

CSRFF Small Grants Application Form

For projects up to \$300,000 to be acquitted by 15 June 2021

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: KRISTINA DICKMAN

Date: 20/2/2020

Office: BROOME

Applicant's Details:

| | | | | | |
|--------------------|---|--------|----|-----------|------|
| Organisation Name: | KALUMBURU ABORIGINAL CORPORATION | | | | |
| Postal Address: | PMB10, KALUMBURU COMMUNITY, VIA WYNDHAM | | | | |
| Suburb: | WYNDHAM | State: | WA | Postcode: | 6740 |
| Street Address: | 72A CARSON STREET | | | | |
| Suburb: | KALUMBURU | State: | WA | Postcode: | 6740 |

Preferred Contact Person:

All application correspondence will be directed to this person

| | | | |
|-----------------|-------------------------|------------|-------------------------|
| Name: | MARIA LOVISON | Title: | Ms |
| Position Held: | CHIEF EXECUTIVE OFFICER | | |
| Business Phone: | 08 9161 4300 | Facsimile: | 08 9161 4331 |
| Mobile Phone: | N/A | Email: | corporate@kalumburu.org |

Organisation Business Details:

| | | | |
|--|----------------------|---|--------------------|
| Does your organisation have an ABN? | Yes | ABN: 21 321 166 523 | |
| Is your organisation registered for GST? | Yes | * 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 | | |
| Is your organisation incorporated? | Yes | Incorporation #: ICN113 * | |
| Bank details: | Bank: Westpac | BSB: 036188 | A/c: 181433 |

Local Government Authority Details:

| | | | |
|-----------------|------------------------------------|------------|---|
| LGA: | Shire of Wyndham East Kimberley | | |
| Contact: | Nick Allen | Title: | Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> |
| Position Held: | Coordinator Recreation and Leisure | | |
| Business Phone: | 08 9168 4100 | Facsimile: | |
| Mobile Phone: | 0439 692 877 | Email: | Nick.Allen@swek.wa.gov.au |

PROJECT DETAILS

| | | |
|--|---|---|
| Project Title (brief and specific): Kalumburu Basketball Court Upgrade | | |
| Project Description: Court Upgrade – upgrade lighting, court surface, new goal stands (adjustable Hoops), enclose court end to provide protection from weather conditions. | | |
| How did you establish a need for your project? Kalumburu is an extremely remote location and sport plays a significant role in bringing the community together. Basketball is a very popular for community and the space needs to be upgraded to ensure it is usable and safe for juniors (including Aussie Hoops) and seniors. Apart from the oval, the basketball court is the only place the community can come together for sporting and youth activities, it provides for broader community use as a place to celebrate special events such as NAIDOC; Christmas dinner and New Years' dinner as well as play sport and run activities for the whole community. Need was established through personal observation and direct request to Corporation by community members to upgrade and improve this space to make it as multi-use and functional as possible. | | |
| What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)? None to date as the Corporation did not have secure tenure of the lot. This has changed as the Corporation has since lodged a request to the Aboriginal Land Trust to lease lot 9 (basketball court) in order to seek funding to undertake much needed upgrade. An upgrade was chosen as the most responsible way to improve our facilities and extend the community use. | | |
| 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 Corporation has to date undertaken necessary maintenance such as replacement lights, painting of the court and boards. As the asset is quite old and not meeting community expectations, we now need to upgrade this site and facility to get the most out of it. The Corporation is mindful of its responsibility to manage community assets in partnerships with KRPS and MUNS service teams and have an asset management plan in place. | | |
| Project location: | Lot 9, Mama Hill Street, Kalumburu Community | |
| Land ownership: | Who owns the land on which your facility will be located? Currently under Aboriginal Land Trust (ALT) Management Order Approval to submit an ALT application for lease of the land was approved by Balanggarra Ab. Corp. – In principle support has been provided Lease Expiry (if applicable): N/A | |
| Planning approvals | N/A | If no, provide the date it will be applied for: |
| Where applicable, has planning permission been granted? (LGA) | N/A | ___/___/___ |
| Aboriginal Heritage Act? | N/A | ___/___/___ |
| Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River) | N/A | ___/___/___ |
| Native Vegetation Clearing Permit? | N/A | ___/___/___ |
| Please list any other approvals that are required? | SWEK Building Approval may be required | 10_/06_/2020 or when funding becomes available |
| How will your project increase physical activity? The community use it now but we are wanting to provide a fit-for-purpose space for junior development and having it enclosed will make the space more usable in the wet season and it will enable more members to use the centre more often. | | |
| Do you share your facility with other groups? Yes If so, who: the community and service providers can use the centre for special events. The Kalumburu Women's Centre organised a community meeting at the court last year to address violence on the community; the Aboriginal Family Law Service used the court to start and end their violence against women march last month; the youth program organised a basketball comp between the Australian army and our local youths. The courts facilitate most of the activities where the community come together. | | |

