



Department of
Local Government, Sport
and Cultural Industries

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

You **MUST** 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.

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

DLGSC Contact: Melissa Eastough

Date: 05/07/2021

Office: Great Southern Office

Applicant's Details:

Organisation Name: Emu Point Sporting Club Inc

Postal Address: 2 Birss St

Suburb: Emu Point State W.A. Postcode: 6330

Street Address: 2 Birss St

Suburb: Emu Point State W.A. Postcode: 6330

Preferred Contact Person:

All application correspondence will be directed to this person

Name: Simon Massina

Title: Dr Mr Mrs Ms

Position Held: President of Tennis Section

Business Phone:

Facsimile:

Mobile Phone: 0432587320

Email:

simon.massina@gmail.com

Organisation Business Details:

Does your organisation have an ABN? Yes No

ABN: 16 028 395 208

Is your organisation registered for GST? Yes No

* 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 No Is your organisation incorporated? Yes No

Incorporation #:

A0600065R *

Bank details:

Bank: Bendigo Bank

BSB: 633-000

A/c: 130078785

Local Government Authority Details:

LGA: City of Albany

Contact: Judith Want

Title: Dr Mr Mrs Ms

Position Held: Club Development Officer

Business Phone: 6820 3451

Facsimile:

Mobile Phone: 0448876279

Email:

judithw@albany.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): The replacement of the artificial turf of 6 tennis courts as well as the replacement of the fencing of the tennis courts.

Project Description:

The removal and replacement of the existing artificial turf on the 6 tennis courts and the fencing that surrounds the courts.

How did you establish a need for your project?

The existing synthetic turf is now 13 years old and they normally have a lifetime of 10 years. Members of the club have recently looked at our courts and measured the surface as having only 3mm of wear remaining from the original 15mm. The courts are becoming too smooth to maintain good grip for our tennis players, especially when the courts are damp. Most of our players are in the older age demographic and require a good surface in order to avoid injuring themselves by slipping on the courts. We are concerned that the slippery court surface leaves us vulnerable to insurance claims due to public liability, especially when the courts are hired by visitors..

The existing fencing is 25 years old and most of the poles have badly rusted. Some poles blew over during recent wind and have been temporarily secured.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

The replacement with hard courts was never considered as our players require the more cushioning surface that synthetic turf provides. The average age of our players is 64 years with many players continuing to play into their 80's. Many of our players may be injured through playing on a hard surface.

Replacing the fencing at the same time as replacing the turf would also result in a more efficient and better quality product.

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?

The Emu Point Tennis Club has been budgeting for the replacement and ongoing maintenance since the last upgrade of the tennis courts in 2008. A 10 year plan to save for the replacement of the courts was set up in 2008 resulting in the club now being in a good financial situation to be able to proceed with the replacement of the courts and fencing. Through the good maintenance of the court surface by one of our members volunteering many hours cleaning and protecting the surface, the lifetime of the courts has exceeded the predicted lifetime by several years. This has given us more time to raise funds for the courts replacement. The EPTC will again continue with its budgeting fund to ensure the future replacement of the next resurfacing of the courts in about 15 years. The replacement of fencing is not expected to occur for another 20 years.

Project location: Emu Point

Who owns the land on which your facility will be located? City of Albany
Lease Expiry (if applicable): 30/06/2035

Land ownership:

Planning approvals

If no, provide the date it will be applied for:

Not applicable

Where applicable, has planning permission been granted? (LGA)

Yes
No

26/07/2021

Aboriginal Heritage Act?

Yes
No

 / /

Not applicable

Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)

Yes
No

 / /

Not applicable

Native Vegetation Clearing Permit?

Yes
No

 / /

Not applicable

Please list any other approvals that are required?

Yes
No

 / /

nil

How will your project increase physical activity?

Having a good court surface for players will encourage more new members to join and play tennis at EPTC. Tennis played at EPTC often has players from other clubs and people who are thinking of starting to play tennis. Playing tennis on a good quality court surface and playing with the friendly and encouraging players often results in them playing more regularly and joining the EPTC. Once players join EPTC, especially if they are in an older

See document 8

age demographic, they continue playing tennis and being socially active in the club until they become physically unable to play anymore. The club has many loyal and long standing members. There is a high degree of care and support displayed to our older players.

The EPTC conducts one major tennis tournament during the year. Many players are attracted to play tennis in the tournament in order to experience playing on such a forgiving surface. Many of the competitors would find it difficult to play for many hours on a hard court surface without risking knee or hip injuries and would be unable to finish all games in the tournament.

See document 2

The tennis courts have a very high usage by members of the club during the week. The EPTC has currently 106 members. The EPTC uses the courts on average 21 hours a week.

Courts are also hired by members of the public by booking them through the Emu Beach Caravan Park, Rose Gardens Caravan Park as well as Havana Villas. This allows many local people, as well as large numbers of tourists to enjoy playing tennis and obtain more exercise and fitness while on holidays. This has reduced the need for the local tourist accommodation providers to build their own tennis courts for their patrons use.

Many tennis players from our club play a lot more tennis when they retire, largely due to them having more time to participate. Playing on a more cushioned surface can enable this sudden increase in physical activity by avoiding the occurrence of hip and knee injuries. Many of our players continue playing tennis and keeping mentally and physically active when they are in their 80's. This is again due to the EPTC having synthetic turf courts.

Currently EPTC has a disabled member who has been a member of our club for at least 10 years. Each Saturday, a carer drops her off to play in our regular Saturday afternoon Club Tennis. One of our members is keen to organise a regular time for people with disabilities to come to EPTC and play tennis. The EPTC is very supportive of this plan.

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

Local tennis players, tourists and visiting players from other clubs use our courts on a regular basis. Many other clubs only have organised tennis games a few times per week. EPTC has tennis games organised on a regular basis 6 times per week. We regularly get players from other clubs attending our organised weekly tennis events.

See documents 10,11,12

Abby Gibson will soon be using out courts for Junior Tennis Coaching for several hours during the week.

The courts are regularly hired by tourists staying at the local tourist accommodation providers. Families not from EPTC are often seen playing tennis on the courts.

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
ETTC	81	21
Tourists, local players	11	3
Junior Tennis Coaching	8	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.

2018/19	2019/20	2020/21
100	105	106

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

What is the name of the State Sporting Association for your activity/sport?

Tennis West

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

Contact Name: Charlotte King

Date of contact: 06/07/2021

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	31/08/2021
Preparation of tender/quotes for the major works contract	20/09/2021
Issuing of tender for major works	21/12/2021
Signing of major works contract	21/12/2021
Site works commence	01/03/2022
Construction of project starts	04/03/2022
Project 50% complete	04/03/2022
Project Completed	18/05/2022
Project hand over and acquittal	19/05/2022

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.

We would plan for the replacement of the court surface to occur during March/April 2022. Prior to that the use of courts at EPTC is at a maximum during the warmer/drier weather. Also the EPTC holds its annual Tennis Tournament in January.

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.

Name: Angus Woithe

Position Held: Emu Point Sporting Club President

Signed for Angus Woithe by Kevin Shanhun (Office Manager EPSC)

Signature: 

Date: 19/07/2021

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to 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.

- Application form.**
- Incorporation Certificate.**
- Two written quotes.**
- 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).
- For projects involving floodlighting, 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 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.

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. **PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).**

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)												
Resurfacing of 6 Tennis Courts	155,735.00	171,308.50	Sports Surfaces												
Accommodation & Travel Expenses	9,555.00	10,510.50													
Supply & erection of fence posts & wire	44,000.00	48,400.00	Integrity Fencing and Gates												
Donated materials (Please provide cost breakdown)	0	0													
Volunteer labour (Please provide cost breakdown)	10,070.00	11,077.00	<table border="1"> <tr> <td>Volunteers</td> <td>Cost per hour</td> <td>Cost for 38 hours</td> </tr> <tr> <td>9 X unskilled labour</td> <td>\$25</td> <td>\$8550</td> </tr> <tr> <td>1 X skilled labour</td> <td>\$40</td> <td>\$1520</td> </tr> <tr> <td colspan="2">Total Cost contribution of labour</td> <td>\$10070</td> </tr> </table>	Volunteers	Cost per hour	Cost for 38 hours	9 X unskilled labour	\$25	\$8550	1 X skilled labour	\$40	\$1520	Total Cost contribution of labour		\$10070
Volunteers	Cost per hour	Cost for 38 hours													
9 X unskilled labour	\$25	\$8550													
1 X skilled labour	\$40	\$1520													
Total Cost contribution of labour		\$10070													
Sub Total	219,360.00	241,296.00													
Cost escalation	31,393.50	34,532.85	<i>Applied at 15% as a possibility, excluding Volunteer Labour</i>												
a) Total project expenditure	250,753.50	275,828.85													

- At least **two written quotes** are required for each component.
- If your project includes 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	30,000.00		N	
Applicant cash	127,099.00		Y	
Volunteer labour	10,070.00			Cannot exceed applicant cash and LGA contribution – max \$50,000
Donated materials	0			Cannot exceed applicant cash and LGA contribution
Other State Government funding	0			
Federal Government funding	0			
Other funding – to be listed	0			Loans, sponsorship etc
CSRFF request (No Development Bonus)	83584.50		N	up to 1/3 project cost
or CSRFF request (Development Bonus)	0	0	N	Up to ½ project cost
b) Total project funding	250,753.50			<i>This should equal project expenditure as listed on the previous page</i>

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?

The EPSC - Tennis Section has the capacity to fund any shortfall in the approval process.
 If the project scope was to be reduced, then there are two (2) options :
 1. Repair the current fencing now with the intention of replacing it when funds become available.
 2. Defer the resurfacing of the courts to another date.

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.

Name of Local Government Authority: City of Albany
Name of Applicant: Emu Point Sporting Club Inc

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 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"/>

Section B

Priority ranking of no of applications received _____ of _____ applications received

Is this project consistent with the Local Plan Regional Plan

Have all planning and building approvals been given for this project? Yes 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.

<p>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?</p>
<p>2. A) <i>If a community group application:</i> 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?</p> <p>B) <i>If a council application:</i> Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p>

Signed

Position

Date

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

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street
 Leaderville WA 6007
 GPO Box 8349
 Perth Business Centre WA 6849
 Tel: (08) 6552 9700
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

PILBARA

Karratha Leisureplex
 Dampier Hwy, Karratha
 PO Box 941
 Karratha WA 6714
 Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

GASCOYNE

15 Stuart Street
 PO Box 140
 Carnarvon WA 6701
 Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

KIMBERLEY – Broome

Unit 2B, 23 Coghlan Street
 PO Box 1476
 Broome WA 6725
 Telephone (08) 9195 5749
 Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
 PO Box 2662
 Bunbury WA 6231
 Tel: (08) 9792 6900
southwest@dlgsc.wa.gov.au

GOLDFIELDS

Suite 1, 349-353 Hannan Street
 Kalgoorlie WA 6430
 PO Box 1036
 Kalgoorlie WA 6430
 Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Kununurra Youth Hub
 Rod Hodnett Drive
 Kununurra WA 6743
 PO Box 1476
 Broome WA 6725
 Telephone 08 9195 5750
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

GREAT SOUTHERN

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

WHEATBELT – Narrogin

50 Clayton Road
 Narrogin WA 6312
 PO Box 55
 Northam WA 6401
 Telephone 0429 881 369
wheatbelt@dlgsc.wa.gov.au



Department of
Local Government, Sport
and Cultural Industries

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

You MUST 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.

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

DLGSC Contact: Mel Eastough	Date: 9-7-21	Office: great southern
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Applicant's Details:

Organisation Name:	Albany Pony club				
Postal Address:	Po box 1242				
Suburb:	Albany	State:	WA	Postcode:	6330
Street Address:	189 Roberts Road				
Suburb:	Robinson	State:	WA	Postcode:	6330

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Larissa Curtis	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President		
Business Phone:		Facsimile:	
Mobile Phone:	0419934994	Email:	Albanyponyclub1242@gmail.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	ABN: 12801744613
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 #: A1000792T *
Bank details:	Bank: commonwealth	BSB: 066-500	A/c: 00906199

Local Government Authority Details:

LGA:	City of Albany		
Contact:	Judith want	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Club development officer		
Business Phone:	68203451	Facsimile:	
Mobile Phone:		Email:	judithw@albany.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): secure storage facility

Project Description:

Construction of a 6 metre by 6 metre storage facility with a 6-metre lean to.
And see attached documentation.

How did you establish a need for your project?

With our club almost doubling in membership I the last two year we have outgrown the sea container in there storing our assets, primarily our show jumping equipment.

Access to sea container is limited and the ideal arrangement from a point of view off: security, safety, feed of setup (volunteer time is valuable).

