



Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$200,000 to be acquitted by 15 June 2017

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.

All applications MUST be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DSR Contact: Chris Thompson	Date: 1 st August 2016	Office: Great Southern
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Applicant's Details:

Organisation Name:	Jerramungup Sports Club				
Postal Address:	C/- Post Office				
Suburb:	Jerramungup	State:	WA	Postcode:	6337
Street Address:					
Suburb:		State:		Postcode:	

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Kim Parsons	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Chairperson		
Business Phone:		Facsimile:	
Mobile Phone:	0428 351 128	Email:	jerrysportsclub1@bigpond.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 377 656 323 89
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 #: 22072/10/82-1M-J945 *
Bank details:	Bank: Bankwest	BSB: 306-056 A/c: 4955018

Local Government Authority Details:

LGA:	Shire of Jerramungup		
Contact:	Brent Bailey	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	CEO		
Business Phone:	0898351022	Facsimile:	
Mobile Phone:	0429 204 538	Email:	ceo@jerramungup.wa.gov.au

PROJECT DETAILS

Project Description:

Upgrade of hot water systems and oval drainage project

How did you establish a need for your project?

The Jerramungup Sports Club has 9 affiliated Sporting Clubs who have contributed to a 10 year Strategic Plan for the ongoing improvement of our Sporting Facilities.

This plan is lodged with the Shire of Jerramungup and is reviewed annually by club representatives.

The Sports Club completed stage 1 of this upgrade project in 2014 where it upgraded change rooms and toilet facilities and constructed a new practice cricket wicket. To capitalize on the works undertaken to date the Sports Club is now seeking to replace the lighting, hot water systems and renew the function room amenities at the winter sports pavilion and oval.

Over the past two years as the hot water systems have come to the end of their useful life the draw on power at the football oval has caused power failures on almost a weekly basis. This has caused significant interruption to football training with the lights taking more than 20 minutes to reboot once the RCD has been switched back on. In addition it also causes inherent risks with the lights going off during training plunging the whole area into pitch black darkness. A modernisation of hot water systems will significantly reduce the power draw into the complex and remove the root causes of the power failures. In addition there will also be energy savings which can be redirected into other asset management areas of the facility.

The oval drainage project will simply involve the spreading of approximately 20mm of well drained yellow sand in order to improve surface drainage and turf growth. The turf condition of the oval has deteriorated after rainfall events to the point where fixture games were almost cancelled due to the unsafe nature of the oval. A trial was done on the hockey pitch adjacent to the football oval last year with 20mm of sand spread. This resulted in less surface water on the pitch and a much firmer and trafficable pitch. The inherent danger of a boggy oval occurs when the oval dries out leaving an uneven playing surface with large holes that need filling in on a weekly basis.

This project will target 90% of our local community demographic to include families and youths.

The combined sporting group membership belongs to the Ongerup Football, Netball and Hockey Associations as well as the Eastern Great Southern Cricket Association. These Associations represent surrounding communities including, Ongerup, Gnowangerup, Lake Grace/Pingrup, Newdegate, Borden, Green Range, Wellstead, Bremer Bay, Gairdner and Boxwood Hill with an estimated 1400 people passing through the facilities on an annual basis. When Jerramungup host finals these numbers increase by an estimated 800-1,000 people. The improved facilities will benefit all of these people when utilising these facilities.

Project location:	Jerramungup Sporting Grounds		
Land ownership:	Who owns the land on which your facility will be located? Shire of Jerramungup Lease Expiry (if applicable): N/A		
Planning approvals	Not required for this project.	If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Department of Aboriginal Affairs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Department of Parks and Wildlife? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	__/__/__
How will your project increase physical activity?			
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: This venue hosts all of the towns sporting pursuits.			

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Football	45	8
Hockey	45	6
Cricket	10	2

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2013/14	350 (Estimated townsite population)	2014/15	350	2015/16	350
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you 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 is available on the department's website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

What is the name of the State Sporting Association for your activity/sport?	
WAFL	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Tom Moir	Date of contact:

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	August 2016
Preparation of tender/quotes for the major works contract	December 2016
Issuing of tender for major works	December 2016
Signing of major works contract	December 2016
Site works commence	December 2016
Construction of project starts	December 2016
Project 50% complete	January 2016
Project Completed	January 2016
Project hand over and acquittal	January 2016

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details.
No

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.

Kim Parsons

Name:

President

Position
Held:

Signature:

Date:

LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- 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.
- **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.

Grants up to \$66,666:

<input type="checkbox"/>	Application form.
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Two written quotes.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input 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 . (If a club is contributing financially then evidence of their cash at hand must be provided)
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input 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

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 and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

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

You MUST contact your local 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	

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.

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Replacement of Hot Water Systems	23042.25	25602.50	RodNick Plumbing and Gas
Oval Drainage Project			
Sand purchase	8000.00	8800.00	
Sand Cartage	5200.00	5720.00	
Loader Hire	2000.00	2200.00	
Spreader Hire	1000.00	1100.00	
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)	7500.00	\$7500	
Sub Total	\$46,742.25	\$50,922.50	
Cost escalation	\$1,402.27	\$1527.67	3% Cost escalation (unforeseen expenses)
a) Total project expenditure	\$48,144.52	\$52,450.17	

- At least **two written quotes** are required for each component.
- If your project is 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	16048.01	17483.22	LGA cash and in-kind	N	Subject to Council Confirmation.
Applicant cash	8548.01	9983.22	Organisation's cash	Y	
Volunteer labour	\$7500	\$7,500	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	
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	16048.01	17483.22	up to 1/3 project cost	N	Subject of this application
Development Bonus			Up to ½ project cost		
b) Total project funding	\$48,144.52	52450.18			
*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?					
The Jerramungup Football Club will be financing any short fall in funding through cash or in-kind contributions.					

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)	\$48,144.52
b) Total project funding	\$48,144.52
c) Project variance*	\$0

***Balance between a) and b) should be \$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.

Name of Local Government Authority: Shire of Jerramungup
Name of Applicant: Jerramungup Sports Club

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" 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	1
Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	X Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	X 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 checked="" 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"/>

LGA comments (Required):

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 August**. 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 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
Fax: (08) 9550 3199

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
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 – Broome

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

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

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6530
Tel: (08) 9956 2100
Fax: (08) 9956 2199