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 |
|--|-----------------------|-----------------------------|
| Kalumburu Aboriginal Corporation (Youth Program) | 60% | 30 hpw |
| Community | 30% | 20hpw (Fri/Sat/Sunday) |
| Service Providers | 10% | Special events/womens group |

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.

| | | | | | |
|----------------|------|----------------|------|----------------|------|
| 2016/17 | 7812 | 2017/18 | 7812 | 2018/19 | 5208 |
|----------------|------|----------------|------|----------------|------|

**** Figures for 2018 December 651 x 8 = 5208. No stats were found for 2017 so I used the same figure for December 18 and times it by 12 for 17/18 and same for 16/17.**

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: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

| | |
|--|--|
| What is the name of the State Sporting Association for your activity/sport? | |
| Basketball WA | |
| Have you discussed your project with your State Sporting Association? | Yes |
| Contact Name: Krissie Dickman/Liz Muenchow | Date of contact: multiple since 5/3/2019 |

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 | Jun 2020 |
| Preparation of tender/quotes for the major works contract | Jun 2020 |
| Issuing of tender for major works | Aug 2020 |
| Signing of major works contract | Aug 2020 |
| Site works commence | Sept 2020 |
| Construction of project starts | Sept2020 |
| Project 50% complete | Oct 2020 |
| Project Completed | Oct 2020 |
| Project hand over and acquittal | Dec 2020 |

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.

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: MARIA LOVISON

Position Held: CEO

Signature: _____

Date: _____

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.

Grants up to \$66,666:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Application form. |
| <input type="checkbox"/> | Incorporation Certificate. |
| <input 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 floodlighting projects, 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 November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

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

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

| Category | | Details |
|---------------------------|--|--|
| Geographical location | <input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government | KALUMBURU COMMUNITY |
| Co-location | <input type="checkbox"/> New <input type="checkbox"/> Existing | |
| Sustainability initiative | <input type="checkbox"/> Water saving <input checked="" type="checkbox"/> Energy reduction <input type="checkbox"/> Other | LED lighting |
| Increased participation | <input type="checkbox"/> New participants <input checked="" type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other | Broader community and recreational use |

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> | 25,000 | 27,500 | <i>B & S Electrical</i> |
| Accommodation (per person, 3 x employees for 6 weeks) | 30,000 | 3,000 | <i>NT Steel Fixing – community will work with contractor to get this price down</i> |
| Travel | 15,000 | 1,500 | <i>NT Steel Fixing</i> |
| Court upgrade to slip resistant surface painting of court lines/backboards/ seating/columns install new blackboards, hoops and supports | 150,000 | 15,000 | <i>NT Steel Fixing</i> |
| Relocate existing drinking water tap | 5,000 | 500 | <i>NT Steel Fixing</i> |
| Basketball Court (Install steel framing and drop-down weather shields around basketball court). | 60,000 | 6,000 | <i>NT Steel Fixing</i> |
| Basketball Court (Replace damaged lights with LED flood lights, including 100wat lights with metal protection cages). | 20,000 | 2,000 | <i>NT Steel Fixing</i> |
| Steel lock box for security when not in use | 5,000 | 7,500 | <i>NT Steel Fixing</i> |
| | | | |
| | | | |
| Donated materials (Please provide cost breakdown) | 0 | | |
| Volunteer labour (Please provide cost breakdown) | 15,000 | 1,500 | |
| Sub Total | 300000 | | |
| Cost escalation | | | <i>Please explain amount used – Remote and Steel supply from China may be affected by coronavirus or other market forces</i> |
| a) Total project expenditure | 300000 | 30000 | |

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

| Source of funding | \$Amount ex GST | \$ Amount inc GST | | Funding confirmed Y / N | Comments to support claim (please attach relevant support) |
|---|--------------------|----------------------|--|----------------------------|---|
| Local government | 0 | | LGA cash and in-kind | | |
| Applicant cash | 0 | | Organisation's cash | | |
| Volunteer labour | 15,000 | 1,500 | 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 | 135,000 | 13,500 | | | |
| 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) | 150,000 | 15,000 | Up to ½ project cost | N | |
| b) Total project funding | 300,000 | 330,000 | 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? | | | | | |
| Federal Government (NIAA) and the Kalumburu Community Inc has \$25,000 in reserve as contingency so that it can be accessed for this project. | | | | | |

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: Shire of Wyndham East Kimberley |
| Name of Applicant: Kalumburu Community Inc. Maria Lovison |

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 | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

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 your Department of Local Government, Sport and Cultural Industries office by **4pm on 29 March 2019**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
GPO Box R1250
Perth WA 6844
Tel: (08) 9492 9700

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900

GREAT SOUTHERN

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

GASCOYNE

15 Stuart Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900

GOLDFIELDS

Suite 1, 349-353 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750

WHEATBELT - NORTHAM

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400

WHEATBELT – NARROGIN

Narrogin Leisure Centre
50 Clayton Rd
Narrogin WA 6312
Telephone 0429 881 369

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100