The OHS principles of terms of handling heavier items pointed to a purpose build storage facility.

We have held a number of show jumping days both competition and training and proves to be well supported and popular.

A secure storage facility would assist in both fundraising and training opportunities.

It would also help in the preservation of the jump poles and wings being out in the weather and equipment not being able to be stolen.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

The grounds at the Albany equestrian centre are shared by a number of other clubs, including one club with some jumping equipment that it stored in a separate facility.

We have on previous occasions hired their jumps for competition purposes, but unlike this club we hold 11 training days a year and paying for some one else's equipment would be prohibited.

The other storage facility does not have the capacity to store any other assets.

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?

Yes, a percentage from our show jump competition earnings can ear marked for maintenance and replacement.

Along with other assets it will be covered by insurance.

Project location: Albany Equestrian centre/ see plan

Land ownership: Who owns the land on which your facility will be located? Albany city council
Lease Expiry (if applicable): ongoing

Planning approvals If no, provide the date it will be applied for:

Where applicable, has planning permission been granted? (LGA) Yes No 9 / 07 / 21

Aboriginal Heritage Act? Yes No / /

Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River) Yes No / /

Native Vegetation Clearing Permit? Yes No / /

Please list any other approvals that are required? Yes No / /

How will your project increase physical activity? Yes in the right way will reduce set up times and more opportunities to hold competitions and training days.

Do you share your facility with other groups? Yes No If so, who: we share with Albany horseman's association, Albany adult riders. Southern district dressage club. Albany natural trail riders.

REPORT ITEM CCS373 REFERS TO

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
Albany Pony club	80%	
Albany Adult riders	10%	
Albany Equestrian	10%	

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.

2018/19	32	2019/20	39	2020/21	56
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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 department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Pony club WA inc	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Rick Gill	Date of contact: 21-07-2021

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 2021
Preparation of tender/quotes for the major works contract	October 2021
Issuing of tender for major works	November 2021
Signing of major works contract	December 2021
Site works commence	February 2022
Construction of project starts	February 2022
Project 50% complete	March 2022
Project Completed	April 2022
Project hand over and acquittal	May 2022

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.

Pony club effectively closes over Christmas and new year, spring / summer generally good for building work

GST

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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.

Larissa Curtis

Name: _____
 President Albany Pony club

Position Held: _____

Signature:  _____
 20/07/2021

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	\$9572		LGA cash and in-kind		
Applicant cash	\$9572		Organisation's cash	Yes	OPE event sale of seacont.
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)	\$9572		up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to 1/2 project cost	N	
b) Total project funding	\$28716		This should equal project expenditure as listed on the previous page		

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?

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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 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 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"/>

Section B

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
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

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

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?*

B) *If a council application: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?*

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

Signed

Position

Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 August 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) 6552 9700
CSRFF@dlgsc.wa.gov.au

GASCOYNE

15 Stuart Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

GOLDFIELDS

Suite 1, 349-353 Hannan Street
Kalgoorlie WA 6430
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
greatsouthern@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

KIMBERLEY – Broome

Unit 2B, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5749
Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Kununurra Youth Hub
Rod Hodnett Drive
Kununurra WA 6743
PO Box 1476
Broome WA 6725
Telephone 08 9195 5750
kimberley@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

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6231
Tel: (08) 9792 6900
southwest@dlgsc.wa.gov.au

WHEATBELT - Northam

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

WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
PO Box 55
Northam WA 6401
Telephone 0429 881 369
wheatbelt@dlgsc.wa.gov.au

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to 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.
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The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	Application form.
<input checked="" type="checkbox"/>	Incorporation Certificate.
<input checked="" 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 projects involving floodlighting, a lighting plan must be supplied showing lux, configuration and sufficient power supply

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- 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	



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

You MUST 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.

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

DLGSC Contact: Chris Thompson	Date: 20/07/2021	Office: Great Southern
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Applicant's Details:

Organisation Name:	City of Albany - Albany Leisure and Aquatic Centre				
Postal Address:	PO BOX 484				
Suburb:	Albany	State:	WA	Postcode:	6330
Street Address:	52-70 Baxter Road				
Suburb:	Albany	State:	WA	Postcode:	6330

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Mitchell Green	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Acting Manager Recreation Services		
Business Phone:	(08) 6820 3437	Facsimile:	
Mobile Phone:	+61 450 472 208	Email:	mitchell.green@albany.wa.gov.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 94 717 875 167
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. LGA's exempt
Is your organisation not-for-profit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Incorporation #: N/A - LGA applicant *
Bank details:	Bank: Commonwealth	BSB: 066500 A/c: 10162796

Local Government Authority Details:

LGA:	City of Albany		
Contact:	Mitchell Green	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Acting Manager Recreation Services		
Business Phone:	(08) 6820 3437	Facsimile:	
Mobile Phone:	+61 450 472 208	Email:	mitchell.green@albany.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): ALAC Gym and Aquatic Centre Changeroom Upgrades	
Project Description:	
<p>The proposed project aims to upgrade male, female and universal access changerroom facilities in the Albany Leisure and Aquatic Centre (ALAC) gym and aquatic areas, increasing user amenity and enhancing access.</p> <p>ALAC upgraded its gym access in 2020 to enable 24-hour access for members. This included a redesign and fit out front desk for 24-our service and development/distribution of key fobs and associate access locks. However, showers are located in the main ALAC facility, which is not accessible outside of normal operational hours. As such, members using the 24-hour access gym facilities cannot shower after a workout when ALAC day trading ends. Works will include adjusted entryways and partitioning, new male shower, female changerroom redevelopment to include two new showers, reduced stage area to accommodate a new/shifted universal access toilet block and new entryway to the female changerrooms.</p> <p>The aquatic centre and associated ablutions were constructed with the 2008 ALAC facility expansion. The current changerroom facilities are now aged and unappealing for members. The proposed project aims to redevelop male, female and universal access changerroom/ablutions blocks in the aquatic area to a modern standard, with an aim to increase member amenity.</p> <p>The project is expected to encourage additional membership and participation for the after-hours gym. Member amenity enhancements in the aquatic centre will also safeguard existing members and encourage new membership.</p>	
How did you establish a need for your project?	
<p>Need has been established through feedback from existing gym and aquatic centre members.</p> <p>24-hour access gym members have consistently suggested that shower facilities would improve amenity and encourage more participation during ALAC after hour periods, particularly where members are coming from or going to work after a session. New showers within close proximity to the gym will also increase amenity for day users, reducing requirements to use showers located elsewhere within the ALAC facility.</p> <p>In recent years, a number of aquatic centre members have approached ALAC regarding the quality of current changerrooms, suggesting that improvements would improve their willingness to renew membership on an ongoing basis. The facilities are not currently at a modern standard expected or experienced at other aquatic centres throughout the state.</p>	
What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?	
<p>Designs have been based on addition of showers into the gym and full gut of facilities on pool side and replacement of equipment. ALAC have worked closely with a leading Albany-based architect (H+H Architects) in the development of current designs and are confident that the current options are the most suitable for development. Cost-effectiveness, quality, amenity and sustainability have all been considered during the design process. No alternative designs have been considered due to the identified need for aquatic centre changerrooms and available space for the gym changerrooms.</p>	
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?	
<p>The proposed project includes the replacement or alternation of existing facilities, and therefore will not increase current operational costs. Efficiency of design and quality of materials are likely to slightly decrease costs, for example through reduced ongoing maintenance and repair requirements (e.g. ~\$40,000 in repairs has been required to ageing changerroom facilities over the last financial year). The City of Albany have robust asset management and operations plans for all assets, including ALAC, with regular schedules of maintenance and reserved budgets. Designs have been developed with strong consideration to the cost-effectiveness, quality and longevity of materials, as well as endurance of design.</p>	
Project location:	Albany Leisure and Aquatic Centre: 52-70 Baxter Road
Land ownership:	Who owns the land on which your facility will be located? City of Albany Lease Expiry (if applicable): N/A
Planning approvals	<u>Not Applicable</u> 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"/> ___/___/___

REPORT ITEM CCS373 REFERS TO

Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
Department of Biodiversity, Conservation and Attractions? (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?	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___

How will your project increase physical activity?

Current membership associated with the gym and aquatic facilities are spread across three areas: (i) gym & group fitness; (ii) aquatics; and (iii) long live you supervised gym programmes. In these areas, ALAC has realised an average annual growth in membership of 44% between 2017/18 and 2020/21. However, this is largely due to the Long Live You (LLY) programme which began in the 2019/20 financial year.

Gym and group fitness membership has grown at a more modest 9.8% average annual growth rate over the four years. In contrast, aquatics members have declined an average 5.6% per annum, driven by large losses between 2017/18 and 2019/20. Membership has recovered 10.4% over the last financial year, but is still down 18% on 2017/18 numbers.

With no upgrades to existing changeroom facilities, growth is expected to somewhat stagnate; projected at 1.5% annual growth for gym and group fitness and LLY (roughly in line with City of Albany population growth), and an average decline of 1% of aquatics members due to the state of current facilities. Overall membership and participation would therefore only increase by 6.4% over the next five years across all business units, or 175 new members (with a 4.9% decline in aquatics membership).

The amenity enhancements provided by the project are expected to drive membership and participation growth at 2% per annum across all three business areas. This would be particularly valuable for seniors utilising the successful Long Live You programme.

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

The City of Albany own and operate the ALAC facility as a business unit. The City run a number of internal programmes, including Aqua Splash, Aqua Deep, LLY Aqua Aerobics, Albany Swim School, gym programmes, and LLY supervised gym. However, the ALAC is also used by various sport and recreation groups (fee paid to City of Albany), including Albany Swim Club, Albany Masters Swim Club, Albany Water Polo, and the education Department.

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
City of Albany Aquatics Programs	32.5%	50
City of Albany Gym & Fitness Programs	32.5%	50
Albany Swim Club	15.6%	24

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.

2018/19	1,158	2019/20	2,712	2020/21	2,735
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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: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?

Not Applicable	
Have you discussed your project with your State Sporting Association? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Contact Name:	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	N/A
Preparation of tender/quotes for the major works contract	01/12/2021
Issuing of tender for major works	31/01/2022
Signing of major works contract	14/02/2022
Site works commence	01/03/2022
Construction of project starts	01/03/2022
Project 50% complete	15/05/2022
Project Completed	01/06/2022
Project hand over and acquittal	14/06/2022

<p>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.</p> <p>No. Members will have access to other ablution facilities during works at the aquatic centre and gym.</p>

GST

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APPLICANT'S CERTIFICATION

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

Name: Mitchell Green

Position Held: Acting Manager Recreation Services

Signature: _____

Date: _____

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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. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
<i>ie Electrical Works</i>	<i>25,000</i>	<i>27,500</i>	<i>B & S Electrical</i>
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total			
Cost escalation			<i>Please explain amount used</i>
a) Total project expenditure			

- At least **two written quotes** are required for each component.
- If your project includes 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	\$150,000.00	\$165,000.00	LGA cash and in-kind	YES	2021/22 Cap Works Budget
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	\$75,000.00	\$82,500.00	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	\$225,000.00	\$247,500.00	<i>This should equal project expenditure as listed on the previous page</i>		

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?

N/A

GST

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Name of Local Government Authority:
Name of Applicant:

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 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"/>

Section B

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
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

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.

<p>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?</p>
<p>2. A) <i>If a community group application:</i> 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?</p> <p>B) <i>If a council application:</i> Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p>

Signed

Position

Date

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

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PO Box 1242
Albany
WA 6331

July 2021

Mr Nathan Watson
Executive Director
City of Albany
PO Box 484
Albany
WA 6331

CSRFF Small Grant Application Albany Pony Club: Secure Storage Facility

Dear Mr Watson,

Albany Pony Club would like to apply for a contribution of \$9,572 through the Capital Seed Fund of the City of Albany as part of our CSRFF Small Grant Application to enable the establishment of a Secure Storage Facility. This facility will be used to store:

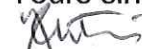
- Show Jump Poles
- Pole trailer
- Show Jump wings and uprights
- Show Jump planks and other fillers
- Cups (to rest the pole/planks on) including break away cups (safety requirement)
- Dressage arena/markers
- Games Equipment.

A secure storage facility will ensure that our equipment will be:

- Protected from the possibility of theft
- Protected from environmental damage - rain UV protection etc
- Readily available to set up for competitions/training events (minimum use of volunteer hours).

Albany Pony Club is one of five (5) clubs under the umbrella of the Albany Equestrian Centre. The vast majority of our competitions and training events are open to all 5 clubs. Over the last two (2) years membership of Albany Pony Club has almost doubled (now the largest Pony Club in the Great Southern Region) - to satisfy the educational and training needs of our members this has meant purchasing additional equipment. And this significant investment needs to be protected.

