



Office Use Only

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: _____

TYPE OF GRANT:



ANNUAL GRANT \$100,000 – \$166,666 (Up to \$250,000 with development bonus)

The total project cost (GST exclusive) is between \$300,001 and \$500,000.



FORWARD PLANNING GRANT \$166,667–\$2 million

The total project cost (GST exclusive) exceeds \$500,000.

Note: Where the grant requested is \$166,667 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant.

Year of Claim (Applicable to forward planning grants only):

Please indicate the year that you would prefer to claim a grant, 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.



2023/24



2024/25



2025/26

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

If yes, how would the project be impacted (e.g. – delayed etc)? Due to shipping constraints and weather, project will be delayed.

How would the resulting cost escalation be funded? Costs will stay the same.

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 checked="" type="checkbox"/>
Position Held:	CEO		
Business Phone:	0891614300	Facsimile:	
Mobile Phone:	0431341209	Email:	corporate@kalumburu.org

Organisation Business Details:

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

Local Government Authority Details:

LGA:	Shire of Wyndham East Kimberley		
Contact:	Nick Allen	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Coordinator Recreation and Leisure		
Business Phone:	0891684100	Facsimile:	
Mobile Phone:	0439692877	Email:	Nick.allen@swek.wa.gov.au

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

Apart from the oval, the basketball court is the only venue where the Kalumburu community have capacity to facilitate sporting events and special occasions, such as.

- NAIDOC,
- Community meetings
- Christmas,
- New Year's.
- Wedding Receptions

Kalumburu's basketball court has never been refurbished and is in desperate need of an upgrade and overhaul.

Refurbishment

New poles

Paintwork

Lighting and electrical upgrade

Requirements, as new.

Weather protection, exposed to elements yearly.

Resurfacing of existing courts, never had upgrade and becomes unusable during wet season, because of slip hazard.

Ablution facility, non-existent

Water fountain, non-existent

Fire hose, non-existent

Taps, non-existent

Office/Medical. Area, non-existent

Cooking area/BBQ/Kitchen, non-existent

CCTV, not only non-existent, but a must due to insurance purpose and a near fatality of a young man attempted suicide at the basketball court.

Project location: Kalumburu

Land ownership:	Who owns the land on which your facility will be located? Currently under Aboriginal Lands Trust (ALT) Management Order Lease Expiry (if applicable): N/A		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	___/___/___
Aboriginal Heritage Act?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___
Please list any other approvals that are required?			
<ul style="list-style-type: none"> - Previous approval was approved by Balanggarra Aboriginal Corporation to submit ALT application for lease of designated land. - Kalumburu traditional owners and KAC Directors approve of application. 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	___/___/___
What discussions have been held with adjoining local authorities?			
KAC Directors Meetings			
Interagency Meetings with key Stakeholders			
KAC Youth and RSAS Meetings			
Meeting held with NIAA and Empowered Communities			
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 <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If so, are you seeking funding from them? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Contact: Leo Nickels, NIAA Kununurra. 0891482316.			
<ul style="list-style-type: none"> - NIAA sent through Grant Funding Application. - Working with Wunan Foundation to source and secure additional funding possibilities, also use of person to assist with writing future grant applications. 			
How will your project increase physical activity?			
Tremendously, as we would be able to utilise this facility all year round, instead of only during the dry season.			
It will be a game changer for Kalumburu, and we will also be able to facilitate larger functions, community events/gatherings, movie nights and cater to a larger audience like other towns and sporting groups visiting Kalumburu to compete in annual or scheduled events.			
It will also be used a hub for young people and family groups needing one on one counselling or other assistance, as right now Kalumburu does not have specific training or consult rooms.			
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who:			
<ol style="list-style-type: none"> 1. Kalumburu Community Remote School 2. Kalumburu Strong Womens Centre 3. Visiting legal firms. 4. Health professional groups that require a venue to mass hold public information session. 5. Groups that facilitate their projects/marches and so forth. 6. Norforce 7. Arts & Theatre groups. 8. Career Day 9. Royal Life Saving 10. Garnduwa (Kimberley based sporting group) 11. Clontarf Academy 12. Horizon Power 13. Department of Parks and Wildlife 14. Fisheries Department 			

15. WA Police
16. DJ and music groups.
17. Wedding receptions

Funeral and wakes.

