Projects are generally neighbourhood to district level in scale.
Grant funds	Grant funds for annual projects must be claimed in the next financial year.

Forward Planning Grants

Forward Planning Grants will be given to the more complex projects that require a planning period of between one and three years. Grants in this category will have a total project cost (exclusive of GST) of over \$500,000 and may be allocated in one or a combination of the years in the next triennium.

Examples of Forward Planning Grant Projects:

- Multipurpose leisure/recreation centre.
- Swimming pool – new or major upgrade including heating to allow increased use.
- Construction of large synthetic fields.
- Playing field construction.
- Clubroom – new or major upgrade.
- Large ablution block/change rooms.

Funding availability	<p>Year 1 of the triennium \$4 million. Year 2 of the triennium \$7 million. Year 3 of the triennium \$4.5 million.</p> <p>Most applicants request funding in the first year but few achieve any physical progress. Major projects require time to prepare and for appropriate processes to be followed.</p> <p>Applicants are given the opportunity to indicate their preferred year(s) of claim on the application form, however, as funds are limited, there is no guarantee that their preferred year(s) of claim will coincide with the year of offer. It may also be necessary to allocate funding to some larger projects over two or three financial years. Most projects will have funding allocated in Years 2 or 3 of the triennium.</p> <p>Where applicants request funding in Year 1, all planning documentation must be in place to allow such progress to occur, e.g. architectural drawings, building approvals, other funding.</p>
Value of total project	\$500,001 and over, exclusive of GST.
Value of grant	<p>Minimum Grant of \$166,667. Maximum Grant of \$4,000,000.</p>
Management	Projects will usually require a full-time or part-time manager to be assigned to the facility in order to control usage and maintenance.
Planning process	<p>The skills required to plan this type of project will be highly developed in a technical and/or administrative sense – some expertise may need to be obtained from outside the local community. Applicants are required to address the questions in the application form. Comprehensive research and planning will be required.</p> <p>It is anticipated that Forward Planning projects will require between one and three years to complete from start to finish.</p> <p>Projects of regional significance should have been identified within a regional sport and recreation facilities plan and are supported by a range of local governments.</p>
Impact on the community	Projects will generally be of either district or regional level.

Sustainability initiatives

\$1 million is allocated each round out of the \$20 million available to projects that demonstrate sustainability principles/outcomes. Sustainability principles include reduction in energy or water use, minimisation of building waste, green-building design, efficient pool heating and capacity to self-fund maintenance. Only upgrades to existing facilities will be considered as part of this allocation. The maximum sustainability initiative grant available is \$500,000.

Minor non-metropolitan aquatic upgrades

\$750,000 is allocated each round out of the \$20 million available to projects for minor upgrades to non metropolitan aquatic centres. Projects eligible include plant room upgrades, filtration replacement, change room refurbishments and pool bowl studies. The maximum grant available is \$375,000.

Assessment of application

Throughout the planning process you must liaise with Department of Sport and Recreation staff to ensure that you adequately address the assessment criteria and that information in your application can be clearly understood. The emphasis of the assessment factors is on a planned approach to facility provision and will require the applicant to demonstrate need and to consider planning, design, and management issues to substantiate the need for the proposed project.

Officers assessing applications will provide a rating against the level of project consultation. Where no consultation has occurred, the rating will be zero which will affect your chances of obtaining a grant. You **MUST** contact your nearest DSR office in order to determine whether you are eligible to apply for a development bonus.

The Key Principles of Facility Provision

The Key Principles of Facility Provision explains in depth the principles against which applications for CSRFF funding will be assessed. Your application will be assessed on the quality of information you provide and how well this information meets the key assessment criteria. You must answer each question in the application form and supply all requested information.

Assessments have been based on the following criteria:

- Project justification.
- Planned approach.
- Community consultation.
- Management planning.
- Access and opportunity.
- Design.
- Financial viability.
- Coordination.
- Potential to increase physical activity.
- Sustainability.

Further details are available in the Department of Sport and Recreation's document 'Key Principles of Facilities Provision' available through your local Department of Sport and Recreation office or on the website www.dsr.wa.gov.au/keyprinciples.

Joint provision and shared use of facilities is a priority consideration for CSRFF support. It is not a scheme to ensure separate facilities of equal standard for all clubs. It is not designed to provide facilities to meet a club's ambitions to compete in a higher grade.

Projects must also demonstrate that they can be delivered within the funding period. Projects will be assessed against the scope, time and budget being proposed. You must demonstrate that your project will be completed within the nominated timeframe.

Applicants must liaise with their LGA regarding planning and building approvals pertinent to their project. Your local government authority has an opportunity to assess all relevant applications and to rank applications in priority order for the municipality.

Applicants must liaise with their State Sporting Association to discuss the project. State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly on information related to technical design issues.

Advice from all of the above forms part of the assessment of your project.