Yours sincerely,


Larissa Curtis
President



Emu Point Sporting Club (Inc.)
2 Birss St
Emu Point
Albany WA 6330

Tuesday, 20 July 2021

Mr Nathan Watson
Acting-Executive Director Community Services
City of Albany
PO BOX 484,
Albany WA 6331

Dear Nathan,

On behalf of Emu Point Sporting Club Inc I am writing to you regarding the Tennis Section Court Re-Surfacing and Fence Replacement Project.

As part of the application for funding for this CSRFF Project Emu Point Sporting Club Inc has provided evidence that we have funds available for our share of the project, by way of bank statements. The estimated cost has been established as a total of \$250,753.50.00 (ex GST) with Emu Point Sporting Club Inc contributing \$137169.00 (ex GST) by way of cash and Volunteer Labour.

The board of Emu Point Sporting Club Inc is supportive of this project and requests the City of Albany's approval for their financial contribution of \$30,000.00 (ex GST).

The next step in the CSRFF Small Grants Application will be to submit this to the Department of Local Government, Sport and Cultural Industries by the due date, for their consideration.

We are very appreciative of the support demonstrated by the City of Albany in accepting this application for funding consideration.

Yours faithfully

Simon Massina
Board Member (Emu Point Sporting Club (Inc.)
President – Tennis Section
Phone 0432 587 320
Email simon.massina@gmail.com



SHIRE OF JERRAMUNGUP

BRIEFING NOTE

TO: City of Albany	FROM: Martin Cuthbert
CC: Andrew Sharpe Nathan Watson Mitchell Green	DATE: 4 August 2021
SUBJECT: CSRFF – Independent Review	

PURPOSE

Review of the City of Albany's project ranking process and recommendations for the 2021 funding round.

REVIEW

Three applications were reviewed against the City of Albany's *Community Sports and Recreation Facilities (CSRFF) Small Grant Funding Policy* and the Department of Local Government, Sport and Cultural Industries *Community Sporting and Recreation Facilities Fund Policy and Procedures: Local government and State Sporting Associations 2022-2023 Funding Round*.

The three applications assessed were:

- Emu Point Sporting Club – Resurfacing 6 x Tennis Courts and replacing boundary fencing;
- Albany Pony Club – Construction of a Storage Shed; and
- City of Albany – ALAC Change Room refurbishment.

All three of the applications met the requirements of the City's CSRFF policy and the DLGSCI's CSRFF Policy and deemed eligible for funding.

The three applications also aligned with the City of Albany "*Albany 2030 Community Strategic Plan*", namely:

Objective 4.3: To develop and support a healthy inclusive and accessible community

Community Priorities

- 4.3.1** Develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages.

We know we are succeeding when:

Our community increasingly uses community spaces to meet and participate in healthy activities.

4.3.2 Encourage and support volunteers and community groups to grow an active volunteer base that is supported and valued.

We know we are succeeding when:

Volunteering and participation in community organisations increases.

RANKING OF PROJECTS

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	Emu Point Sporting Club	Resurfacing 6 x Tennis Courts and replacing boundary fencing	<p>This project has demonstrated a high level of planning and club member involvement and is strongly supported by the Emu Point Sporting Club and Emu Point Tennis Club. It is envisaged this project will have longer term outcomes by expanding recreation opportunities to the wider public and visitors to Albany.</p> <p>As a tourist destination, with a growing population, Albany will continue to attract new members to sporting clubs. Visitors seeking somewhere to play tennis are always welcomed and this would be lost if court surface replacement is not completed soon. The improved facilities would allow increased capacity for the tennis club to host more invitational days and competitions with 6 courts available for the purpose.</p> <p>There is a clear safety issue identified given many of the players are in the older age demographic.</p> <p>Club has a high membership base.</p>
2	Albany Pony Club	Construction of a Storage Shed	<p>A well thought out and planned project. The construction of purpose built, adequate storage will enable the club to safely store equipment and allow members and visitors to the facility to spend more time enjoying their sport of choice.</p> <p>Proper storage will increase the life of Club equipment and address OHS issues identified with the current practice of using a sea container.</p> <p>Club has a growing membership base.</p>
3	City of Albany	ALAC Change Room refurbishment	<p>A planned and needed project that will provide greater user amenity.</p> <p>The facility is currently well used and the upgrading of user amenities will have the desired effect of increasing patronage and user satisfaction for years to come.</p> <p>Expansion of gym to 24 hour access has highlighted the need to upgrade the facilities to cater to patrons outside of normal business hours.</p>

RECOMMENDATION

As an independent reviewer of the rankings for CSRFF projects based on the CSRFF guidelines and City of Albany policies, I agree that the projects be ranked in the following order:

- **Rank 1 of 3 – Emu Point Sporting Club**
- **Rank 2 of 3 – Albany Pony Club**
- **Rank 3 of 3 – City of Albany**

If you have any questions or require further information, please don't hesitate to contact me.

Kind Regards,



Martin Cuthbert
CHIEF EXECUTIVE OFFICER



MEMORANDUM

TO : Acting Manager Recreation Services: Mitchell Green
FROM : Manager Finance: Steve van Nierop
DATE : 5 August 2021
SUBJECT : **CSRFF Small Grant Round – Independent Review of Project Ranking Recommendations**

Dear Mitch

IN BRIEF

1. The City of Albany’s (“the City”) Elected Members and Executive Management Team have requested that an independent peer review be completed on the City’s assessment and priority ranking of submissions made for the Community Sports and Recreation Facility Fund (“CSRFF”) Small Grant Round in 2021.
2. I have been approached by yourself to provide this independent review.
3. My conclusion is that I have no concerns with the assessment and priority ranking of submissions made by City officers.

PURPOSE

4. The purpose of this memorandum is to provide to you my review of the assessment made by the City on the three (3) submissions received, being (in alphabetical order):
 - a. Albany Pony Club: Construction of a storage facility
 - b. City of Albany / Albany Leisure & Aquatic Centre: Changeroom Upgrades; and
 - c. Emu Point Tennis Club: Replacement of artificial turf and fencing

BACKGROUND

5. The CSRFF, administered by the Department of Local Government, Sport and Cultural Industries (“DLGSCI”), recently opened its Small Grant Funding Round, with details below:
 - a. The Small Grants Round targets community sport projects where the financial value of the total project is up to \$300,000 and is delivered within a 12-month period.
 - b. The grant round opened on 1 July 2021.
 - c. Applications are due to be presented to the City of Albany Elected Members at the August Ordinary Council Meeting (scheduled for 24 August 2021).
6. The City’s role in administering the CSRFF applications involves assessing all relevant applications, and DLGSCI’s CSRFF grant guidelines require the local government to rank applications in priority order for the municipality.
7. Whilst there is no obligation for local government to contribute to the community sporting projects, local government is viewed as a key funding partner in supporting improved community sporting amenities.
8. The City has a CSRFF Small Grant Funding Policy to guide how it will allocate funding through its annual Capital Seed Fund towards community sporting projects applying for CSRFF funding.
9. I received the three applications, the City’s CSRFF Policy, the DLGSCI’s grant guidelines, and a Briefing Note from yourself on 2 August 2021.

REVIEW

10. The DLGSCI's grant guidelines provides guidelines for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
 - a. Project justification
 - b. Planned approach
 - c. Community consultation
 - d. Management planning
 - e. Access and opportunity
 - f. Design
 - g. Financial viability
 - h. Coordination
 - i. Impact on physical activity; and
 - j. Sustainability

11. The following table outlines the ranking of the submissions by City officers:

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	Emu Point Sporting Club	Resurfacing 6x courts and replacing boundary fence	Well planned and needed by the applicant. This projects meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project is a high priority as the current surface and fencing is over 15 years old and the sporting surface supports a large membership base and high level of participation, and the project is ranked 1 of 3.
2	Albany Pony Club	Storage Shed	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project supports rather than directly relates to delivery of the Pony Club's activities, and is therefore a medium priority and is ranked 2 of 3.
3	City of Albany	ALAC Change rooms refurbishment	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project supports the social amenity of the ALAC facility, is a medium priority and is therefore ranked 3 of 3.

12. The following information was also provided in the City's briefing note on the applications:

- a. *Emu Point Sporting Club - Resurfacing 6 courts and Replacing Boundary Fence.*
 - i. *The funding application is a Small Grant Application to resurface the synthetic tennis courts and replace the existing boundary fence at the Emu Point Tennis facility.*
 - ii. *This will consist of replacing the 6 courts and replacing the boundary fence. The current synthetic court surface is 15 years old and the boundary fence is falling down, creating obvious safety issues.*
 - iii. *Emu Point Tennis Club has 105 members. Members use the facility all year round. There are 3 social tennis days on a Wednesday, Thursday & Saturday. These are well supported by the members.*
 - iv. *Current financial statement for Emu Point Tennis Club: Total of \$24,476.89 as per bank statement.*
 - v. *Current financial statement for Emu Point Sporting Club: Total of \$191,000.00 as per bank statement.*
 - vi. *The Club is contributing both cash and volunteer labour to the project.*
 - vii. *The project is well planned and needed by the applicant.*
 - viii. *The application, installation and project will be managed by Emu Point Tennis Club.*

REPORT ITEM CCS373 REFERS TO

- ix. *Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level. The priority given to this project is high.*

- b. *Albany Pony Club - Storage Facility*
 - i. *The funding application is a Small Grant Application for construction of an additional Storage Facility.*
 - ii. *The Albany Pony Club is located just off the Robinson Rd, at the Albany Equestrian Centre.*
 - iii. *The club has a membership of 56 with a mix of ages and genders participating.*
 - iv. *The club is contributing both cash and volunteer labour to the project.*
 - v. *Current financial statements: Total of \$5,383.00 as per bank statement.*
 - vi. *The project is well planned and needed by the applicant.*
 - vii. *The application, installation and project will be managed by the Albany Pony Club.*
 - viii. *Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level. The priority given to this project is medium.*

- c. *City of Albany - ALAC Change rooms*
 - i. *The ALAC Change rooms are a well utilised community asset and complement all of the programming which takes place at the centre.*
 - ii. *Upgrades will include the addition of shower facilities to the gym area and a refresh to the change rooms throughout the aquatics area.*
 - iii. *The addition of showers to the gym space will help increase member amenity and complement the 24/7 access functionality of the ALAC Gym.*
 - iv. *The aquatics change rooms were last upgraded in 2008 and they are now showing signs of wear and tear and in desperate need of a refresh.*
 - v. *All upgrades will include disability access design requirements.*
 - vi. *No Council Financial Support is being requested through this application process as City of Albany applications are not eligible for its Capital Seed Funding and the project already has funds allocated on budget through its Capital Works program.*
 - vii. *Department of Local Government, Sport and Cultural Industries – Sport and Recreation Great Southern Regional Manager has indicated that the project meets the criteria and would be supported at a regional level. The priority given to this project is medium.*

CONCLUSION

Based on the explanations provided in the Briefing Note, the criteria outlined by the DLGSCI in assessing applications, and comparing this to the information provided in the applications received, I have no concerns with the assessment and priority ranking of submissions made by City officers.

INDEPENDENCE

- 13. I can confirm that I have no involvement or affiliation with the Emu Point Tennis Club.
- 14. I can confirm that I have no involvement or affiliation with the Albany Pony Club.
- 15. I can confirm that I am an employee of the City of Albany which has submitted an application for the City of Albany / Albany Leisure & Aquatic Centre Changeroom Upgrades. However, I can confirm that I do not work in the Recreation Services department or the Community Services directorate. I am also not a member of the ALAC Gym or have a membership with the Aquatic Centre. My involvement with the Aquatic Centre is that my children partake in swimming lessons held there. I don't believe this affiliation obstructs on my independence.

Kind regards,



Steve van Nierop
Manager Finance
City of Albany

From: [Jarrad Gardner](#)
To: [Mitchell Green](#)
Subject: CSRFF Comments
Date: Friday, 6 August 2021 1:42:16 PM

Hi Mitch,

My comments below:

Emu Point

Extensive project planning that features a structured approach toward funding surface replacement by the applicant. Project meets the criteria for consideration under the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project is a high priority due to the age of the current surface and recent damage to surrounding infrastructure. The sporting surface supports a large and growing membership base, in addition to servicing ad-hoc participation through facility hire.

Project is ranked 1 of 3

Albany Leisure and Aquatic Centre

Project is well planned, requirement demonstrated, with a significant matched funding contribution. Project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The facility supports significant sporting participation across a range of sporting codes, in addition to recreational activities. Facility amenity is an important consideration in growing membership base and meeting community expectations that provide benefits to multiple Great Southern municipalities.