Weddings and gathering.

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	80	65
Community	15	20
Other services	1 - 5	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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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>

What is the name of the State Sporting Association for your activity/sport?	
Royal Life Saving Regional Tennis Basketball Western Australia Garnduwa Sports AFL Aus kick	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Maria Khan	Date of contact: 21 st 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>When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000). Over a period of 12 months and since stepping into the CEO role, as previous CEO acquired 150k, but we handed that back to apply last year for a larger amount to cover all costs.</p> <ul style="list-style-type: none"> - After conducting a thorough inspection for insurance purposes. - After speaking with community - After speaking with contractors - After speaking with the youth, elders, and Directors of Kalumburu - After speaking with key stakeholders in and around Kalumburu area
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	<p>How has the need for your project been identified and assessed?</p> <ul style="list-style-type: none"> - By looking and working on the ground, realisation that we lack the necessities that other places take for granted. - Having to fill up and carry 20lt water coolers daily, just so kids and staff can have a drink of water. It is not acceptable, as it is a health risk to my staff to carry large quantities of water. - No toilet facilities, means that kids are going behind the building is unhealthy and unsafe, due to snakes, spiders, dogs, cattle and weather. - Lighting, as when activities cease at night it is so dark that staff and kids are left very vulnerable. <p>Lighting needs to be upgraded, as it has older style globes, in which some aren't working or busted and not energy efficient LED.</p> <p>A complete upgrade to electrical needs to be undertaken, as it has never been looked at or replaced since built.</p>
	<p>Is the need or a part of the need that you have identified already being catered for? No, as no forward planning for now and in the years to come have been identified or surveyed.</p>
2.	<p>Have you undertaken a feasibility study? (Must be included with Forward Planning applications). Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
	<p>If not, how have you assessed the feasibility of your project?</p> <ul style="list-style-type: none"> - Direct contact with potential suppliers/contractors. - Cost analysis - Research needs to be assessed properly and graded as community grows.
3.	<p>What alternatives were considered and why were they rejected? (This should include a 'do nothing' option)</p> <ul style="list-style-type: none"> - My application was not strong enough, even though we are remote and need this to improve the facility and the livelihood of Kalumburu's wellbeing. <p>Did you consider sharing with another group? (Please detail).</p> <ul style="list-style-type: none"> - No, as we are too remote, and it is not viable for other organizations to place funds into Kalumburu. <p>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? (Please detail).</p> <ul style="list-style-type: none"> - Yes.
4.	<p>How does your project fit into your:</p> <ul style="list-style-type: none"> • Club's strategic plan or development plan? <ul style="list-style-type: none"> - KAC, stakeholders and service personal we will be able to utilize the facility daily for various programs and activities. - Also being able to facilitate functions that will better improve Kalumburu and improve community engagement. • State Sporting Association's strategic or development plan? <ul style="list-style-type: none"> - No • Local authority's strategic or development plan? <ul style="list-style-type: none"> - No
5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area?</p> <ul style="list-style-type: none"> - Positive ongoing usage - Collaborated facilitation. - Creation of jobs. - Increased physical activity. - More community engagement. - Much needed training. - A haven for vulnerable kids and young adults.
6.	<p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If so, does it service more than one LGA?</p> <ul style="list-style-type: none"> - No
	<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. Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:

- Kalumburu Community meetings.
- KAC Directors Meetings.
- Kalumburu Interagency Meetings.
- Survey/show of hands at Youth gathering.
- Intel provided by outside services that service Kalumburu on an annual basis.

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.

MANAGEMENT

8. Have you developed a management plan for your facility? Yes No

Please attach a copy with this application.

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.

- KAC has Job Descriptions and Corporation Management Plans that will be utilised to integrate services and facility usage, planning, and development.
- I have consulted with potential outside organizations (Wunan, MG Corp and Nirrumbuk) for assistance regarding finance and planning for in future and present.
- Wunan Foundation and Waringarri Arts have been a massive help and have confirmed they will assist with future endeavors where can.
- KAC will integrate programs, jobs, and funding to manage the operational, repairs and expenditure of the basketball court.

