



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

CSRFF Grant Application Form

Year 2016/17 – 2018/19 Triennium

This application form can only be used for applications to be submitted in the 2016/17 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.

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: 21st July 2015

Office: Albany

TYPE OF GRANT:

ANNUAL GRANT \$66,666–\$166,666 (Up to \$250,000 with development bonus)
The total project cost (GST exclusive) is between \$200,001 and \$500,000.

FORWARD PLANNING GRANT \$166,667–\$1 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. Only indicate first preference for funding in 2016/17 if all planning is finalised.

2016/17

2017/18

2018/19

Would the project proceed if funding was allocated in a later year? Yes No

If yes, how would the project be impacted (e.g. – delayed etc)?

A contingency which has been considered is that the installation of the lighting towers is delayed. It should be noted however, that the cost of the towers and final connection is only a small component of the overall lighting costs. All of the cabling and bases must be installed when the synthetic green earthworks are occurring.

How would the resulting cost escalation be funded? Fundraising and drawing down of contingency funds.

Applicant’s Details:

Organisation Name:	Bremer Bay Sports Club Incorporated (as the incorporated parent body making this application on behalf of the Bremer Bay Bowling Club).				
Postal Address:	Frantom Way				
Suburb:	BREMER BAY	State:	WA	Postcode:	6338
Street Address:	Frantom Way				
Suburb:	BREMER BAY	State:	WA	Postcode:	6338

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Darcy Roberts	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
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Position Held:	President, Bremer Bay Bowling Club		
Business Phone:	9837 4868	Facsimile:	
Mobile Phone:	0427 744 013	Email:	esso6@bigpond.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 71 770 066 890	
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 #: A 0740 116 LL *	
Bank details:	Bank: Commonwealth Bank	BSB: 06 6500	A/c: 1041 4332

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:	Chief Executive Officer		
Business Phone:	9835 1022	Facsimile:	9835 1161
Mobile Phone:	0429 204 538	Email:	ceo@jerramungup.wa.gov.au

PROJECT DETAILS

Project Description:

The Bremer Bay Bowling Club (BBBC) has come to an important and critical stage of its existence. The now 55 year old Bent grass bowling green is in desperate need of revitalisation, as is the supporting infrastructure. While BBBC continue to invest significant volunteer hours and resources into maintaining the last remaining Bent grass bowling green in Western Australia, the club is only able to offer bowls at a very low standard because of the very outdated condition of this green. The club is restricted in the length of season and in playing daylight hours only. The grass green requires significant maintenance which is exacerbated by the age, base composition, drainage issues and pest and weed issues at the site. In 2014-2015 over 2,500 plugs were set within the green to maintain its service, with many not taking. There is also the significant issue of water use efficiencies in maintaining a grass green comprised of the English Bent grass. The attached photographs clearly show the poor condition of the grass green and outdated surrounding infrastructure. Given the current condition and exceedingly large amount of maintenance required, the BBBC have determined that the 2015/2016 summer season will be last season on the existing grass green.

All of the issues discussed above are compounding and having a significant impact on the clubs ability to draw new members which are required for the clubs, and sports succession. From a player/ members point of view, the condition of the green is limiting the development of bowling skills and the level of play which is putting them at a disadvantage compared to bowlers from further afield who have adapted and embraced playing on synthetic greens.

The BBBC, with the support of the Bremer Bay Sports Club (BBSC) and Shire of Jerramungup, see fantastic opportunity in upgrading the bowling facilities in Bremer Bay and building better players. Through its dedicated membership, and with the support of the BBSC and the Shire of Jerramungup, the BBBC has undertaken detailed project development over a number of years and are fully committed to delivering the "Bremer Bay Bowling Club Revitalisation Project" in 2016. The BBBC works closely with its affiliated parent body, the BBSC, who have a well-established and functioning business plan which clearly sets out project priorities. The BBBC Revitalisation Project is now set as the number one priority. Communications with the Shire of Jerramungup are maintained at all times, resulting in the council having approved the recently adopted budget which includes the CSRFF required third cash contribution to the project. The support of the Shire is critical and the working relationship is both mutually beneficial and greatly valued.

Specifically, the Bremer Bay Bowling Club Revitalisation Project aims to:

1. Improve the facilities at the BBBC club,
2. Increase the window for playing bowls from a currently restricted season, to all year round and later into the day/ evening.

3. Introduce Corporate Bowls and other competitions,
4. Increase its membership numbers,
5. Widen the age range of players and members at the club by providing family friendly game times and strengthen ties with the local Bremer Bay Primary school, and
6. Promote a higher performing club at regional and country week bowling events.

