



Office Use Only

TRIM: \_\_\_\_\_

Grant No: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

# CSRFF Small Grants Application Form

**For projects up to \$150,000 to be acquitted by 15 June 2015**

You **MUST** discuss your project with an officer from your nearest Department of Sport and Recreation 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.

DSR Contact: Chris Thompson

Date: 29.04.2013

Office: Great Southern

## Applicant's Details:

Organisation Name: Denmark Pistol Club Inc

Postal Address: P.O. Box 687

Suburb: Denmark State: WA Postcode: 6333

Street Address: 223 Churchill Road Road

Suburb: Denmark State: WA Postcode: 6333

## Preferred Contact Person:

All application correspondence will be directed to this person

Name: Sue March

Title: Dr  Mr Mrs x Ms

Position Held: Club Secretary

Business Phone: 9848 2178

Facsimile:

Mobile Phone: 0413587345

Email: suemarch@hotmail.com

## Organisation Business Details:

Does your organisation have an ABN? Yes  No  ABN: 80 967 819 915

Is your organisation registered for GST? Yes  No

\* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate

Is your organisation not-for-profit? Yes  No

Is your organisation incorporated? Yes  No

Incorporation #: A0824689W \*

Bank details: Bank: Bank West Denmark

BSB: 306 009 A/c: 416022-6

## Local Government Authority Details:

LGA: Shire of Denmark

Contact: Damien Schwarzbarh

Title: Dr  Mr X Mrs  Ms

Position Held: Manager of Recreation Services

Business Phone: 9848 2044

Facsimile: 9848 2736

Mobile Phone: n/a

Email: denrec@denmarkwa.net.au

**PROJECT DETAILS**

**Project Description:**

The construction of an all weather shelter on the existing 100 meter firing range, to include a concrete pad and all weather shelter construction.

**How did you establish a need for your project?**

Over the past several years the Denmark Pistol Club (DPC) has been actively seeking to expand its membership. To that end, the club extended the Western Action Range out to 100 meters and introduced a number of new matches involving Revolver, Shotgun together with Pistol. As a result of this expansion, membership has increased due to a greater variety of matches shot.

The 100 meter range is open to all weather conditions, heat, sun, and rain which can affect the programming of matches especially during inclement weather.

An all weather shelter will allow the programmed shooting matches to be undertaken and reduce the need to re-schedule matches, thereby continuing to provide a wide variety of matches for our club members.

Project location: Churchill Road, Denmark, WA, 6333

Land ownership: Who owns the land on which your facility will be located? Shire of Denmark  
 Lease Expiry (if applicable): 2032

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"/>	__03__/_05__/_2013__
Indigenous? (Department of Indigenous Affairs)	Yes	<input type="checkbox"/>	No	N/A	__/_/___
Swan River Trust?	Yes	<input type="checkbox"/>	No	N/A	__/_/___
Environmental? (Department of Environment and Conservation)	Yes	<input type="checkbox"/>	No	N/A	__/_/___
Native Vegetation Clearing Permit? (Department of Environment and Conservation)	Yes	<input type="checkbox"/>	No	N/A	__/_/___
Please list any other approvals that are required?	Yes	<input type="checkbox"/>	No	N/A	__/_/___

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

From time to time the weather can affect the clubs ability to hold shoots on the 100m range, particularly in extreme heat and wet weather. Building an all weather shelter will allow the programmed shooting matches to be undertaken and reduce the need to re-schedule matches, thereby increasing the participation and physical activity that current and prospective members can participate in.

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

W.A. Police

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
Field Rifle	33.3%	3hours
Metallic Silhouette	33.3%	3hours
Shotgun	33.3%	3hours

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, please enter the number of users of the facility.

2010/11

24

2011/12

29

2012/13

35

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.

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

Sporting Shooters Association of Australia (WA)

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

Contact Name: Maureen Edwards

Date of contact: February 13<sup>th</sup> 2013

**PROJECT DELIVERY**

Task	Date
Council approvals	30th August 2013
	Preliminary Quotes July 2013 (copies supplied).
Preparation of tender/quotes	Oct 2013 = DSR Approval
Issuing of tender	November 2013
Site works commence	December 2013 – January 2014 (allowing for Christmas break).
Construction starts	February 2014
Project 50% complete	March 2014
Project completed	April 2014
Handover – final inspections	May 2014
Project Acquitted	Mid June 2014

**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 DSR can be accessed by you during standard office hours and updated by writing to DSR 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.

