



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

# CSRFF Small Grants Application Form

**For projects up to \$300,000 to be acquitted by 15 June 2022**

<b>You <u>MUST</u> discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.</b>		
<b>All applications <u>MUST</u> be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.</b>		
DLGSC Contact: Kent Burton	Date: December 2020	Office: Leederville

## Applicant's Details:

Organisation Name:	Forrest Park Croquet Club				
Postal Address:	66 Harold St				
Suburb:	Highgate	State:	WA	Postcode:	6005
Street Address:	66 Harold St				
Suburb:	Highgate	State:	WA	Postcode:	6005

## Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Information withheld for privacy reasons	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President		
Business Phone:		Facsimile:	
Mobile Phone:	Information withheld for privacy reasons	Email:	Information withheld for privacy reasons

## Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 98 039 536 133	
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's 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 #: WA A0822480A *	
Bank details:	Bank: Information withheld for privacy	BSB: Information withheld for	A/c: Information withheld for privacy

## Local Government Authority Details:

LGA:	City of Vincent		
Contact:	Katherine Birch	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Project Planner - Recreation		
Business Phone:	9273 6565	Facsimile:	
Mobile Phone:		Email:	<u>Katherine.Birch@vincent.wa.gov.au</u>

## PROJECT DETAILS

<b>Project Title (brief and specific):</b> Upgrade of Court Lighting		
<b>Project Description:</b> To replace existing incandescent lighting with LED lighting and upgrade to 200lux reusing existing poles and power supplies.		
<b>How did you establish a need for your project?</b> Croquet Australia has recommended that lighting levels be at 200lux. Existing lighting levels significantly below that level. Existing incandescent lighting has proven expensive to maintain through globe replacement and starter maintenance. When globes fail, play becomes difficult. LED lighting has longer life and less problems. Approximately 4 years ago, replacement of all 12 incandescent globes cost Forrest Park croquet Club \$5000 and additional globe replacement since then has cost \$1000 per annum.  In addition, new croquet courts at Higgins Park in the Town of Victoria Park has lighting levels of 200lux, not matching that lighting level will result in loss of members over time.		
<b>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</b> Continuing maintenance of existing light is not attractive due to cost of maintenance and downtime when failures occur.		
<b>Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?</b> Yes, the existing poles and electrical infrastructure have a significant life expectancy without any undue maintenance. The LED lights have a 10 year operational life which is significantly greater than currently experienced life expectancy of globes and starters for the incandescent lighting.  There is no expectation that a specific asset replacement fund would need be created.  (Note some of the costs are incurred by the City of Vincent, so replacement will result in benefits to them)		
<b>Project location:</b>	Forrest Park Croquet Club, 66 Harold St, Highgate	
<b>Land ownership:</b>	Who owns the land on which your facility will be located? City of Vincent  Lease Expiry (if applicable): expired, though City of Vincent will support an application for funds beyond the lease terms.	
<b>Planning approvals</b>	None required	If no, provide the date it will be applied for:
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>How will your project increase physical activity?</b> Potentially as the increase lighting levels will retain existing members and attract new members night activities.		
<b>Do you share your facility with other groups?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, who:		

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
Forrest Park Croquet Club	100%	30 to 40 hours

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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.

<b>2017/18</b>	81	<b>2018/19</b>	67	<b>2019/20</b>	68
<b>2020/21</b>	72				

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: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
Croquet West	
<b>Have you discussed your project with your State Sporting Association?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Max Kewish	Date of contact: 18 October 2020

## 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	30 March 2021
Preparation of tender/quotes for the major works contract	30 July 2021
Issuing of tender for major works	2 August 2021
Signing of major works contract	1 September 2021
Site works commence	1 December 2021
Construction of project starts	1 December 2021
Project 50% complete	3 December 2021
Project Completed	8 December 2021
Project hand over and acquittal	8 December 2021

**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. Projects that are delayed due to undeclared known constraints are not eligible for a deferral. LED lights have a 12 week lead time for delivery from placement of order.

## GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

## APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

**John Gartner**

**Name:** \_\_\_\_\_

**Position Held:** **President – Forrest Park Croquet Club (inc)** \_\_\_\_\_

Information withheld for privacy reasons

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

Information withheld for privacy reasons

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

## LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to [csrff@dlgsc.wa.gov.au](mailto:csrff@dlgsc.wa.gov.au) by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

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

<input type="checkbox"/>	<b>Application form.</b>
<input type="checkbox"/>	<b>Incorporation Certificate.</b>
<input type="checkbox"/>	<b>Two written quotes.</b>
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (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"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> 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 Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October 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 DLGSC office to determine eligibility before applying.**

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	



## PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	\$16,438.07	\$18,081.87	LGA cash and in-kind		
Applicant cash	\$16,438.07	\$18,081.87	Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	\$16,438.07	\$18,081.87	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
<b>b) Total project funding</b>	\$49,314.20	\$54,245.62	<b><i>This should equal project expenditure as listed on the previous page</i></b>		

**REQUIRED:** If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

### GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.



## PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

<b>Name of Local Government Authority:</b> City of Vincent
<b>Name of Applicant:</b> Forrest Park Croquet Club

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

### Section A

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

#### All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

### Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input checked="" 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

**Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.**

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

The City is supportive of the project and will contribute one third of the project cost (excluding contingency) upon obtaining funding from the Department of Local Government, Sport and Cultural Industries.

2. A) If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

Yes, the Club is financially viable and able to fund part of the project. The club is also able to fund the ongoing maintenance and able to budget for future replacement. The Council will not commit to underwriting any shortfalls due the clubs lease requirements.

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

This project will have a positive impact on both the City of Vincent and the local community. A sustainable upgrade to the lighting will support participation of tennis across extended hours and increase the availability of recreation to the wider demographic. The lighting upgrade will also increase the safety at the facility for users. The project will provide a long-term cost saving for both the Club and the City.

**Signed** Information withheld for privacy reasons

**Position** Information withheld for privacy reasons

**Date** Information withheld for privacy reasons

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 March 2021**. Late applications cannot be accepted in any circumstances.

## DLGSC OFFICES

### PERTH OFFICE

246 Vincent Street  
Leederville WA 6007  
GPO Box 8349  
Perth Business Centre WA 6849  
Tel: (08) 9492 9700  
[CSRFF@dlgsc.wa.gov.au](mailto:CSRFF@dlgsc.wa.gov.au)

### MID-WEST

Level 1, 268-270  
Foreshore Drive  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
[midwest@dlgsc.wa.gov.au](mailto:midwest@dlgsc.wa.gov.au)

### PILBARA

Karratha Leisure plex  
Dampier Hwy, Karratha  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
[pilbara@dlgsc.wa.gov.au](mailto:pilbara@dlgsc.wa.gov.au)

### GASCOYNE

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
[Gascoyne@dlgsc.wa.gov.au](mailto:Gascoyne@dlgsc.wa.gov.au)

### KIMBERLEY – Broome

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Mobile 0438 916 185  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

### SOUTH WEST

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
[southwest@dlgsc.wa.gov.au](mailto:southwest@dlgsc.wa.gov.au)

### GOLDFIELDS

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
[goldfields@dlgsc.wa.gov.au](mailto:goldfields@dlgsc.wa.gov.au)

### KIMBERLEY – Kununurra

Telephone 08 9195 5750  
Mobile 0427 357 774  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

### WHEATBELT - Northam

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)

### GREAT SOUTHERN

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
[greatsouthern@dlgsc.wa.gov.au](mailto:greatsouthern@dlgsc.wa.gov.au)

### PEEL

Suite 94  
16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
[peel@dlgsc.wa.gov.au](mailto:peel@dlgsc.wa.gov.au)

### WHEATBELT – Narrogin

50 Clayton Road  
Narrogin WA 6312  
Telephone 9690 2400  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)

