



<b>Office Use Only</b>	
TRIM:	_____
Grant No:	_____
Project Coordinator:	_____

# CSRFF Grant Application Form

**Year 2023/24 – 2025/26 Triennium**

This application form can only be used for applications to be submitted in the 2023/24 funding round. No other forms will be accepted.

**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:	Date:	Office:
<b>TYPE OF GRANT:</b>		
<input type="checkbox"/>	<b>ANNUAL GRANT \$100,000 – \$166,666 (Up to \$250,000 with development bonus)</b> The total project cost (GST exclusive) is between \$300,001 and \$500,000.	
<input type="checkbox"/>	<b>FORWARD PLANNING GRANT \$166,667–\$2 million</b> The total project cost (GST exclusive) exceeds \$500,000. Note: Where the grant requested is \$166,667 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant.	
<b>Year of Claim</b> (Applicable to forward planning grants only): Please indicate the year that you would prefer to claim a grant, taking into account the CSRFF Acquittal Requirements. Only indicate first preference for funding in 2023/24 if all planning is finalised and the project will be completed before 1 June 2024.		
<input type="checkbox"/> 2023/24	<input type="checkbox"/> 2024/25	<input type="checkbox"/> 2025/26
<b>Would the project proceed if funding was allocated in a later year?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how would the project be impacted (e.g. – delayed etc)?		
<b>How would the resulting cost escalation be funded?</b>		

**Applicant's Details:**

Organisation Name:	Kalumburu Aboriginal Corporation				
Postal Address:	PMB 10				
Suburb:	Kalumburu	State:	WA	Postcode:	6740
Street Address:	72 Carson Street				
Suburb:	Kalumburu	State:	WA	Postcode:	6740

**Preferred Contact Person:**

All application correspondence will be directed to this person

Name:	Madeline Gallagher-Dann	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Chief Executive Officer		
Business Phone:	0891614300	Facsimile:	
Mobile Phone:	0431341209	Email:	corporate@kalumburu.org

### Organisation Business Details:

Does your organisation have an ABN?	Yes <input type="checkbox"/> No <input type="checkbox"/>	ABN: 21321166523
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.
Is your organisation not-for-profit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Incorporation #: 113
Bank details:	Bank: Westpac	BSB: 036600 A/c: 001634

### Local Government Authority Details:

LGA:			
Contact:			Title: Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:			
Business Phone:		Facsimile:	
Mobile Phone:		Email:	

### PROJECT DETAILS

**Project Title (brief and specific):** Kalumburu Basketball Court

#### Project Description:

Apart from the oval, the basketball is the only venue where the Kalumburu community have capacity to facilitate sporting events and special occasions, such as NAIDOC, Community meetings, Christmas, and New Year's.

The basketball court has never been refurbished and is in desperate need of an upgrade.

- Weather protection
- Resurfacing of existing courts
- Ablution facility, non-existent
- Water fountain
- Fire hose, non-existent
- Taps, non-existent
- New poles
- Paintwork
- Office/admin. Area, non-existent
- Lighting and electrical upgrade
- Cooking area/BBQ/Kitchen, non-existent

<b>Project location:</b>	Kalumburu		
<b>Land ownership:</b>	Who owns the land on which your facility will be located? - Currently under Aboriginal Land Trust (ALT) Management Order - Lease Expiry (if applicable): N/A		
<b>Planning approvals</b>	If no, provide the date it will be applied for:		
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	_/_/_	
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	_/_/_	
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	_/_/_	
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	_/_/_	
<b>Please list any other approvals that are required.</b>	- Previous approval was approved by Balangarra Aboriginal Corporation to submit ALT application for _/_/_		

	lease of designated land. - Kalumburu traditional owners and KAC Directors approve of application.	
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**What discussions have been held with adjoining local authorities?**

KAC Directors meetings.

Kalumburu Community meetings.

KAC Youth forums.

**Approximate distance from proposed project to nearest adjoining council boundary:** \_\_\_\_\_ km

**Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)?** Yes  No

**If so, are you seeking funding from them?** Yes  No

Contact:

**How will your project increase physical activity?**

- It will be a game changer for Kalumburu, and we will also be able to facilitate larger functions and facilitate to a larger audience like other towns.
- Tremendously, as we would be able to utilise this facility all year round, instead of only during the dry season.