Project is ranked 2 of 3.

Albany Pony Club

Project is well planned and required based on membership growth. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project supports rather than directly relates to delivery of the Pony Club's activities, with benefits relating to the applicant rather than a broader municipality.

Project is ranked 3 of 3

Happy to explain any of the above.

Thanks,
Jarrad



Department of
**Local Government, Sport
and Cultural Industries**

Community Sporting and Recreation Facilities Fund



Policy and procedures

Local government and
State Sporting Associations

2022—2023 Funding Round

Department of Local Government, Sport and Cultural Industries

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This report can be downloaded in PDF format from the Department of Local Government, Sport and Cultural Industries website. Alternative formats are available on request.

About DLGSC

The Department of Local Government, Sport and Cultural Industries (DLGSC) works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State.

The department provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians.

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Introduction

This manual has been produced as a guide for local government and State Sporting Association (SSA) personnel who are assisting applicants to prepare their application for a CSRFF grant and/or involved in the assessment process of the CSRFF program.

This manual must be read in conjunction with the current guidelines for a grant application, application forms and Key Principles of Facility Provision.

It is intended that this manual be a practical guide that can be updated as required. Updates may be provided by the Department and will override any previous versions of the manual.

Department of Local Government, Sport and Cultural Industries regional offices

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Telephone 0429 881 369
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Acronyms

ATO	Australian Taxation Office
NCC	National Construction Code
CSRFF	Community Sporting and Recreation Facilities Fund
DDA	<i>Disability Discrimination Act</i>
DLGSC	Department of Local Government, Sport and Cultural Industries
FMA	<i>Financial Management Act</i>
GST	Goods and Services Tax
LCC	Life cycle costing
RCTI	Recipient Created Tax Invoice
SSA	State Sporting Association

Definitions

Applicant/grantee

For the purpose of this manual applicants and grantees are essentially the same entity. The applicant becomes a grantee, once an offer of grant has been accepted.

Approval to commence project

- (a) Minister's approval: Minister's approval to allocate the grant.
- (b) Building approval: approval to proceed with construction as issued by the local government.

Capital upgrade

Improvement to existing facility not major maintenance.

Deferrals

An extension to expend the funds outside of the twelve (12) months in which they were allocated to be spent – subject to approval.

Donations

Items that are donated, e.g. materials, equipment etc.

Financial year

1 July to 30 June (grants are allocated to 15 June only).

Funding round

The year in which the grant is applied for (forward planning grants can be applied for in the funding round of 2022/23 and approved for payment in 2023/24 and 2024/25).

Funding year

The year in which the grant is allocated for payment, i.e. 2022/23 is the funding year as mentioned in funding round above.

Grant expiry date

15 June in year of offer.

Grantees cash

All grants must be matched by grantee cash, which can be made up of cash or local government (cash or kind) contribution.

Grantees contribution

All grants can be made up of cash, donations, voluntary labour, local government (cash or kind) contribution, and other grants.

Maintenance

Non capital items. Annual repairs or aggregated annual requests that have not been undertaken.

Regional

A local government listed in Schedule 1 of the *Regional Development Act 1993 (WA)*.

Sinking fund

Established specifically for the replacement and major maintenance of facilities, often referred to as a building reserve fund. This requires an annual contribution equivalent to future replacement cost divided by useful life of asset.

Triennium

A period of three years.

Overview of CSRFF program

Purpose

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

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

Through CSRFF, the State Government will invest \$12.5 million in the 2022-2023 financial year towards the development of quality physical environments in which people can enjoy sport and recreation. The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million.

DLGSC will assess the total eligible cost of your project (excluding GST) from the information provided.

Some applications will be eligible for up to one half of the project cost. This eligibility will be measured against key development principles. Applicants will have to show their eligibility through the development bonus section of the application form. Meeting development bonus criteria will not automatically ensure the applicant is eligible for 50% of the project cost. Applicants will need to return unspent funds to DLGSC in accordance with the terms of the grant agreement.

Eligibility

Applicants must either be an local government, not-for-profit sport, recreation or community organisation, incorporated under the *Associations Incorporation Bill 2014* and have an Australian Business Number (ABN).

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

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

Priority consideration

CSRFF can fund new or upgraded facilities which will maintain or increase physical activity, or result in a more rational use of facilities. Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability. The program is not designed to provide facilities to meet a club's ambitions to compete in a higher grade.

Examples of projects which will be considered for funding include:

- New playing surfaces e.g. ovals, courts synthetic surfaces etc.
- Floodlighting
- Change rooms and ablutions
- Sports storage
- Clubrooms including social space, kitchen, administration areas and viewing areas. Please note that these areas have a minimal impact on physical activity and would be considered a lower priority.
- Resurfacing of existing sports surfaces. It is expected that facility managers will budget for these items as part of the ongoing operation of the facility, frequently over 7 to 10 years. Resurfacing projects are a low priority and where the applicant has previously been funded through CSRFF, the project is likely to attract reduced funding of 16.66%. In competitive rounds it is unlikely that these projects will receive funding.

Planning

Applicants must discuss individual projects with DLGSC prior to lodging an application. The emphasis of the assessment factors is on a planned approach to facility provision and will require the applicant to demonstrate need and feasibility/sustainability and to consider planning, design, and management issues to meet that need.

Officers assessing applications will provide a rating against the level of project consultation. Where no consultation has occurred, the rating will be zero.

Close liaison with DLGSC officers must occur throughout the planning process. Applicants should also liaise with their local government and relevant SSA even if they will not be contributing financially to the project.

The Key Principles of Facility Provision explains in depth the principles against which applications for CSRFF funding will be assessed.

Level of funding

An amount of \$12.5 million will be allocated in the 2022-2023 financial year. Applicants requesting a forward planning grant in the first year of the triennium must have all planning completed prior to lodgement of the application. This is necessary for the project to commence once approval has been given. Failure to obtain appropriate planning approvals will result in the grant being withdrawn.

The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million. DLGSC will assess the total eligible cost of your project (excluding GST) from the information provided. Any ineligible items shown as eligible will be deducted from the eligible project cost. This may result in the funding eligible for your project being less than the amount you have requested.

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

In terms of total project cost, you should make an allowance for cost increases over the period of the project as it is not possible to receive additional funding to meet that cost once the project has been approved. Cost increases can be based on the Building Cost Index (BCI) over the last two to three years. Applicants must also factor regional loading into the total project cost.

DLGSC does not guarantee you will receive the full amount of financial assistance requested or the maximum level of funding. The level of financial assistance offered will be based on the overall significance of the proposed project, including the benefits provided to the community.

Receiving financial assistance under this program does not guarantee future stages of your project will be funded.

There is no obligation on your local government to make a contribution to a community group project however a contribution from all stakeholders (local government or community club/group) in a project that meets local needs will be viewed more favourably.

Applicants are expected to secure commitments and provide evidence for the balance of funds to meet the total cost of their project at the time of application. If these cannot be demonstrated it is unlikely that a grant will be approved. Applicants will be required to complete their project within an agreed time frame.

Local governments should make a firm commitment to fund or not to fund a project before the application is submitted to DLGSC. Applicants will need to return unspent funds to DLGSC in accordance with the terms of the grant agreement.

Grant categories

Small grants

A grant of between \$2,500–\$100,000 will be allocated to projects involving a basic level of planning. Up to one third of the total project cost can be awarded. The total project cost for small grants must not exceed \$300,000. Grants given in this category must be claimed in the financial year following the date of approval.

Projects with a total project cost of below \$7,500 will be ineligible for funding as it is expected that the applicant should be able to fully fund these.

Annual grants

A grant of up to \$166,666 will be allocated to projects with a planning and construction process that will be complete within 12 months. Up to one third of the total project cost can be awarded. The total project cost for annual grants is between \$300,001 and \$500,000. Grants given in this category must be claimed in the financial year following the date of approval.

Forward planning grants

A grant of between \$166,667–\$2,000,000 will be allocated to the large scale projects where the total project cost exceeds \$500,000 and may require an implementation period of between one and three years. Up to one third of the total project cost can be awarded. Grants given in this category may be allocated in one or a combination of the years in the triennium.

Note: Maximum grant for small and annual grants may increase if a development bonus is approved.

Special initiatives

There is funding allocated from within the \$12.5 million for special initiatives. This funding will be allocated should sufficient eligible applications be received within the funding round.

Female facility improvements

\$1 million is allocated within the \$12.5 million available to projects that improve the usability of facilities for female participants. To encourage female participation funding has been set aside in the funding round for projects that support female participation.

Projects that address this issue, such as the upgrade of change rooms to cater for females including lockable, individual showers and more toilet cubicles in lieu of urinals, will be a priority. Facility audits will also be considered for funding so that a future project can be appropriately scoped and designed.

Aboriginal projects

\$500,000 is notionally allocated within the \$12.5 million available to projects that provide sport and recreation infrastructure to remote Aboriginal communities and regional communities with a significant Aboriginal population. Remote aboriginal communities may be eligible for up to 100% of the project cost for high priority projects. Potential applicants must contact their Regional Manager to discuss eligibility.

Organisations apply for these grants using the annual and forward planning or small grant application forms. If the Department receives eligible applications in excess of the allocated amount for either category, these applications will still be considered for funding from the remaining CSRFF funds.

Assessment factors

The Key Principles of Facility Provision explains in depth the principles against which applications for CSRFF funding will be assessed. All applicants are required to address the questions in the application form. Principles relate to aspects of:

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

All projects will be assessed against these key principles, although the information required will vary depending upon the size and type of project. Simple annual projects are required to give information that will allow for an assessor to gain a clear understanding of the project and the justification for doing it.

Development bonus assessment factors

In order to receive more than one third funding (up to a maximum of one half) or the maximum grant of the project cost, applicants must demonstrate that their project satisfies at least one of four key areas:

1. Location – regional, remote or growth areas
2. Co-location of sports and/or sporting facilities
3. Sustainability initiatives – e.g. water saving, energy reduction
4. Increase participation – new participants, increase participation of existing users, special interest groups participation.

Applicants must complete the development bonus section of the application form to demonstrate that they are eligible for up to 50% funding.

It is essential that applicants requesting a development bonus discuss their eligibility with DLGSC before applying. Failure to do so will result in your application being unsuccessful.

Life cycle cost guidelines

An important part of the funding process is to make sure the community can bear the true cost of running and maintaining a facility well into the future.

Developing a life cycle cost approach when considering your project's parameters will provide you with a solid and informed base from which to make the most effective financial, economic and operationally sustainable decisions. This life cycle assessment should be undertaken in the planning of any project so all parties have an understanding of the upfront, ongoing and replacement costs over the life of the project.

A life cycle cost analysis must be provided for projects with a total cost over \$500,000.

The Department will undertake spot audits of funded projects over their life cycle to ensure than grantees are meeting the obligations they outline in their grant application. Local Governments are encouraged to outline in their project assessments how they will monitor their sporting groups and provide advice to the department on an ongoing basis.

Please refer to DLGSC's Life Cycle Cost Guidelines www.dlgsc.wa.gov.au/csrff or by contacting the Department at csrff@dlgsc.wa.gov.au.

Sinking fund

A sinking fund is established by setting aside revenue over a period of time to meet future capital expenses. The annual amount to be set aside is determined by the expected life of the asset using the formula

Expected cost of replacement (including inflation)

Expected number of years before replacement

e.g. A club may set aside \$15,000 from club revenue each year to replace a \$150,000 synthetic surface in 10 years' time.

The responsibility for maintaining and operating a facility rests with the local government, the club or a combination of both. It is important that CSRFF applicants can demonstrate they can maintain the facility by developing a sinking fund for asset replacement. Local governments, as the asset owner, are expected to ensure that part of their assessment of a project includes confirmation they will underwrite any shortfalls.

Resurfacing of existing sporting surfaces is an example of a project where a sinking fund will be required following a successful application. Typically, synthetic sporting surfaces have a life of 7–10 years over which a facility owner/manager is expected to budget for the operation and replacement of the surface at the end of life via the development of a sinking fund and an annual contribution to the fund.

It should be noted that resurfacing projects are a low priority and where the applicant has previously been funded through CSRFF, the project is likely to attract reduced funding of 16.66%. In competitive rounds it is unlikely that these projects will receive funding.