Application forms are available from your nearest Department of Sport and Recreation office (regional WA) and local government authority (metro area only). A draft for information purposes can be downloaded from the department's website www.dsr.wa.gov.au/csrfapplication.

Your application form, together with the supporting documentation required, must be submitted to your local council by the last working day in September. Please note that many LGAs will close the application period sooner to accommodate council meeting schedules. It is recommended that you check the closing date for CSRFF applications with your local government to avoid missing out.

The Key Principles of Facility Provision are also available on the website on www.dsr.wa.gov.au/keyprinciples. It is important that these are read in conjunction with the application form.

Application process and timeline

Annual/Forward Planning grants

JULY	<ul style="list-style-type: none"> Advertising in The West Australian and regional newspapers. Application forms available from LGA (metro area only) and DSR Regional offices (regional WA only). Contact nearest Department of Sport and Recreation office.
SEPTEMBER	<ul style="list-style-type: none"> Mid to end September closing date (check with your local government authority (LGA) for local closing date which may be prior to September) Applications lodged at LGA by the last working day in September, or sooner if required by your LGA.
OCTOBER	<ul style="list-style-type: none"> Applications are assessed by LGA staff and recommendations prepared Applications presented at LGA Council Meeting. Applications lodged at the Department of Sport and Recreation's metropolitan and regional offices by 4pm on the last working day in October.
NOVEMBER	<ul style="list-style-type: none"> Applications forwarded to the Facilities Consultant - CSRFF (Perth office) on the last working day in November.
DECEMBER/JANUARY	<ul style="list-style-type: none"> Applications are assessed by State Sporting Associations.
FEBRUARY/MARCH	<ul style="list-style-type: none"> CSRFF Advisory Committee considers applications and makes recommendations. Hon Minister considers recommendations and gives approvals Successful/unsuccessful applicants notified.

Small grants

WINTER		SUMMER	
February		July	
<ul style="list-style-type: none"> Advertising in The West Australian and regional newspapers. Application forms available from LGA (metro only) and DSR Regional offices (regional WA only). Applications to be lodged at LGA by the end of the month. Applicants should check the closing date with their LGA, as they do vary. 			
March		August	
<ul style="list-style-type: none"> Applications are assessed by LGA staff and recommendations prepared. LGAs are required to rate and rank all applications they receive in order of priority. Applications presented at LGA Council Meeting. Applications must be lodged at DSR Regional offices by 4pm on the last working day of the month. 			
April		September	
<ul style="list-style-type: none"> Applications are assessed by DSR Regional Managers. 			
May		October	
<ul style="list-style-type: none"> Applications are assessed by Facilities Consultant - CSRFF. Small Grants Committee considers applications and makes recommendations to the Minister. Hon Minister for Sport and Recreation considers recommendations and grants approvals. Successful/unsuccessful applicants notified. 			

Conditions of Grant

Funding under this program is administered in accordance with the following Conditions of Grant attached to the Acceptance of Grant, which is executed by successful applicants:

- The State Government's grant will only be available up to 15 June in the financial year(s) in which it is offered (see above) and is only for use on the project approved. Grants not claimed in the year of offer may be forfeited.
- A grant will not exceed one-third of the completed project cost (excluding GST), or the maximum grant offered, whichever is the lesser. Note: if a development bonus was approved the above principle applies to that percentage.
- Where the grantee is an incorporated community group or a local government and is registered for GST, payments will be 'grossed up' by 10% of the grant amount (see point 5 below). The Department of Sport and Recreation (DSR) will issue a Recipient Created Tax Invoice (RCTI) with the grant payment.
- Where the grantee is an incorporated community group and is not registered for GST, grant payments will not be 'grossed up' by 10% of the grant amount.
- With regard to Recipient Created Tax Invoices (RCTI), the Department and the grantee agree that:
 - the recipient can issue tax invoices in respect of the supplies;
 - the supplier will not issue tax invoices in respect of the supplies;
 - the supplier acknowledges that it is registered for GST when it enters into the agreement and that it will notify the recipient if it ceases to be registered;
 - the recipient acknowledges that it is registered when it enters into the agreement and that it will notify the supplier if it ceases to be registered for GST or if it ceases to satisfy any of the requirements of the Commissioner's determination of the classes of invoices that recipients may issue; and
 - the recipient must not issue a document that would otherwise be a RCTI, on or after that date when the recipient or the supplier has failed to comply with any of the requirements of the Commissioner's determination of the classes of invoices that

recipients may issue.