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

- Management of the facility will be collaborated through Operational activities aligned with Kalumburu Aboriginal Corporation.

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 NT Steel, Kullarri Building, and BDM over phone conversations, but no commitment has been given.
- Sea Truck has offered project management and design of project if successful.

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.

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 community to access this facility.
- Any additional services looking to use facility will be invoiced for day usage.

DESIGN

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

13.	<p>Have you written a design brief for your project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please respond to the following points:</p>
	<p>Describe the process used to obtain an estimate of construction cost.</p> <ul style="list-style-type: none"> - Estimate is based on geographical location, cost of transfer, cost of materials/resources, project management, employment wages and specialised personal to finish the job. - Phone calls. - Emails. - Quote
	<p>An estimate from a qualified consultant in the building industry (e.g., architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.</p>
14.	<p>What design features will allow your facility to meet changing needs over time?</p> <ul style="list-style-type: none"> - Ablution facility, to meet the needs of health and safety of all patrons. - Taps, healthier option for staff and kids, as in drink wise and no stress on staff's physical body after having to strain themselves daily. - Cooking facility, catering for events, and giving community healthier options. - Firehose, safety precaution. - Administration office/medical bay, for safety and wellbeing of all persons accessing facility.
	<p>Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how?</p>
15.	<p>How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)?</p> <ul style="list-style-type: none"> - For Kalumburu to genuinely move forward and addressing health and safety concerns, the future development of Kalumburu's youth program and future plannings/workshops to a better Kalumburu. - Weather protection, as courts are only used during the dry season, because during the wet the courts become slippery, unusable, and unsafe. - Resurfacing of existing courts, as it has never been resurfaced since built years ago. - Ablution facility. Non-existent, never built. - Water fountain Non-existent, never built. - Fire hose. Non-existent, previous CEO had it removed and cut off. - Taps. Non-existent, previous CEO had it removed and cut off. - New poles - Paintwork - Office/admin. Area. Non-existent, never built. - Lighting and electrical upgrade - Cooking area/BBQ/Kitchen. Non-existent, never built. - Medical Room. Non-existent, never built. - Change rooms/showers. Non-existent, never built. <p>Staff/visitor accommodation if budget allows, as this would allow facility to be always manned, decreasing break-ins and damage to property.</p>
	<p>Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input 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>What energy and water efficient products or design considerations will be included in your facility or project? (e.g., solar hot water, natural light, geothermal, water recycling etc.).</p> <ul style="list-style-type: none"> - Solar hot water system. - Natural lighting - Solar lighting - Rainwater tanks

17. **If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply?** If so, is this allowed for in your application?
- Yes, as the old switches/panel board will need to be replaced and RCD's will need to be installed.
 - Preferably have timer option installed.

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. **Have you applied a Life Cycle Cost Analysis to your project?** This is mandatory for projects that have a total project cost over \$500,000. Yes No

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.

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 is responsible for all ongoing operational costs associated with the running of the proposed facility.

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:

KAC will list the facility as an asset and place under its funding for additional repairs and maintenance, if and when required.

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	January 2024
Issuing of tender for major works	March 2024
Signing of major works contract	April 2024
Site works commence	May – June 2024
Construction of project starts	June – July 2024
Project 50% complete	November 2024
Project Completed	June 2025
Project hand over and acquittal	July 2025

23. **Are there any operational constraints that would impact on the construction phase of your project?** (Such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

- No

24. **How many constructions and/or ongoing jobs will your project create?** (Only applicable if your project is over \$1 million)

- 10+ direct jobs
- 10+ ongoing jobs
- Local training and employment opportunities

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 organization 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.

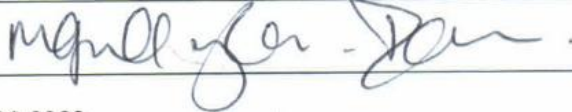
DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

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: 31.08.2023

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.

<input type="checkbox"/>	Application form (including any attachments).
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	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 a grant based on submitted Quantity Surveyor costs.
<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). Also construction signage costs if relevant.
<input type="checkbox"/>	For projects involving floodlighting, a lighting plan 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.