Exclusions from the fund

Funds will not be available for:

- Projects that commence before approvals are announced.
- Development of privately owned facilities.
- Arts, music, craft and non-physical recreation facilities.
- Facilities considered to be a full State Government responsibility proposed by either government departments, schools or parents and citizen associations, unless there is demonstrated community sporting and recreation need/benefit commensurate with the funding request.
- Recurring maintenance or operating costs of existing facilities.
- Purchase of land, landscaping, carparks and access roads.
- Playgrounds.
- Bikeways or pathways.
- Non land-based facilities, e.g. boat launching ramps, ocean pools and marinas.
- Non-fixed equipment.
- Fixed sports specific equipment (e.g. electronic targets, scoreboards).
- Facilities or fixtures for the express purpose of serving alcohol.
- Projects that do not meet Australian Standards and National Construction Code.
- Projects that have already received a CSRFF grant and are seeking an additional grant to meet cost increases.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed 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.
- Projects that have State Government funding in excess of 66.66% of the total project cost.
- Local government overheads, project administration and project management (unless expressly approved in the grant agreement).

Funding may be available from other government departments and agencies for projects that are excluded from the CSRFF program or for components of projects considered ineligible.

Applications

Receipt of an application does not in any way imply that a grant will be approved. Results of applications are expected to be announced as follows:

Annual/forward planning grants: January in the calendar year following lodgement of the application.

Small grants: June for applications lodged in February of the same year. November for applications lodged in August of the same year

Procedures for applicants

Contacting DLGSC and accessing information

- All applicants must contact their nearest DLGSC office to discuss the project and its eligibility for funding.
- In regional WA, guidelines for a grant application and application forms are available from your nearest DLGSC regional office. See page 4 for a list of DLGSC regional offices.
- In the metropolitan area, guidelines for a grant application and application forms are available from your local government.

Contacting local governments and SSAs

- If the project is eligible, applicants must contact their local government to discuss the project with recreation/community service/planned works personnel and applicants should also discuss the date by which their application must be submitted. These vary dependent on local processes and council meeting dates.
- Applicants should contact their SSA to discuss the project. SSAs are able to provide advice on issues related to technical specifications.
- Throughout the planning process the applicant must liaise with DLGSC staff to ensure that they address the key principles adequately.

Submitting an application

- Applications must be lodged with their local government irrespective of whether the local government is contributing to their project. The CSRFF application form must be completed, ensuring that all the questions are answered and supporting documents provided as required. DLGSC will assist applicants to understand what is required.
- Completed applications are to be returned to their relevant local government by the end of August 2021 (or relevant CSRFF small grants deadline).
- Applications to DLGSC from local governments close on 30 September 2021 (or relevant CSRFF small grants deadline).

All applications submitted to DLGSC must have been presented to the local government and endorsed by council, otherwise they will be ineligible for consideration.

Assessment and approval of application

- Applications are assessed by the relevant local government, DLGSC and SSA. These assessments are provided to the CSRFF Advisory Committee, which considers all applications and provides funding recommendations to the Minister for Sport and Recreation.

Acceptance of grant

- Successful applicants will be required to complete a grant agreement and comply with any conditions of approval.

Acquittal of grant

- Applicants are now able to claim 25% of their grant upon the signing of a major works contract. 50% of the grant may then be claimed once expenditure has reached 50%. The final 25% of the grant is to be claimed upon the completion of the project. Grantees are required to demonstrate that the expenditure of funds has occurred prior to submitting a claim for payment.

- CSRFF small grants applicants can receive an upfront grant payment upon the signing of a works contract (copy of signed contract to be provided to the Department) or where no formal works contract exists, payment will be determined on a case by case basis in consultation with the applicant. Upon completion of a project the applicant will be required to acquit the grant by providing the CSRFF claim forms and sufficient evidence of expenditure. If the project is delivered under budget, then grant monies not expended will need to be returned to the Department.

Change of purpose

Once a project is approved, it cannot change scope or location without consultation and written approval from DLGSC. Ministerial approval is required for any change of purpose to the originally approved grant.

Applicant/grantee name

Once an application has been approved, it is not possible to change the name of the applicant. If a local government is likely to manage a project, then the local government must ensure that they are the applicant registered on the application form. Once the grant has been approved, payments can only be made to the approved applicant and not to a third party, i.e. the local government who may have managed the project.



Australian Standards and National Construction Code

All projects must comply with the Australian Standards and National Construction Code relevant to their project. For example, lighting projects are to adhere to the Australian Standards for sports lighting. Universal access is mandatory.

Please refer to DLGSC's Asset Management Guide, www.dlgsc.wa.gov.au/csrf or by contacting the Department at csrf@dlgsc.wa.gov.au for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding. This list may not be complete and applicants must ensure they consult with their local government for any other relevant requirements.

Funding categories

Only work commenced after announcement of approval is eligible for claim. Refer to Guidelines for Grant Application and small grants application form.

Small grants

Small grants will be awarded to projects involving a basic level of planning. The total project cost for small grants must not exceed \$300,000. Grants given in this category must be claimed by 15 June in the relevant financial year. Please see page 19 for an overview of the small grants application process.

Examples of small grant projects:

- Cricket pitch and practice wickets
- Storage upgrades
- Changerooms refurbishments
- Safety fences for sport and recreation facilities, i.e. ballistic sports
- Small floodlighting projects
- Court resurfacing or upgrades
- Large scale dams, water collection systems and pipelines for distribution (maximum grant offered is \$60,000)
- Various planning studies to a maximum grant amount of \$25,000.

Value of total project	\$7,500–\$300,000, exclusive of GST
Value of grant	Minimum grant of \$2,500 Maximum grant of \$100,000 Note: the maximum grant may increase to 50% funding if a development bonus is approved.
Management	Generally, small grant projects will not require a facility manager to be assigned to the project.
Planning process	The skills required to plan a project supported by a small grant will be simple and generally readily accessible to the local community.
Impact on the community	Projects are generally local in scale.
Grant funds	Grant funds for small projects must be claimed by 15 June in the relevant financial year. Under the CSRFF small grants program applicants can receive an upfront grant payment upon the signing of a works contract (copy of signed contract to be provided to the department) or where no formal works contract exists, payment will be determined on a case by case basis in consultation with the applicant. Upon completion of a project the applicant will be required to acquit the grant by providing the CSRFF claim forms and sufficient evidence of expenditure. If the project is delivered under budget, then grant monies not expended will need to be returned to the department.

Annual grants

Annual grants will be awarded to projects with a planning and construction process that will be complete within 12 months and have a total project cost (exclusive of GST) of \$300,001–\$500,000. Grants given in this category must be claimed by 15 June in the next financial year.

Note: Where the grant requested is \$166,666 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.

Examples of annual projects:

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

Value of total project	\$300,001–\$500,000, exclusive of GST
Value of grant	Maximum grant of \$166,666 Note: the maximum grant may increase to 50% funding if a development bonus is approved.
Management	Generally, annual projects will not require a facility manager to be assigned to the project
Planning process	The skills required to plan a project supported by an annual grant will be simple and generally readily accessible to the local community. Some fundamental research and planning may be required. Applicants for annual grants are required to address the questions in the application form. Consultation with DLGSC will assist in understanding what is required.
Impact on the community	Projects are generally neighbourhood to district level in scale.
Grant funds	Grant funds for annual projects must be claimed in the next financial year.



Forward planning grants

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

CSRFF is a reimbursement system. Only work commenced after announcement of approval is eligible for claim. Refer to Guidelines for Grant Application and application form.

Examples of forward planning grant projects:

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

Funding availability

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

Note: A development bonus will not impact the grant category that you are eligible for. The project cost should determine the category you will apply for.

Emergency relief funding

There is scope in the CSRFF program for funding to be allocated outside of the normal timeline to projects that reinstate facilities for sport and recreation that are extensively damaged as a result of unforeseen circumstances.

Emergency relief funding is not intended to minimise the requirement of community groups and local governments to adequately maintain their assets. The policy is not intended to negate the need for facility owners to have adequate insurance.

Applicants must be able to demonstrate that the damage to facilities has resulted from an occurrence that could not have reasonably been foreseen. Such occurrences include cyclones, flooding, bushfire, earthquakes, etc. An unforeseen event contained to a particular facility, e.g. building fire, does not qualify for emergency relief. Applicants must provide evidence that they have adequate insurance to protect their asset.

Projects ineligible for emergency relief funding

Projects that commence before applicants are advised of the outcome of their submission are ineligible. Funding will not be considered for projects that have resulted from occurrences that could have reasonably been anticipated. The availability of emergency relief funding in no way minimises the need for community groups and local governments to develop effective asset preservation strategies, or plan for future facility upgrades. In particular, local governments should not assume they are eligible to apply for emergency relief funding should essential, immediate, remedial works to aquatic facilities be required.

Emergency relief funding is not available to assist with capital upgrades. The intent of the funding is to reinstate facilities to a serviceable level. Only in exceptional circumstances will emergency relief funding be provided to improve the standard of facility provision.

Grants application process

Overview of annual and forward planning grants application process



<p>June 2021</p>	<ul style="list-style-type: none"> • Advertising in The West Australian and regional newspapers. • Application forms available from local government (metro area only) and DLGSC offices (regional WA only).
<p>August 2021</p>	<ul style="list-style-type: none"> • Applications to be lodged at local government by the end of August 2021. Applicants should check the closing date with their local government, as they do vary.
<p>September 2021</p>	<ul style="list-style-type: none"> • Applications are assessed by local government staff and recommendations prepared. Local governments are required to rate and rank all applications they receive in order of priority. • Applications presented at local government council meeting. • Applications must be lodged at DLGSC regional offices by 4pm on 30 September 2021.
<p>October / November 2021</p>	<ul style="list-style-type: none"> • Applications are assessed by DLGSC regional managers. • Applications are assessed by State Sporting Associations.
<p>December 2021 / January 2022</p>	<ul style="list-style-type: none"> • CSRFF Advisory Committee considers applications and makes recommendations to the Minister. • Minister for Sport and Recreation considers recommendations and grants approvals. • Successful/unsuccessful applicants notified.
<p>1 July 2022</p>	<ul style="list-style-type: none"> • Funds available.
<p>15 June 2023</p>	<ul style="list-style-type: none"> • Grant must be acquitted (except forward planning grants that have approval to expend the funds in the second and third year of funding).

Overview small grants application process

Winter	Summer
February 2022	July 2022
<ul style="list-style-type: none"> Advertising in <i>The West Australian</i> and regional newspapers. Application forms available from local government (metro only) and DLGSC offices (regional WA only). Applications to be lodged at local government by the end of the month. Applicants should check the closing date with their local government, as they do vary. 	
March 2022	August 2022
<ul style="list-style-type: none"> Applications are assessed by local government staff and recommendations prepared. Local governments are required to rate and rank all applications they receive in order of priority. Applications presented at local government council meeting. Applications must be lodged at DLGSC regional offices by 4pm on the last working day of the month. 	
April 2022	September 2022
<ul style="list-style-type: none"> Applications are assessed by DLGSC regional managers. 	
May/June 2022	October/November 2022
<ul style="list-style-type: none"> Small Grants Committee considers applications and makes recommendations to the Minister. Minister for Sport and Recreation considers recommendations and approves grants. Successful/unsuccessful applicants notified. 	
15 June 2023	15 June 2023
<ul style="list-style-type: none"> Grant must be acquitted. 	

Documentation information required for small grants and annual grants

Minimum requirements are noted below. Applicants may wish to supply additional relevant information.

Grants \$2,500–\$166,666 where the total project cost (GST exclusive) is \$500,000 or less:

- Application form including responses to questions and the development bonus section if applicable.
- 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. DLGSC accepts no responsibility for cost variations to projects that were provided grants based on quantity surveyor costs. In remote isolated areas one quote may be considered but this must be discussed with DLGSC. Please note this does not remove the requirement to undertake the appropriate procurement process when undertaking the project.
- If your project involves the upgrade of an existing facility, include a photograph of this facility.
- Locality map, site map and building plans (in relevant constructions projects).
- Site and locality maps outlining where proposed facility is located in relation to other sport and recreation infrastructure (where applicable).
- Income and expenditure statement for the current and next financial years (local governments exempted). If applicable, provide a detailed breakdown of who, where, qualifications and cost of voluntary labour and donated materials.
- Itemised project cost of components including the relevant quote for each.
- Written confirmation of financial commitments from other sources including local government. This can be in the form of council minutes. Approval of other funding that is conditional upon CSRFF funding is not acceptable.
- For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
- 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.

Additional documentation information required for forward planning projects

Grants \$166,667–\$2 million, where the total project cost (exclusive of GST) exceeds \$500,000:

All of the above and:

- Needs analysis
- Concept design
- Locality map, site map and building plans (in relevant constructions projects) in A3 format
- Feasibility study
- Management plan
- Life cycle cost analysis.

Closing date

Planning for facility development and provision should be occurring over the long term. The submission period provides time to gather information into a format suitable for assessment. However, planning of the project must commence much earlier.