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

1. Kalumburu Community Remote School
2. Kalumburu Strong Womens Centre
3. Visiting legal firms, health professional groups and certain groups to facilitate their projects/marches and so forth.
4. Norforce



List up to three sport and recreation activities which will **directly benefit** from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Kalumburu Aboriginal Corporation – Youth Program	60%	50 hpw
Community	30%	20 hpw
Service Providers & Visiting services	10 %	Special events

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

Note: if membership is not applicable, ie recreation facility or aquatic centre, please enter the number of users of the facility with evidence of how you arrived at the figure.

2019/20	5802	2020/21	7935	2021/22	7530
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• **Numbers are based on Youth Program and Community engagement statistics.** State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the departments website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
Basketball Western Australia	
<b>Have you discussed your project with your State Sporting Association?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Name: Maria Khan	Date of contact: 21 <sup>st</sup> July 2022

## PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 24 must be completed for all applications. Forward Planning grant applications must complete all the questions in detail. Annual grant applications must provide responses where appropriate and relative to the project.

Attach your responses (in numerical order) to the application form. If you believe that you have a valid reason for answering in the negative to a question, please detail that reason.

Ensure that you have addressed the Key Principles of Facility Provision (see Guidelines for a CSRFF application), as they apply to your project. Questions 1 to 24 below relate directly to these principles.

You are expected to provide detail on the planning, management, and financial viability of your project. Where research findings are used to justify a project a range of research techniques should be evident in the methodology used. When using comparative analysis local conditions must be considered.

All assumptions must be clearly stated. Please do not solely refer to attachments in the answers below – please summarise the content in the section provided.

1.	<p><b>When did you complete your needs assessment?</b> (This is a formal analysis required for projects over \$500,000).</p> <ul style="list-style-type: none"> <li>- After speaking to Maria Khan and Tom Chapman, as \$150,000.00 from initial application will not be sufficient for the whole project.</li> </ul>
	<p><b>How has the need for your project been identified and assessed?</b></p> <ul style="list-style-type: none"> <li>- By looking and working on the ground, realisation that we lack the basic necessities that other places take for granted.</li> <li>- Having to fill up and carry 20lt water coolers on a daily basis, just so that kids and staff can have a drink of water is not acceptable, as it is a health risk to my staff.</li> <li>- No toilet facilities, means that kids are going behind the building is unhealthy and unsafe, due to snakes, spiders, dogs, and cattle.</li> <li>- Lighting, as when activities cease at night it is so dark that staff and kids are left very vulnerable.</li> </ul>

	<p><b>Is the need or a part of the need that you have identified already being catered for?</b></p> <ul style="list-style-type: none"> <li>- No, due to lack of forward planning and Covid19 put a lot of community based projects on hold.</li> </ul>
2.	<p><b>Have you undertaken a feasibility study?</b> (must be included with Forward Planning applications).</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>- <b>Not that I am aware of or have been able to obtain.</b></li> </ul>
	<p><b>If not, how have you assessed the feasibility of your project?</b></p> <ul style="list-style-type: none"> <li>- Direct contact with potential suppliers/contractors.</li> <li>- Cost analysis</li> <li>- Research</li> </ul>
3.	<p><b>What alternatives were considered and why were they rejected?</b> (This should include a 'do nothing' option)</p> <ul style="list-style-type: none"> <li>- Nothing, as we weren't rejected, we (KAC) just needed to re-evaluate our need (supply/demand) and determined that we needed more than originally stated or required.</li> </ul> <p><b>Did you consider sharing with another group?</b> (Please detail).</p> <ul style="list-style-type: none"> <li>- No, due to us being geographically remote, it would not be feasible to include any other group to undertake this endeavor with us.</li> </ul> <p><b>Did you consider the whole of life cost when assessing the viability of these options to ensure that the preferred project was both affordable and cost-effective?</b> (Please detail).</p> <ul style="list-style-type: none"> <li>- Yes.</li> </ul>
4.	<p><b>How does your project fit into your:</b></p> <ul style="list-style-type: none"> <li>• <b>Club's strategic plan or development plan?</b> <ul style="list-style-type: none"> <li>- Good, because then we will be able to utilize facility more and invite outside clubs to come and compete in Kalumburu.</li> </ul> </li> <li>• <b>State Sporting Association's strategic or development plan?</b> <ul style="list-style-type: none"> <li>- No</li> </ul> </li> <li>• <b>Local authority's strategic or development plan?</b> <ul style="list-style-type: none"> <li>- No</li> </ul> </li> </ul>
5.	<p><b>What impact is your project likely to have on other facilities and services in your local and regional area?</b></p> <ul style="list-style-type: none"> <li>- Positive ongoing usage and collaborated facilitation.</li> <li>- Creation of jobs.</li> <li>- Increased physical activity.</li> <li>- More community engagement.</li> </ul>
6.	<p><b>Is your facility multi-purpose</b> (i.e. caters for a variety of activities at one time)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If so, does it service more than one LGA?</b></p> <ul style="list-style-type: none"> <li>- No.</li> </ul>
	<p>Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).</p>
7.	<p><b>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</b></p> <ul style="list-style-type: none"> <li>- Kalumburu Community meetings.</li> <li>- KAC Directors Meetings.</li> <li>- Kalumburu Interagency Meetings.</li> <li>- Survey/show of hands at Youth gathering.</li> </ul>
	<p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p>