6. Access for the disabled must be provided (Building Code of Australia and other legislation).
7. Before calling tenders or signing contracts, final plans must be submitted to DSR, with any other required documentation, to ensure consistency with the original approval. Subsequent alterations of plans or specifications must also be submitted to DSR for approval.
8. If the grant exceeds \$20,000, grantees must demonstrate to DSR that more than one quote has been sourced, prior to commencement of construction.
9. Projects with a total cost of over \$250,000 or those deemed necessary by DSR are required to erect signage in accordance with the State Government's Signage Style Guide (November 2009) during construction periods. This cost should be incorporated into project expenditure.
10. For all grants over \$50,000 grantees are required to invite their DSR Regional Manager to sit on any Project Management Committee and acknowledge that this officer will have voting rights.
11. Subject to all criteria being met, projects can commence at any time following the announcement of approval. The grant allocated to your project must be claimed by 15 June of the year in which it is offered.
12. CSRFF is a reimbursement system. Funds must be spent and receipts presented. Only projects which commenced after approvals were announced will be recognised for payment. Claims must be supported with detail (receipts) satisfying audit or Financial Management Act (FMA) and Auditor Generals Act 2006 requirements.
13. A grant may be claimed when the project is 100% complete, all payments have been acquitted, a copy of the Building Permit and a copy of the Certificate of Occupancy have been forwarded to DSR, as appropriate.
14. 75% of the grant is claimable when expenditure reaches 50% of the estimated total project cost (excluding GST) and a copy of the Building Permit has been forwarded to DSR. The remaining 25% is claimable on completion, if all payments have been acquitted and a copy of the Certificate of Occupancy has been forwarded to DSR.
15. Major projects may arrange staged payments.
16. Voluntary Labour can be a maximum of one-third of the project cost, but cannot exceed \$50,000. Unskilled labour is calculated at \$25 per hour, skilled labour at \$40 per hour and professional labour at \$60 per hour.
17. Grantees are required to retain financial acquittal statements for at least three years following the date of final claim. The parties agree that, despite any provision of the Conditions of Grant to the contrary, the powers and responsibilities of the Auditor General under the FMA are not limited or affected by the Conditions of Grant.
18. Grantees agree that the completed project may be randomly audited by DSR or the Office of the Auditor General, or his representative, against the submission and agreed Conditions of Grant. They also agree to assist with any research, evaluation, promotion and usage of the project as requested.
19. At the completion of the project, grantees accept that they will be required to display signage acknowledging the State Government's contribution to the project.
20. To avoid forfeiting your grant, this Acceptance of Grant form must be completed and returned, through your LGA (Shire, Town or City) to reach your DSR office by 15 May 2012.

State Government recognition

The WA government, through DSR, provides a significant contribution to the sustainability and development of the sport and recreation industry. This is achieved through financial assistance and the provision of expertise, advice and services. It is important that recipients of this support recognise the WA State Government contribution during the funding relationship.

Accordingly, successful applicants are required to abide by the Grant Acknowledgement Requirements issued by DSR. This information is available on the department's website www.dsr.wa.gov.au.

Privacy Act

All information provided to the department and gathered during the grant assessment process will be stored on a database that will only be accessed by departmental personnel. The database is subject to privacy restrictions in accordance with the *Privacy Act 1998 (Commonwealth)* and the *Freedom of Information Act 1992*.

Other reference material

There are publications available on the department's website which will assist you in preparing your application. These are available on www.dsr.wa.gov.au.

Suggested publications are:

- Needs Assessment Guide
- Feasibility Study Guides.
- Life Cycle Cost Guidelines.
- Asset Management Guide.
- Decision-Making Guide for Facilities.
- Management Plan Guide.
- Guide to Project Design Brief.
- Focus papers.
- Case studies.

Department of Sport and Recreation Regional Offices

Metropolitan

246 Vincent Street
Leederville
PO Box 329, Leederville WA 6903
Telephone (08) 9492 9700
Facsimile (08) 9492 9711
Email info@dsr.wa.gov.au

Gascoyne

4 Francis Street, Carnarvon
PO Box 140, Carnarvon WA 6701
Telephone (08) 9941 0900
Facsimile (08) 9941 0999
Email gascoyne@dsr.wa.gov.au

Goldfields

106 Hannan Street, Kalgoorlie
PO Box 1036, Kalgoorlie WA 6430
Telephone (08) 9022 5800
Facsimile (08) 9022 5899
Email goldfields@dsr.wa.gov.au

Great Southern

22 Collie Street
Albany WA 6330
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Facsimile (08) 9892 0199
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Kimberley

Broome

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Email kimberley@dsr.wa.gov.au

Kununurra

Government Offices
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and Messmate Way, Kununurra
PO Box 1127, Kununurra WA 6743
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Facsimile (08) 9166 4999
Email kimberley@dsr.wa.gov.au

Mid West

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PO Box 135, Geraldton WA 6531
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Email midwest@dsr.wa.gov.au

Peel

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94 Mandurah Terrace, Mandurah
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South West

80A Blair Street, Bunbury
PO Box 2662, Bunbury WA 6231
Telephone (08) 9792 6900
Facsimile (08) 9792 6999
Email southwest@dsr.wa.gov.au

Wheatbelt

Northam

298 Fitzgerald Street, Northam
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Narrogin

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