The closing date for submissions to the local government for annual and forward planning grants is likely to be the end of August. This gives applicants approximately three months to complete and submit their application from the time the round opens. The actual date may vary – please contact your local government to check the date. However, DLGSC must be allowed adequate time to make assessments.

The closing dates for submissions to the local government for small grants is the last working day of February

and July. Please contact your local government to verify the date.

The timetable allows one full month for the local government to process and assess all applications by the appropriate officer, and to be considered at a council meeting of that authority. Contact your local government to confirm this process.

DLGSC regional offices must receive local government assessed annual and forward planning grant applications, with council endorsement, no later than 4pm on 30 September 2021. The deadline for small grants is the last working day of March and August.

Late submissions or submissions made direct to DLGSC will not be considered for funding in that round.

Funding contributions from local governments and other funding agencies

Local governments should make a firm commitment to fund or not to fund a project before the application is submitted.

There is no obligation on local governments to make any contribution to a community group project. However, the State does take this into consideration when assessing the local government's support for the project. Lodging an application does not imply that a local government will provide funding assistance. Applicants must negotiate with local governments if they wish funding. Written confirmation of funding from a local government must be included with the application form. This can be in the form of council minutes.

The maximum CSRFF contribution will be up to one-third of the total eligible (GST exclusive) cost of a project, or the relevant development bonus percentage (up to a maximum of one half) up to a maximum grant of \$2 million.

Any local government cash/labour/machinery/materials is to be costed as part of the applicant's cash contribution. However, certain services are considered to be part of the local governments normal function, i.e. shire engineers, administration or finance staff, and costs associated will not be recognised. Local governments will not be funded for planning projects which are undertaken by council staff.

Other State Government contributions i.e. Department of Education, Lotterywest and development commissions etc can be sourced and will be considered as part of the remaining project costs. The local community is expected to make a contribution for a project to meet local needs.

This policy facilitates the joint development of community facilities supported by a combination of State Government departments/agencies, e.g. a smaller community with limited cash resources may now plan for a dual use/joint provision facility using CSRFF, Department of Education and Lotterywest funding with the applicant funding the remainder.

State Government funding must not exceed 66.66% of the total project cost.

Private land

The Minister will not normally approve a grant towards a project to be established on privately owned land.

Note: In special circumstances, such as rural communities, a local landowner may donate a portion of their property for the sole purpose of public access to a sport and recreation facility. In this instance, evidence of the owner's agreement to public access onto the property for a period not less than the useful life of the investment is required in the form of a formal lease document. Evidence of approval from the local government is also required. Any such agreement must safeguard and return an appropriate level of funding to the State should public access cease.

Clubs that are exclusive (prohibitive membership costs) by definition if membership or use of the club's facilities is restrictive in any way will not be considered for funding. The onus is on the applicant to demonstrate that membership of the club is available to any member of the public.

It is unlikely that facilities will be developed on land owned by private education institutions.

Voluntary labour

Voluntary labour is work undertaken by people, without compensation or reward.

The value of work undertaken by volunteers can be included in the applicant's contribution. Voluntary labour is allowable up to \$50,000 in value, however the grantee's cash contribution must match any non-cash contribution to the project.

Administration of projects, preparation of applications, claim forms, documentation, etc, is not recognised as a claimable item. In general local government staff hours will not be recognised.

Voluntary labour can be classified as follows:

Unskilled

General work is being undertaken where no recognised qualification is required. This includes work that is supervised by a skilled person and labourers.

Skilled

A person with a recognised qualification specific to the work to be undertaken, i.e. trades person, grader driver, truck driver, etc.

Professional

A person with a formal tertiary qualification specific to the work to be undertaken, i.e. architectural, legal, engineering, surveying work or similar.

Charge-out rates

- Unskilled voluntary labour is calculated at a rate no greater than \$25 per hour.
- Skilled voluntary labour is calculated at a rate of up to \$40 per hour.
- Professional voluntary labour is calculated at a rate of up to \$60 per hour.
- Voluntary labour must be recorded on a Schedule of Voluntary Labour, which must be endorsed by the local government. This can be included as part of the overall project cost when making a claim.

Donated materials

Donated materials can be recognised as part of an applicant's contribution (see examples at the end of this section). Donated materials must be recorded on a Schedule of Donated Materials, which must be endorsed by the local government.

There is no limit on donated materials, however the applicant's non-cash contribution cannot exceed the applicant's cash contribution to the project.

Any local government cash/labour/machinery/materials is to be costed as part of the applicant's cash contribution, not as voluntary labour or donated materials. However, certain services are considered to be part of the local governments normal function, i.e. shire engineers and administration/finance staff, and costs associated will not be recognised.

Donated materials may not be recognised where:

- The donor is the supplier or contractor involved in the project. It is essential that the applicant completes a valid tender process before considering donations or discounts related to suppliers and contractors.

Note: If the supplier or contractor provides materials at the wholesale price or lower, then the difference between the retail price and the wholesale price may be recognised as a donation, (i.e. it has to be demonstrated that the donor is foregoing their profit component in favour of the applicant/project).

- The intent is to prevent suppliers or contractors simply scaling up components or project costs to secure a greater level of grant.
- The applicant is to provide satisfactory supporting evidence to establish the value of donated material, e.g. a letter or an invoice from the supplier stating the value of the donation and how or on what basis the valuation was made.
- Cash donations form part of a grantee's cash contribution.
- Donated land – neither a local government nor an applicant can claim donated land as part of their contribution.
- Land purchased by the applicant – the funds spent by an applicant on purchasing the land for the facility is not allowable as part of the applicants contribution.
- The donation is a sponsorship.

Examples of voluntary labour/donated materials

There are a variety of voluntary labour and/or donated materials combinations possible. Applicants must first estimate the total cost of the project and then work backwards to see if the method by which they intend to fund the project is allowable. The most important rules are:

1. CSRFF contribution will not exceed half of the GST exclusive project cost (or the percentage of funding approved as per application).
2. The applicant's non-cash contribution must be matched by the applicant's cash contribution. Local government donations in cash or kind are treated as cash contributions by the applicant.
3. Voluntary labour cannot exceed \$50,000.

Use of private machinery

Contributions through the use of privately owned machinery such as trucks and loaders can be recognised as part of an applicant's contribution. In kind donations of such machinery must be recorded on a Schedule of Private Machinery Use, which must be endorsed by the local government.

There is no financial limit of the contribution of machinery towards a project, however, the applicant's non-cash contribution cannot exceed the applicant's cash contribution to the project.

Any local government machinery is to be costed as part of the applicant's cash contribution, not as private machinery use.

Private machinery contributions should be calculated at the local government rate applicable to the use of that machinery. Where no local government rate exists, grantees should liaise with DLGSC to determine an appropriate rate.

Requirements of the fund

For all grants, applicants are required to invite the relevant DLGSC regional manager to sit on any project management committee established. DLGSC shall have the right to request voting rights on any such committee.

Grant recipients agree to the establishment of continuing partnerships with DLGSC and shall assist government departments with any research, evaluation, promotion and usage of the project as requested.

All grant recipients are required to display signage in their project supported by DLGSC funding. See section on acknowledgement of State Government contribution on page 27.

Common questions on eligible items

In reference to the construction of new buildings or the extension of existing facilities it should be noted that:

- i. Fixed equipment can only be funded when it is deemed to be part of the plant (e.g. pool filter or pool pump).
- ii. Parks and playgrounds are not eligible for funding.
- iii. Project management costs will not be recognised as a volunteer labour expense. This may be considered when an external consultant has been appointed and it has been identified in the original application.

Access on a short term and casual basis

Clubs must demonstrate equitable access to the public on a short term and casual basis.

The intention of this policy requirement is to ensure that State Government support through CSRFF is used to maximise participation and increase physical activity by the public in sport and recreation activities.

To that end, preference will be given to CSRFF applications which have well developed programs that provide entry level training for the respective activity both for seniors and juniors.

Participation in these training programs should not be dependent on membership of the club or association applying for the grant support.

Preference will also be given to clubs and associations that make CSRFF supported facilities available to non-club members (the general public).

It is the responsibility of the applicant to provide evidence of all such arrangements at the time of application. This may be in the form of an extract from the club constitution, and promotional material for courses, services, facility and equipment hire.

CSRFF and schools and tertiary institutions

DLGSC strongly supports the principles of joint provision and shared use of infrastructure for sport and recreation. As such, rational joint provision between local governments and schools will be considered. Public tertiary institutions are also eligible to apply for CSRFF support for the development of facilities for sport and recreation where it can be demonstrated that:

- Access to the facility, and for the serviceable life of the facility, is equitable for all members of the community, whether associated with the applicant organisation or not. (ie. Tertiary institution students, staff or graduates should not benefit from preferential pricing structures.).
- The project will increase broad based community participation and physical activity.
- The primary intent of the project is not to increase an institution's marketability to full fee paying students.
- The project for which application is made is consistent with the overall intent of the CSRFF program and conforms to CSRFF policy.

Onus of responsibility for demonstrating compliance with these requirements rests solely with the applicant organisation. DLGSC, at its absolute discretion, will determine the extent to which these requirements are addressed within any application for financial support.

Applications for developments on land owned by private schools are unlikely to be funded. In the rare event that such an approval was given, the security of public funding for the foreseeable life of the facility would need to be guaranteed.

DLGSC encourages applicants to review and utilise the Shared Use Guide available at www.dlgsc.wa.gov.au/csrf

Assessment process

Local government involvement in the assessment process

- The CSRFF application form must be submitted through the local government in which the project is located.
- Notwithstanding the difficulties associated with undertaking an assessment, the local government is also required to rate all applications received high, high/medium, medium, medium/low, and low or not recommended. This rating should reflect how worthwhile the project is and indicate its importance on its actual need and benefit to the community.
- The local government project assessment sheet is included in the application form.
- The local government is required to rank, in order of priority, all applications received from within its boundaries.
- The most important application is to be ranked priority number one. Two projects may not be equally ranked. All projects must be given a ranking priority.
- Where council does not wish to endorse a project or is of the opinion that an application has not satisfactorily addressed the key principles of facility provision, they should recommend that the project not be funded, or that it be resubmitted in a later funding round. The local government should state their reasons for the recommendation in the comments section on the project assessment sheet. Their comments are to be precise, relevant and presented as strongly as possible.
- No distinction should be made, in the ranking, between local governments, applicants, forward planning or annual projects.
- All local government rankings and ratings must be endorsed by council unless otherwise approved by DLGSC. A copy of council minutes confirming financial contribution (if any) must be included with the application form.
- Once the local government project assessment sheet is completed for each application, forward all information to the nearest DLGSC regional office by 4pm on 30 September 2021 for processing (or relevant CSRFF small grants deadline).

GST issues

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 that an organisation be registered for GST.

If the applicant is registered for GST, the grant is grossed up with the GST amount.

State Sporting Associations' involvement in assessment process

The SSAs will be approached to assess relevant application(s) and provide feedback to the Senior Project Manager – Community Investment.

- Notwithstanding the difficulties associated with undertaking an assessment, the SSA is required to rate all applications either high, high/medium, medium, medium/low, low or not recommended on the SSA project assessment sheet. This rating should reflect how worthwhile the project is and indicate its importance to the development of the sport/activity.
- Where the SSA is of the opinion that an application has not satisfactorily addressed the key principles of facility provision, they should recommend that the project not be funded, or that it be resubmitted in a later funding round. The SSA should state their reasons for not recommending the project in the comments section on the project assessment sheet.
- The SSA comments section on the SSA project assessment sheet allows their views to be presented as strongly as possible, be precise and relevant in your comments, e.g. “The project directly benefits junior hockey and softball –senior hockey and softball – senior cricket”, or “Even though the facility is called a football pavilion, other groups such as women’s aerobics and kindy-gym will have access to it accordingly a crèche or child minding facility has been incorporated in the plans.”
- The SSA should pay particular attention to the technical specification outlined in the application to ensure that what is proposed complies with all current Australian Standards, conforms to the National Construction Code and code requirements for that sport/activity, represents good value for money and is appropriate.
- Where an applicant is a non-affiliated club the CSRFF Advisory Committee have requested strongly that comment and grading from the SSA are still completed. The SSA must comment on how they work with the applicant towards affiliation if relevant.
- A SSA list of priorities is also required. No distinction should be made, in the list, between local governments, applicants, forward planning or annual projects.
- The most important application is to be ranked priority number one. Two projects may not be equally ranked. All projects must be given a ranking priority.

CSRFF Advisory Committee

The Minister for Sport and Recreation appoints the CSRFF Annual and Forward Planning Advisory Committee each year. The committee consists of a broad range of sport and recreation stakeholders. The CSRFF Advisory Committee deliberations are expected to take one day.