The implementation of the Bremer Bay Bowling Club Revitalisation Project will deliver the following on-ground outcomes:

1. Installation of synthetic bowling green and required reticulation to preserve the synthetic turf and provide degree of fire protection to the area,
2. Replacement of fencing to protect and enclose the bowling area,
3. Installation of shade structures,
4. Installation of lighting, and
5. Paving to appropriately finish and compliment the green.

Having recently acquitted its last CSRFF project, and a range of other improvement projects over the more recent years, the BBSC are well placed to support the BBBC in implementing this project. With the great success of similar projects at other synthetic greens across the South Coast, the technology of synthetic greens are tried and tested and the BBBC looks forward to competing at this level and taking the sport locally into the future.

Project location:	Bremer Bay, Western Australia		
Land ownership:	Who owns the land on which your facility will be located? Shire of Jerramungup Lease Expiry (if applicable): 2036 as per Lease Agreement.		
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 type="checkbox"/>	___/___/___	
Department of Aboriginal Affairs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
Department of Parks and Wildlife? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
Please list any other approvals that are required? Building Licence	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	September 2015	
What discussions have been held with adjoining local authorities? Nil.			
Approximate distance from proposed project to nearest adjoining council boundary: 65.2 km to City of Albany boundary (Pallinup River).			
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 type="checkbox"/>			
Contact:			
How will your project increase physical activity? Bowling provides an opportunity to be engaged in physical activity across a range of age groups. Through the implementation of this project, and in keeping with the Bowls WA's vision for the sport ("Bowls – the sport for life") the BBBC will be in a position to expand the membership (and therefore the number of people involved in physical activity) by:			
<ol style="list-style-type: none"> a) Out of season play: Currently the grass green is not adequately drained and the season is limited to early to mid-October through to mid-April. This project will provide a synthetic green which can be utilised year-round, opening up the window for increased engagement in the sport. b) Offering Corporate Bowls: There is a great amount of interest in Corporate Bowls being played at the BBBC, however the lighting situation currently makes it unviable. With a Corporate Bowls competition, not only will there be people playing bowls (targeting working age bowlers) but families will also be encouraged to utilise other shared BBSC facilities, such as the club house and the playground. c) Becoming involved again in the regional Pennants competition: the BBBC has not been a viable destination or been involved in this competition for a number of years. The BBBC look forward to being able to provide a competitive green to the Pennants competition community which will draw from Jerramungup, Ongerup, Borden, Gnowangerup and further. This will provide another physical activity day for the calendar of the bowling enthusiast. The BBBC has recently resumed its membership of Bowls WA 			

as per the attached letter.

- d) Additional Competitions and Carnivals: By providing improved facilities there will be opportunities for the BBBC to host a range of additional carnivals to the wider bowling community. The networking opportunities for the BBBC are massive and with improved and modern facilities, physical activity in the area of bowls in Bremer Bay will be increased.
- e) Catering for the retirement destination: The Shire of Jerramungup has recently increased the development potential for aged care accommodation by including a suitably zoned aged accommodation lot in the new town centre development. There are also a significant number of vacant lots which have recently been developed at the western end of Bremer Bay. Accordingly the BBBC expects that over the coming years the number of people retiring to Bremer Bay will increase and thus drive further demand for suitable recreation opportunities, such as the proposed synthetic bowling green.
- f) The younger bowler: The BBBC has begun discussions with the local primary school to promote the opportunity bowling has for that age range.
- g) Coaching clinics: BBBC aspire to host coaching clinics (for various age groups) to develop and extend member and wider community skills in bowling.
- h) Attracting general public, particularly tourists: With Bremer Bay's massive tourist potential, having the BBBC grounds improved will be an added attraction with the monies received from tourist bowlers supporting the financial viability of the local club, as well as physical activity.
- i) Attraction to the wider BBSC vicinity: With the many shared facilities in the BBSC vicinity, the upgraded facilities at the bowling green will encourage engagement of the community in other recreational (sport and social) pursuits at the site and will continue to provide value for investment to the local community and the past CSRFF and other funding programs.

Do you share your facility with other groups? Yes No If so, who:

The BBBC is affiliated with the BBSC which supports other affiliated clubs including: golf, tennis and cricket. The mission of the BBSC is "To provide and maintain a Club House and Venues with amenities and recreational facilities for compatible, sporting, cultural, educational and social activities for the enjoyment of members, their friends, visitors and tourists to the Club."

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
BBBC	90	18+
BBSC	5	1
Tourist community	5	Open and variable

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.