## MANAGEMENT

8.	<p><b>Have you developed a management plan for your facility?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application.</p>
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**If not, please explain how you plan to address management issues i.e., attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs?** An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.

- Due to lack of specialized services and administration staff with necessary skills, I am having to do all the work myself currently.
- I have consulted with potential outside organizations (Wunan, MG Corp and Nirrumbuk) for assistance in future and present.

9. **How have you catered for management needs in your design (if required)?** Consider access, usage, and supervision.

- Yes, but still working on the finer details.

10. **Was an experienced facility manager, builder or technical expert involved in planning the design of your project?** Please outline their experience.

- Yes, consulted with Kimberley Green and BDM over phone conversations, but no commitment has been given.

11. **If you propose to share a facility, have other groups been asked what features they need?** List these needs and describe how they will be accommodated, either through your project's location, design, or the way in which it will be managed.

- Yes, we have consulted with others and realize the need to get it right, as it will be a big undertaking and need to secure everything at this one time.

12. **Have you considered:**

• child care facilities	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• access for low income earners	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• access for people with a disability	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• access for seniors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**Please attach a copy of the proposed fee structure.**

- All services will be free, therefor allowing everyone to utilize this facility.

## DESIGN

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

13.	<p><b>Have you written a design brief for your project?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please respond to the following points:</p> <p><b>Describe the process used to obtain an estimate of construction cost.</b></p> <p>-</p> <p>An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.</p>
14.	<p><b>What design features will allow your facility to meet changing needs over time?</b></p> <ul style="list-style-type: none"> <li>- Ablution facility, health and safety.</li> <li>- Taps, healthier option for staff and kids, as in drink wise and no stress on staffs physical body after having to strain themselves on a daily basis.</li> <li>- Cooking facility, more events and healthier options.</li> </ul> <p><b>Is your current proposal likely to limit any future development on your site?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, how?</p>
15.	<p><b>How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)?</b></p> <ul style="list-style-type: none"> <li>- I need everything stated in question 17, see below for Kalumburu to genuinely move forward for health and safety reasons.</li> <li>- Weather protection</li> <li>- Resurfacing of existing courts</li> <li>- Ablution facility, <b>non-existent</b></li> <li>- Water fountain</li> <li>- Fire hose, <b>non-existent</b></li> <li>- Taps, <b>non-existent</b></li> <li>- New poles</li> <li>- Paintwork</li> <li>- Office/admin. Area, <b>non-existent</b></li> <li>- Lighting and electrical upgrade</li> <li>- Cooking area/BBQ/Kitchen, <b>non-existent</b></li> <li>- Staff accommodation if budget allows.</li> </ul> <p><b>Do they meet Australian Design Standards for your sport or recreation needs?</b> This will be an assessment factor. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please refer to DLGSC's Asset Management Guide on the website for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding.</p>
16.	<p><b>What energy and water efficient products or design considerations will be included in your facility or project?</b> (e.g. solar hot water, natural light, geothermal, water recycling etc.).</p> <ul style="list-style-type: none"> <li>- Solar hot water system.</li> <li>- Natural lighting</li> <li>- Solar lighting</li> </ul>
17.	<p><b>If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply?</b> If so, is this allowed for in your application?</p> <ul style="list-style-type: none"> <li>- Yes, as the old switches/panel board will need to be replaced and RCD's will need to be installed.</li> <li>- Preferably have timer option installed.</li> </ul>