The CSRFF Advisory Committee recommends to whom grants should be given, however, the final decision rests with the Minister. The CSRFF Advisory Committee through the Senior Project Manager – Community Investment may comment and/or suggest conditions related to why it wasn’t funded, proportionally funded or fully funded.

The CSRFF Advisory Committee, after considering all available project assessments/ratings finalises a recommended schedule of grant offers which most effectively meet the CSRFF objectives. This schedule is then forwarded to the Minister to finalise grant offers.

Post-approval procedures

Local government involvement in post-approval procedures

- Local government successful projects to accept the grant agreement for each grant and forward to the nearest DLGSC office by the due date. Providing you agree to the conditions, and to avoid the possibility of forfeiting the grant, the grant agreement must be completed and returned to the nearest DLGSC office by the due date.
- Ensure that a building permit and/or certificate of occupancy is provided to grantees to allow them to acquit their grant.

Commencement of projects

Projects may commence as soon as the Minister/Premier has announced approvals, the grant agreement has been received by DLGSC regional office and all appropriate conditions have been met.

If a forward planning project has met all conditions it may commence before the year(s) in which the funds have been allocated, however funding is not guaranteed until the year of allocation. Past experience has demonstrated that early completion is unlikely.

Before calling for tenders or signing contracts, one copy of the final plans must be submitted to the nearest DLGSC regional office, together with any required supporting documentation, if the project has materially changed since the time of application. If it is not provided, DLGSC will assume that the funded project is consistent with the original submission. Any subsequent alterations or significant change of plans or specifications must also be submitted to DLGSC for approval from the Minister.

Procurement requirements for grants

To protect the State Government's investment in infrastructure associated with sport and recreation, and align the CSRFF with the State Government's strategic asset management principles, the following thresholds apply:

- Projects up to \$50,000 must have been awarded on the basis that the Recipient obtained at least three (3) verbal quotes;
- Projects over \$50,000 up to \$250,000 must have been awarded on the basis that the Recipient obtained at least three (3) written quotes; and
- Projects over \$250,000 must have been awarded after a public tendering process, and the Recipient must not "contract split" to avoid this requirement.

Claims and payments

Grantees are required to demonstrate that they have expended the funds equivalent to the full cost of project before CSRFF grants can be paid in full. CSRFF grants are paid to the grantee only. Applicants will need to ensure they are able to carry the full cost of the project for the period between project completion and CSRFF grant payment. Grants must be claimed by 15 June in the year of offer.

A grant may be claimed in full when the project is 100% completed, all payments have been acquitted and evidence of project completion has been forwarded to DLGSC, as appropriate.

or

Applicants are now able to claim 25% of their grant upon the signing of a major works contract. 50% of the grant may then be claimed once expenditure has reached 50%. The final 25% of the grant is to be claimed upon the completion of the project. It is important to note that the CSRFF program still primarily operates on a reimbursement basis. Grantees are required to demonstrate that the expenditure of funds has occurred prior to submitting a claim for payment.

or

Under the CSRFF Small Grants program applicants can receive an upfront grant payment upon the signing of a works contract (copy of signed contract to be provided to the department) or where no formal works contract exists, payment will be determined on a case by case basis in consultation with the applicant. Upon completion of a project the applicant will be required to acquit the grant by providing the CSRFF claim forms and sufficient evidence of expenditure. If the project is delivered under budget, then grant monies not expended will need to be returned to the Department.

or

Forward Planning Grants may arrange staged payments when at least three times the stage claim has been expended.

Claim requirements

- Work will only be recognised as part of the grant if it commences after the Minister's approval of CSRFF funds.
- Claims for payment will need to be supported with details (receipts) that satisfy audit requirements. This can be in the form of remittance advices, paid invoices, financial project management costings or bank statements. Refer to local government involvement in claims and payments on page 28. It is preferred if this information is provided to the department electronically via email csrff@dlgsc.wa.gov.au
- CSRFF grant paid will be up to a third of total project costs (or the funded development bonus percentage – the remaining costs may be a combination of payments to contractors and suppliers, volunteer labour and donated materials). The percentage of project cost eligible will be determined at the application stage.
- A claim form, schedule of voluntary labour and schedule of donated materials will be provided. Claims can only be made if you have accepted the terms and conditions of the grant. Voluntary labour cannot exceed \$50,000. Refer to section on voluntary labour on pages 21 and 22.
- Grant payments will be made to the grant recipient only.
- Grant recipients are required to retain financial acquittal statements for at least three years following the date of final claim. The completed project may be randomly audited by DLGSC or the Office of the Auditor General and recipients agree to assist government departments with any research, evaluation, promotion and usage of the project as requested. Refer to the section local government involvement in claims and payments on page 28.
- Recognition of the State Government's contribution to the project is mandatory and appropriate display material will be supplied by the CSRFF program. Refer to the section acknowledgement of State Government contribution on page 30.
- Early claims for grants may be accepted subject to CSRFF cashflows and ministerial approval.
- Once a project is approved, it cannot change scope or location without consultation and written approval from DLGSC. Ministerial approval is required for any change of purpose to the originally approved grant.

Goods and Services Tax (GST)

Where the applicant organisation is an incorporated community group or a local government and is registered for GST, CSRFF grant payments will be grossed up by 10% of the grant amount. The Department will issue the grantee with a Recipient Created Tax Invoice (RCTI) with the grant payment.

Where the applicant organisation is an incorporated community group and is not registered for GST, CSRFF grant payments will not be grossed up by 10% of the grant amount.

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 ATO. Please note depending upon the value of the project and/or grant, the ATO may require that an organisation be registered for GST.

Recipient Created Tax Invoices

With regard to Recipient Created Tax Invoices (RCTI), under the grant agreement, DLGSC and the grantee agree that:

1. The recipient can issue tax invoices in respect of the supplies.
2. The supplier will not issue tax invoices in respect of the supplies.
3. The supplier acknowledges that it is registered for GST when it enters into the agreement and that it will notify the recipient if it ceases to be registered.
4. The recipient acknowledges that it is registered when it enters into the agreement and that it will notify the supplier if it ceases to be registered for GST or if it ceases to satisfy any of the requirements of the Commissioner's determination of the classes of invoices that recipients may issue.
5. The recipient must not issue a document that would otherwise be a RCTI, on or after that date when the recipient or the supplier has failed to comply with any of the requirements of the Commissioner's

determination of the classes of invoices that recipients may issue.

Please note that depending on the value of the project and/or grant the ATO may require an organisation be registered for GST. Contact the ATO for further details.

Local government involvement in claims and payments

Grantee claims for payment must be endorsed by an authorised officer from the local government. This endorsement is to ensure that the applicant has completed the work described, for which the grant was approved, and where appropriate, complies with the local government's standards and by-laws.

Where voluntary labour or donated materials are involved, a Schedule of Voluntary Labour and/or Schedule of Donated Materials are also to be endorsed by that authorised officer. The endorsement confirms the council certifies that these schedules to be a fair and reasonable account of the value of the work performed and/or materials supplied.

Any local government cash/labour/machinery/materials is to be costed as part of the applicant's cash contribution, not as voluntary labour or donated materials. However, certain services are considered to be part of the local government's normal function, i.e. shire engineers and administration/finance staff, and costs associated will not be recognised. Only time worked in addition to standard local government worker hours will be eligible to be claimed. Any local government staff labour or materials must be clearly identified in the original application form to be eligible.

Unskilled voluntary labour should be calculated at a rate no greater than \$25 per hour. Skilled labour can be calculated at a rate of up to \$40 per hour, and labour donated by a professional can be calculated at a rate of up to \$60 per hour. Voluntary labour must be recorded on a Schedule of Voluntary Labour, which must be endorsed by the local government.

A CSRFF grant will not exceed one-third of the completed cost of the project (or relevant development bonus percentage), or the maximum grant offered, whichever is the lesser. Payments will be paid to the grantee only via an EFT payment.

All technical aspects of the project will need to be checked and approved on the claim form by the local government to ensure that the project complies with standards outlined in the National Construction Code, industry standards, government regulations and local by-laws. Where applicable, local government's are required to forward a copy of their building permit and/or certificate of occupancy with the claims for payment.

For example, access for a person with a disability must be provided as per the National Construction Code (NCC). The *Disability Discrimination Act* (DDA) requires that people with disabilities be able to access any building that the public is entitled to enter and use, and access any services and facilities provided in those buildings. The DDA applies to commonwealth, State, and local government as well as the private sector, clubs and other entities.

The claim form and all supporting documentation is forwarded to the nearest DLGSC regional office. Local governments may also be requested to report on project benefits including jobs created, use of local content and actual project impact on physical activity.

Deferral of approved grant

Funds are allocated for a set period, after which the approval expires. Grantees have applied for money in a certain period and the onus is on them to complete the project within the set period.

Deferral is not automatic. Expiry of the grant offer is most likely to occur. Failure to adequately manage previous grants is part of assessment by DLGSC. A grantee is better to relinquish a grant early in the financial year and reapply in the next funding round than to allow expiry and involve DLGSC in protracted discussions.

The financial year in which funds are to be claimed should not be varied. In extraordinary circumstances, by consultation with the regional manager, an extension may be possible. A detailed explanation of circumstances is required. Grantees are expected to nominate a date by which the project will be completed or they will relinquish all claims to the grant. New project milestones need to be provided. A realistic finalisation date will be negotiated. Funds, which are not claimed within this time frame, may be withdrawn. Deferral is subject to approval by either the Senior Project Manager – Community Investment, the Director Infrastructure – Planning and Investment or the Minister.

Given the significant impact deferrals can have on the management of the fund, there is no guarantee that any deferral will be approved.

Deferral is not appropriate where the project has been completed and the grantee has simply not submitted claims and the necessary paperwork.

Deferral categories

The four (4) standard conditions for deferrals are:

1. The grantee has received substantially less than the grant applied for. A standard 12 month deferral on request may be permitted in these circumstances to allow for additional planning to take place (example \$385,000 requested, \$250,000 approved).
2. A natural occurrence (fire, flood, drought or like event) has rendered the project untenable in the year that funding was approved.
3. A significant change to a project which results in a far greater benefit to the community is proposed by the grantee (the onus is on the grantee to demonstrate the benefit. DLGSC can approve a deferral but not a change in purpose, a change in purpose requires Ministerial approval).
4. The project has been delayed but is commenced within the original year and will be completed early in the following year (a project should be substantially underway i.e. 50% or near 50% complete. Please include some detail as to the reason for the delay).

When a deferral is requested the following information must be provided in an email:

1. Details outlining the reasons for the delay and a request to defer funding.
2. Confirmation and approval of the final design of the facility.
3. A firm project timeline including a revised completion date which must be adhered to.
4. Confirmation that all planning and funding approvals have been obtained allowing the project to progress.

Acknowledgement of State Government contribution

The State Government, through DLGSC, provides a significant contribution to the sustainability and development of the sport and recreation industry. This is achieved through financial assistance and the provision of expertise, advice and services. It is important that successful grant applicants recognise the State Government during the funding relationship.

All successful grant applicants are required to abide by the grant acknowledgement requirements issued by DLGSC.

All material must contain the wording:

 <p>Department of Local Government, Sport and Cultural Industries</p>	<p>This community project was supported by the State Government through the Department of Local Government, Sport and Cultural Industries.</p>
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Freedom of Information

DLGSC will adhere to the provisions of the *Freedom of Information Act 1992* in relation to requests for information originating in the Department. Information not originating in the Department but provided to the Department will not be released without prior consultation with the relevant organisation.

Privacy Act

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

Planned approach to facility provision

Decision-making Guide for Community Facilities and Services

This decision making tool has been prepared to assist in determining the need for and feasibility of community and recreation services. It has been developed so that it can be used by planners or user groups with a range of skills and experiences.

Local and regional recreation plans, facility planning studies and physical activity strategy plans

CSRFF funding is available up to a maximum of \$25,000 for facility planning studies, the development of local and regional recreation plans, and physical activity strategy plans. Local and regional planning exercises will essentially identify the recreation needs of the community, what opportunities exist in the community and what action is necessary to meet the needs identified. Ideally, local and regional plans will have been prepared prior to any detailed planning of a specific facility.

Community needs assessment

A community needs assessment is the vital first step in the facility planning process and it should be undertaken to determine:

- The potential need for a project which has been proposed or is being discussed within the community.
- To assess the sport and recreation needs of the community within a particular area.

Essentially, a needs assessment asks where we are now, where do we want to be and how do we get there.

Feasibility study

Depending on the complexity of the project, a feasibility study will be required. The maximum level of CSRFF funding for feasibility studies is \$25,000. DLGSC funding for feasibility studies will be conditional on the DLGSC Regional Manager's participation on the project management committee and approval of the final study brief.