2012/13	33	2013/14	33	2014/15	33
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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: <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?

Bowls Western Australia

Have you discussed your project with your State Sporting Association? Yes No

Contact Name: Ken Pride

Date of contact: 26/6/2015

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.

1.	<p>When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000). The BBSC Business Plan has been in use for a number of years, with the current version being revised in August 2015. The Business Plan, which is endorsed by the Shire of Jerramungup, sets out a range of priority projects in advance so that the local community and wider Shire is undertaking appropriate and timely planning. The BBBC project has been a main aim of the bowling club for a number of years but was officially incorporated onto the BBSC list of priority projects in 2011. Implementing the bowling project is now the top priority project of the BBBC and the BBSC.</p>
	<p>How has the need for your project been identified and assessed? Through the BBSC Business Planning process and its overarching documentation in the recently finalized BBSC Strategic Plan 2015-2019, in conjunction with the Shire of Jerramungup Local Recreation Plan. Ongoing club management also highlights on a regular basis the drastic need for the project.</p>
	<p>Is the need or a part of the need that you have identified already being catered for? The existing grass green will be decommissioned following the 2015-2016 summer playing season due to the deteriorated state of the green and the increasing maintenance required. Ongoing costs and the workload on the members in maintaining this green will be too immense for the grass green to be viable beyond this season. The closest bowling green to Bremer Bay is at Jerramungup which is considered too far for members to travel (196km round trip) on a regular basis.</p>
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications). Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
	<p>If not, how have you assessed the feasibility of your project? Given that the BBBC grass green is the last remaining Bent grass green in WA, the BBBC and BBSC have the benefit of witnessing how its neighboring clubs have implemented and adapted to synthetic bowling greens. This has truly highlighted the inadequacies of the facilities at Bremer Bay and the massive workload required of the volunteer members to maintain the green and other aging infrastructure. The installation of synthetic greens has been tried and tested at various other clubs and the BBBC feel the time to progress the BBBC Revitalization Project is now.</p>

3.	<p>What alternatives were considered and why were they rejected? There are no viable alternatives to the synthetic green option in modern bowling in the Western Australia climate.</p> <p>The synthetic green offers a top quality option which has a low maintenance cost and timeframe, provides the ability to play 7 days per week, year-round. With the provision of lighting, the club will be able to further extend this playing time and involve other age groups within the community by operating competitions such as Corporate Bowls (typically played at the end of the working week of an early evening).</p> <p>Due to the popularity of synthetic bowling greens, there is an increasing lack of skills in maintaining grass bowling greens. A number of the BBBC members are in retirement age which impacts on their ability to physically maintain the green.</p> <p>Finally, the level of maintenance required for the grass green is significantly impacting on the amount of time left for members to actually <i>play the game</i>.</p> <p>Did you consider sharing with another group? (Please detail). Yes. The implementation of the BBBC Revitalisation Project will allow for improved shared facilities at the BBSC.</p>															
4.	<p>How does your project fit into your:</p> <ul style="list-style-type: none"> • Club’s strategic plan or development plan? This project fits squarely within the BBSC Strategic Plan (2015-2019) and BBSC Business Plan and is now on the top of the list of priority projects for both the bowling club and the BBSC, hence this application. • State Sporting Association’s strategic or development plan? This clearly aligns with the Bowls WA Strategic Plan (2014-216), particularly with respect to stimulating the “growth and development of the sport of bowls” and improving participation in the sport. <p>Local authority’s strategic or development plan? The project sits clearly within the scope of Aspiration 5 of the Shire of Jerramungup Strategic Community Plan 2012-2025 which is: “An active community supported by fit for purpose sport and recreation facilities”.</p>															
5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area? This project will value add to the surrounding shared facilities at the BBSC. Each of the affiliated clubs work to ensure that the BBSC provides a range of well-maintained sporting facilities and services for both the enjoyment of sporting pursuits and the opportunity for social occasions. The collaboration between the clubs provides for a truly positive impact on physical activity opportunities for the local community and wider public.</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? Yes, the bowling club anticipates that in becoming involved in the regional Pennants competition and promotion of other bowls competitions, the BBBC will provide a competitive and modern destination and draw from many surrounding areas (particularly noting here the wider tourism attractions and plans being realised in Bremer Bay).</p>															
<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).</p>																
7.	<p>Describe the consultation process undertaken for the project. For example, have you:</p> <table border="1" data-bbox="209 1592 1402 1798"> <tr> <td>• Invited public submissions</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• Conducted a survey</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• Coordinated a public meeting</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• Held forums with key groups</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• Nominated a community representative to the project team;</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table> <p>Other, please detail Whilst the project itself has not undertaken a discrete consultation processes, it was coined many years ago and has been incorporated into the BBSC Business Plan, the BBSC Strategic Plan and Shire of Jerramungup Local Recreation Plan which were all developed through community consultative processes.</p>	• Invited public submissions	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• Conducted a survey	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• Coordinated a public meeting	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• Held forums with key groups	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• Nominated a community representative to the project team;	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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.	<p>Have you developed a management plan for your facility? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Please attach a copy with this application.</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>While the bowling facilities at the BBSC and BBBC may be outdated, there is a history of well planned, implemented and maintained projects. The fact that the grass green is still in operation is testament to the community's ability to maintain its facilities. The green is over 50 years old!</p> <p>Attracting new members is the primary aim of this project and will be realised through networking and local advertising. Membership of Bowls WA will also expand the opportunities through the Pennants competition as well as town planning enabling Bremer Bay to be a more attractive retirement destination.</p> <p>Building and maintenance repairs will be significantly less than what they are currently and will be incorporated into existing programs.</p> <p>Replacement of broken or stolen items is as per normal operating procedures and insurance arrangements. Reticulation is an important element not only for the maintenance of the synthetic turf but as a fire control measure.</p> <p>Operating costs will be covered by BBBC funds through memberships, green fees, fundraising and donations. With the anticipated increases in use and membership, the club is critically aware of ensuring the club remains financially viable and has a strong and positive history of fundraising.</p>															
9.	<p>How have you catered for management needs in your design (if required)? Consider access, usage and supervision.</p> <p>The synthetic bowling surface will require significantly less maintenance. All management of the green and surrounding facilities will be in accordance with manufacturer's instructions to ensure the surface is maintained in optimum condition for as long as possible.</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, the community and BBBC are fortunate to have Bill Goddard as the Green Keeper who has extensive experience in the turf industry. All contractors quoting on the project have been providing guidance.</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>The BBBC Revitalisation Project will take place in the same physical area. The implementation of the project will see another successfully delivered community project to achieve the BBSC Strategic Plan of shared recreational and sporting facilities at the BBSC.</p>															
12.	<p>Have you considered:</p> <table border="1"> <tr> <td>• child care facilities</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input 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. See attached Website print off clearly indicating BBBC fees and extract of BBSC Business Plan outlining BBSC membership which is concurrently required of all BBBC members.</p>	• child care facilities	Yes <input checked="" type="checkbox"/>	No <input 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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DESIGN