## FINANCIAL VIABILITY

It is understood that some facilities will operate at a loss. It is not necessary to suggest that all facilities will break even or make a profit. The intent of this assessment is to be sure that applicants have a realistic understanding of the impact of their project on the operational budget, membership costs or entry fees and an appreciation of the funding requirements over the life of the facility.

18.	<p><b>Have you applied a Life Cycle Cost Analysis to your project?</b> This is mandatory for projects that have a total project cost over \$500,000. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>DLGSC's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.</p>
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19. **Is your organisation able to meet the ongoing operating costs of your project?** (e.g. wages, power)  
 Yes  No

For **Annual Grant applications** please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.

**Forward Planning applications** are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors.

Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.

**Attach your audited income and expenditure statements for the last three years (LGAs exempted).**

20. **Who will be responsible for any operational costs and how will it be funded (include evidence as required?)**  
 - Kalumburu Aboriginal Corporation

21. **WHERE A CLUB/ASSOCIATION IS THE APPLICANT**

**Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?**  
 Yes  No

**If yes, how have you determined the required annual contributions? If no, why not?**

**Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?**

**WHERE A LGA IS THE APPLICANT**

**Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?**  
 Yes  No

**Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset?**  
 Yes  No

**Comments:**

## PROJECT DELIVERY

22. **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. Please consider these milestones as they will determine the financial years in which any grant will be offered. Please be conservative with the time required to complete the design and approval phase of the project prior to going to tender.

Task	Date
Attainment of all required approvals	
Preparation of tender/quotes for the major works contract	October 2022
Issuing of tender for major works	October/November 2022
Signing of major works contract	December 2022



Site works commence	April/May 2023
Construction of project starts	May 2023
Project 50% complete	July 2023
Project Completed	September 2023
Project hand over and acquittal	October 2023

23.	<p><b>Are there any operational constraints that would impact on the construction phase of your project?</b> (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.</p> <p>- No.</p>
24	<p><b>How many construction and/or ongoing jobs will your project create?</b> (Only applicable if your project is over \$1 million)</p> <p>- 20 direct jobs.</p> <p>- 10 ongoing jobs.</p>

### 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: Madeline Gallagher-Dann

Position Held: Chief Executive Officer

Signature: 

Date: 31.08.2022

## LODGEMENT OF YOUR APPLICATION

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

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

<input type="checkbox"/>	<b>Application form</b> (including any attachments).
<input type="checkbox"/>	<b>Incorporation Certificate.</b>
<input type="checkbox"/>	<b>Two written quotes.</b> 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 a grant based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input type="checkbox"/>	For projects involving floodlighting, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply
<input type="checkbox"/>	Formal Needs assessment*
<input type="checkbox"/>	Management plan*
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects) in AutoCAD or similar format with an additional electronic version*
<input type="checkbox"/>	Feasibility study*
<input type="checkbox"/>	Concept design*
<input type="checkbox"/>	Life Cycle Cost Analysis*

\*Only essential for requests where the total project cost exceeds \$500,000

### 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 and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2023/24 CSRFF application form.
- The project for which the application is made is specifically excluded from receiving CSRFF support.

## DEVELOPMENT BONUS APPLICANTS ONLY

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

**You MUST contact your local DLGSC office to determine eligibility before applying.**

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





## PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government			LGA cash and in-kind		
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)			up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding			<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?

### GST

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

## PROJECT ASSESSMENT SHEET

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

<b>Name of Local Government Authority:</b>
<b>Name of Applicant:</b>

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 funding has been provided, why not?

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 30 September 2022**. Late applications cannot be accepted in any circumstances.

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