Costs for specific testing, as part of studies on particular types of facilities such as pools, specifically core testing of the pool bowl, will be included up to a maximum of \$5,000. You must discuss these costs with your DLGSC Regional Manager to ensure they will be considered eligible.

No part of a CSRFF grant can be used to pay for development of an application for a CSRFF grant.

List of DLGSC publications

The following publications are available to assist you on the Department's website www.dlgsc.wa.gov.au/csrff or by contacting the department at csrff@dlgsc.wa.gov.au.

- Management Plan Guide
- Feasibility Study Guide
- Facility Planning Guide
- Life Cycle Cost Guidelines
- Asset Management Guide
- Decision Making Guide
- Needs Assessment Guide
- Case Studies
- Focus Papers
- Synthetic surfaces



Department of
**Local Government, Sport
and Cultural Industries**

**Department of Local Government,
Sport and Cultural Industries**

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Website: www.dlgsc.wa.gov.au

Community Sports & Recreation Facilities (CSRFF) Small Grant Funding Policy

Objective

The objectives of this policy are to:

- Provide an equitable and transparent framework for the assessment and ranking of Grants in line with the Department of Local Government, Sporting and Cultural Industries (DLGSCI) CSRFF Small Grant Funding guidelines.
- Ensure all Capital Seed grant applications are considered as part of a strategic process to ensure the delivery of quality, sustainable facilities which align with the Councils strategic objectives.
- Provide a framework for the allocation of the Capital Seed Funds to assist with leveraging other funding opportunities and maximising the outcomes for the community.
- Provide a framework for the allocation of the Capital Seed Funds should an applicant be unsuccessful in their application to DLGSCI Small Grant Funding programs.
- Establish an assessment process that may be used to assess other project funding requests.
- Limit the City of Albany's contribution to grant eligible projects to 33% of the total project cost.

Policy Statements

The City of Albany recognises the importance of providing or facilitating physical activity opportunities through accessible, safe and affordable facilities that meet the identified needs of the community.

The City of Albany will encourage and promote physical activity through:

- The provision or facilitation of reserves and facilities for structured community sport and recreation.
- Providing support to sporting clubs.
- Promotion of joint provision of shared and multi-use community facilities.

The City of Albany's Capital Seed Fund aligns with the DLGSCI CSRFF Small Grant Funding guidelines by:

- Developing basic infrastructure for sport and recreation.
- Supporting an increase in participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.
- Supporting joint provision and shared use of facilities.

A. Eligibility

Applicants for CSRFF Small Grant Funding programs must:

- Be either a Local Government Authority (LGA) or not for profit sport, recreation or community organisation.
- Be incorporated under the *Associations Incorporation Act 1987* (WA).
- Have an Australian Business Number (ABN).

Applicants for Capital Seed Funding must:

- Be a not for profit sport and recreation community organisation within the boundaries of the City of Albany municipality.
- Be incorporated under the *Associations Incorporation Act 1987* (WA).
- Have an ABN.
- Be applying for the DLGSCI Small Grants Round.
- Have discussed their project with the City's Recreation Services staff.

As per the CSRFF Guidelines the types of projects which will be strongly supported for Capital Seed Funds include:

- Upgrades and additions to existing facilities.
- Construction of new facilities to meet sport and active recreation needs.

- Lighting projects.
- Projects which are 'shovel ready'.

Priority will also be given to projects:

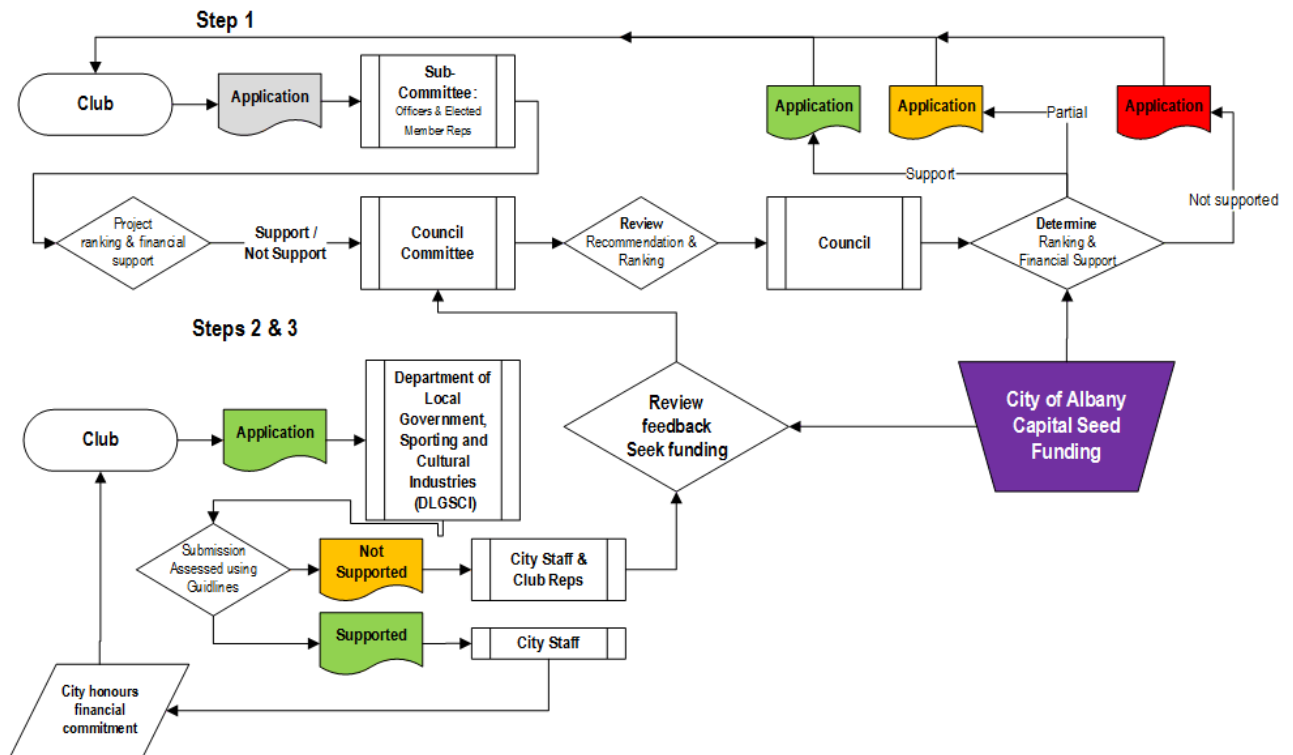
- Which lead to contemporary models of joint provision, facility sharing and rationalisation; and
- That clearly demonstrate that the project can be delivered and meets the CSRFF guidelines, clubs and communities expectations.

B. Financial Contribution

Local government is not obliged to contribute to any successful CSRFF grant.

Request for the Capital Seed Fund may be considered with the following conditions: Capital Seed Fund will only be awarded in support of successful CSRFF applications.

- Capital Seed Funding of a maximum of one third of the total estimated project costs (excluding GST), may be awarded to unsuccessful applicants providing that the applicant is able to source the remaining two thirds of the total estimated project costs (excluding GST) to enable completion of the project.
- The City's contribution will not exceed a maximum of one third of the total estimated project costs (excluding GST).
- If quotes are inaccurate applicants are responsible for sourcing additional costs.
- Applicants are responsible for understanding and managing the GST component of their grant application.
- Applicants must make at least one attempt to leverage CSRFF funding, and demonstrate that other alternate funding opportunities have been explored.



Application Process Map

D. Budget Allocation and Timeframe

The total Capital Seed Funds budget to be allocated each financial year to be determined on an annual basis by Council. Unallocated Capital Seed Funds to be carried forward to the following financial year.

E. Out of Scope

It is not the intent of this policy to reference, influence or impact other funding or financial assistance programs delivered by the City, through City Business Units or other programs that may be delivered from time to time, however the assessment process may be used to assess other project funding categories (refer to: Definitions).

Legislative and Strategic Context

The CSRFF and Capital Seed Funds for community sport and recreation groups directly relate to the City of Albany Community Strategic Plan (As amended) as outlined in table below:

Strategic Plan Theme	Objective	Community Priorities
Health & Participation	<i>To develop and support a healthy inclusive and accessible community</i>	<i>Develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages. Community Sporting Infrastructure Support Programs (Capital Seed Funds).</i>

Responsibility and Policy Custodian Review Position and Date

Oversight and delivery of activity generated by this Policy is within the Community Services Directorate.

This policy and procedure is to be reviewed by the document owner every two years.

This forms part of the future Sport and Recreation Futures Plan suite of documents (2015 – 2030).

Associated Documents

All following documents relate to this policy:

- Sport and Recreation Futures Plan (2015 – 2030) – Working Draft
- DLGSCI CSRFF Guidelines and Application Form
- DLGSCI Project Assessment Sheet
- City of Albany Public Health Plan

Acronyms

CSRFF	Community Sport and Recreation Facility Fund
DLGSCI	Department of Local government, Sporting and Cultural Industries
SSA	State Sporting Association
LGA	Local Government Authority

Definitions: 1

- **Health:** the World Health Organisation defines health as ‘a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity.’ Health and wellbeing take into account the places people live and the policies that shape their lives, as well as the individual lifestyles people pursue.
- **Organised Sport and Recreation:** involves participation in fixtured sporting events (e.g. netball/hockey/football) or activities which require the supervision or expertise of an instructor (e.g. aerobics)
- **Sport Spaces:** provide a setting for formal structured activities. Sport spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training. Sport spaces are designed to accommodate playing surface, buffer zones and infrastructure requirements of specific or general sporting activity. Players and spectators attend with the express purpose of engaging in organised sporting activity, training, and competition or watch the game. Most sport spaces can be accessed by community members for informal sport and recreation
- **Recreation:** an activity of leisure for free time often done for enjoyment and can be considered healthy, fun and social
- **Recreation Spaces:** Provide a setting for informal play and physical activity, relaxation and social interaction. Recreation spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward.
- **Active Public Open Space:** typically provides for more formal recreational pursuits and organised sporting activities (e.g. ovals, soccer pitches, netball courts). Active spaces within parks may also be hard non-green spaces, such as basketball and tennis courts which are important facilities for physical activity and exercise
- **Incidental Activity:** includes active play and recreation, for example walking the dog, swimming, walking and cycling for recreation, walking for public transport.
- **Open Space Classification (from DLGSCI):** based on the function and catchment hierarchy. The function of the space refers to its primary use and expected activities:
 - Recreation spaces – provide a setting for informal play and physical activity, relaxation and social interaction
 - Sport spaces – provide a setting for formal structured sporting activities
- **Nature spaces:** provide a setting where people can enjoy nearby nature and protect local biodiversity and natural area values
- **Co-Location:** Locating/integrating two or more facilities on the same or adjacent sites
- **Facility Sharing:** Locating/integrating two or more groups which utilise the same facility and operate under a shared management structure.
- **Categorisation of Projects:**
 - **Small Grant Projects:** Value of total projects **up to \$300,000**. Projects of this scale are usually local in scale, planning is generally simple and does not require a project/facility manager. The annual and forward planning grants are more complex, require greater planning and consideration through the annual budget process. The financial total project costs for these types of grants are beyond the budget allocation and scope of the capital seed funding policy.
 - **Annual Grants Projects:** Value of total project costs of between **\$300,000 to \$500,000**. Beyond the scope of the financial support provided through the Capital Seed Funding Allocation. Projects of this scale are usually of a district level, require significant planning and project management skills. Clubs engage more closely with local government authorities. Annual Grants Projects are usually considered during the Council budget process. Examples – Large floodlighting projects, clubroom upgrades, reticulation systems, and new playing services.
 - **Forward Planning Category:** Are complex projects with total project costs **over \$500,000**. Complex projects of this nature are usually considered during the Council budget process. Example: Swimming pool, large synthetic fields, new clubrooms, and leisure/recreation centres.

¹ Healthy Active by Design www.healthyactivebydesign.com.au/

REPORT ITEM CCS373 REFERS TO

Document Approval			
Document Development Officers:		Document Owner:	
Manager Recreation Services Manager Governance & Risk		Executive Director Community Services	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Document Reference Number:	NP20109050		
Status of Document:	Council decision: Adopted.		
Quality Assurance:	Executive Management Team, Governance & Risk Team, Council Committee and Council.		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Manager Recreation Services	Adoption Reference: OCM 25/08/2015 Resolution CS022. Synergy Ref: NP1547269.	01/09/2015
2.0	Manager Governance & Risk	Adoption Reference: OCM 25/02/2020 Resolution CCS214. Synergy Reference: NP20109050	12/03/2020