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

13.	<p>Have you written a design brief for your project? ✓ Yes <input type="checkbox"/> No</p> <p>If yes, please respond to the following points:</p>
	<p>Describe the process used to obtain an estimate of construction cost. Thorough planning and project development for the project has required itemised accounting for each component with all major expenses requiring the procurement of 2 quotations.</p>
	<p>An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.</p>
14.	<p>What design features will allow your facility to meet changing needs over time? The synthetic bowling green is in keeping with current trends of other bowling clubs. The installation of lighting will allow the BBBC to offer late afternoon/ evening competitions such as Corporate Bowls (linked with increasing club membership and attraction of future club volunteers). Shade structures are in keeping with a more sun smart savvy membership base.</p>
	<p>Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes ✓ No If yes, how?</p>
15.	<p>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 BBBC have been informed (and have within its own ranks technical expertise ie: Bill Goddard) by industry professionals of the required specifications.</p>
	<p>Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. ✓ Yes <input type="checkbox"/> No</p>
	<p>Please refer to DSR'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.</p>
16.	<p>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.). Water efficiency is one of the key motivators for the project as the current grass bowling green requires a significant amount of watering. Natural lighting will be utilized and the tower lighting for night time play will be in keeping with standards to ensure the best lighting is achieved.</p>
17.	<p>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? The existing power supply is of the appropriate capacity to accommodate the projects plans.</p>

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.	<p>Signage in accordance with the current CSRFF Signage Style Guide must be erected during construction periods for all projects that have a total project cost of over \$250,000 or those deemed necessary by DSR. Has this cost been incorporated into estimated project costs (\$3,000)? ✓ Yes <input type="checkbox"/> No</p>
19.	<p>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 type="checkbox"/> Yes ✓ No</p> <p>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.</p>
20.	<p>Is your organisation able to meet the ongoing operating costs of your project? (e.g. wages, power) ✓ Yes <input type="checkbox"/> No</p>

	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>
21.	<p>Who will be responsible for any operational deficit and how will it be funded? The forecast loses have been deemed insignificant for which the BBBC is ultimately responsible. They are a committed and savvy committee with enormous amounts of business and life skills who are more than capable of ensuring a high degree of financial management. The BBBC has a close working relationship with the BBSC to ensure that in the unlikely event there is an operational deficit, the BBBC can approach the BBSC for assistance and guidance. There are clear lines of communication between the clubs.</p>
22.	<p>Will an Asset Replacement Fund be created to ensure the ongoing maintenance of the facility ✓ Yes <input type="checkbox"/> No</p>
	<p>If yes, how have you determined the required annual contributions? If no, why not? An annual contribution of \$4,000.00/ year has been established (as per the budgets) based on the estimated useful life (15 years) of the synthetic turf component of the green (in liaison with turf specialists and other bowling clubs). The replacement cost is estimated at \$60,000. Ongoing astute financial and grounds management will determine if the Green Replacement Fund is going to be sufficient as the group observes and gauges the life of the synthetic surface.</p>
	<p>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council? N/A. The BBSC and BBBC will be managing the delivery and management of the project.</p>

PROJECT DELIVERY

23.	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
Attainment of Council approvals	August/ September 2015
Preparation of tender/quotes for the major works contract	February 2016
Issuing of tender for major works	February 2016
Signing of major works contract	February 2016
Site works commence	April 2016
Construction of project starts	April 2016
Project 50% complete	August 2016
Project Completed	October 2016
Project hand over and acquittal	October 2016

24.	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) –
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provide details.

- Weather is an identified risk which will be managed as required. Flexibility in the project delivery timeline will allow for this.
- Demolition and construction to begin after 2015/2016 season (the season will be cut short to ensure project keeps within the project delivery timeframe).

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 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 \$66,666–\$166,666 (where the total project cost is \$500,000 or less):

✓	Application form (including any attachments).
✓	Incorporation Certificate.
✓	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.
✓	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
✓	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.
✓	Income and expenditure statements for the current and next financial years. (LGAs exempted).
✓	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).
✓	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
✓	Itemised project cost for components and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
✓	For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply

Grants \$166,667–\$1 million (where the total project cost exceeds \$500,000) including the above:

<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 and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2016/17 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	

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)
Supply and installation of new synthetic green as per specifications and standards	\$221,592	\$243,752	Evergreen Synthetic Grass (Dry Max-Pro)
Reticulation	\$23,790	\$26,170	Think Water – Albany
Fencing	\$8,717	\$9,589	T & M Tomasini
Shade structures	\$18,419	\$20,261	Bremer Welding and Fabrication
Lighting and upgrades	\$41,284	\$45,414	S & E Electrical
Paving	\$21,940	\$24,134	SJ & J Tomasini
Project Signage	\$3,000	\$3,300	Allow \$3,000 ex GST if your project exceeds \$250,000
Donated materials (Cost breakdown must be attached)			
Volunteer Labour (Cost breakdown must be attached)			
Sub Total	\$338,742	\$372,620	
Cost escalation			<i>Please explain amount used</i>
a) Total project expenditure	\$338,742	\$372,620	

- 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 ST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	\$112,915	\$124,206	LGA cash and in-kind	Yes	Item in 2015/2016 approved and budget adopted in July 2015.
Applicant cash	\$42,042	\$53,338	Organisation's cash	Yes	
Volunteer labour	\$36,600	\$36,600	Cannot exceed applicant cash and LGA contribution – max \$50,000	Yes	As attached.
Donated materials	\$34,270	\$34,270	Cannot exceed applicant cash and LGA contribution	Yes	As attached.
Other State Government funding	-	-		-	-
Federal Government funding	-	-		-	-
Other funding – to be listed	-	-	Loans, sponsorship etc	-	-
CSRFF requested	\$112,915	\$124,206	up to 1/3 project cost	TBA	
Development Bonus	-	-	Up to ½ project cost	-	-
b) Total project funding	\$338,742	\$372,620			
*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 BBBC and BBSC have limited reserves earmarked for this. The project may be delayed if an appropriate level of support is not recognised at a State level which would be detrimental to the sport of bowling in Bremer Bay and surrounds as previously articulated in this application. If funding approved is for less than requested, the BBBC and BBSC would need to negotiate with regard to which components could be delivered with reduced funding given the clear budget as per the previous page. There are also implications therefore to the Shires contribution to the project if the deliverables (project outcomes) are altered.					

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)	\$338,742
b) Total project funding (ex GST)	\$338,742

c) Project variance*	\$0
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- ***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.

Name of Local Government Authority:
Name of Applicant:

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 (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 September**. Late applications cannot be accepted in any circumstances.

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