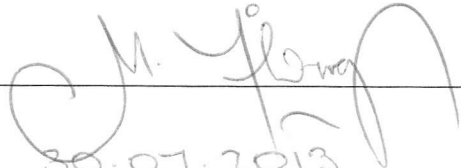
DSR may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

**APPLICANT'S CERTIFICATION**

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

Name: MARK FAIRCLOUGH

Position Held: PRESIDENT

Signature: 

Date: 30.07.2013

## LODGEMENT OF YOUR APPLICATION

- Applications are to be received in hard copy and should be stapled or clipped at the top left-hand corner. Please do not bind.
- It is recommended that you photocopy 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 identified and securely attached to the application form.
- Applications must be submitted to your Local Government Authority by the Local Government's advertised cut off date.

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

### Grants up to \$50,000:

x	Application form.
x	Incorporation Certificate.
x	Two written quotes.
x	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
x	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.
x	Income and expenditure statements for the current and next financial years. (LGAs exempted).
x	Written confirmation of financial commitments from other sources including copies of council minutes.
N/A	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
x	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
N/A	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 Sport and Recreation 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 DSR office to determine eligibility before applying.**

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

## PROJECT BUDGET

### ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component.

<b>Project Description (detailed breakdown of project to be supplied)</b>	<b>\$ Cost ex GST</b>	<b>\$ Cost inc GST</b>	<b>Quote Used (list company name and quote no)</b>
Outbuilding & Concrete Floor Slab	\$16,300.00	\$17,930.00	Triple O Building Service Quote Number 1163
Shire Planning Application Fee	\$139.00		Shire of Denmark (paid) receipt attached
Shire Building License Approval Fee	\$130.00		Shire of Denmark (paid) receipt attached
Sand Pad Earthworks	\$1200.00	\$1320.00	Denmark Earthmoving Contractors quote dated 08/07/13
<b>Donated materials</b>			
<b>Volunteer expenses</b>			
<b>Sub Total</b>	\$17,769.00	\$19250.00	
<b>Cost escalation</b>			<i>Please explain amount used</i>
<b>a) Total project expenditure</b>	\$17,769.00	\$19250.00	

- 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 Design 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	\$5833.33	\$6416.67	LGA cash and in-kind		
Applicant cash	\$5833.33	\$6416.67	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	\$5833.33	\$6416.67			
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF requested			up to 1/3 project cost		
Development Bonus			Up to ½ project cost		
<b>b) Total project funding</b>	\$17,499.99	\$19,250.00			
*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from?					

## 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.

## FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	17,499.00
b) Total project funding (ex GST)	17,499.00
c) Project variance*	0

\*Balance between a) and b) should be \$0



## 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 DSR.

### 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"/>

#### Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

LGA – priority ranking of this project

Priority ranking of no of applications received

of applications received

Local Plan  Regional Plan  State Plan

Is this project consistent with the

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

Yes  No

If no, what approvals are still outstanding?

**Project Rating** (Please tick the most appropriate box to describe the project)

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

LGA comments:

Signed

Position

Date

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in March**. Late applications cannot be accepted in any circumstances.

#### DSR Offices

##### **PERTH OFFICE**

246 Vincent Street  
Leederville WA 6007  
PO Box 329  
Leederville WA 6903  
Tel: (08) 9492 9700  
Fax: (08) 9492 9711

##### **PEEL**

Suite 3  
The Endeavour Centre  
94 Mandurah Terrace  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
Fax: (08) 9550 3199

##### **PILBARA**

2/3813 Balmoral Road  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
Fax: (08) 9182 2199

##### **SOUTH WEST**

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
Fax: (08) 9792 6999

##### **GREAT SOUTHERN**

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
Fax: (08) 9892 0199

##### **GASCOYNE**

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
Fax: (08) 9941 0999

##### **GOLDFIELDS**

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
Fax: (08) 9022 5899

##### **KIMBERLEY – Kununurra**

Government Offices  
Cnr Konkerberry Drive and  
Messmate Drive  
PO Box 1127  
Kununurra WA 6743  
Tel: (08) 9166 4900  
Fax: (08) 9166 4999

##### **WHEATBELT - NORTHAM**

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
Fax: (08) 9690 2499

##### **WHEATBELT – NARROGIN**

Government Offices  
Level 2, 11-13 Park Street  
Narrogin WA 6312  
Telephone 0429 881 369  
Facsimile (08) 9881 3363

##### **MID-WEST**

Mid West Sports House  
Cnr Edward & Horwood Road  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
Fax: (08) 9956 2199

##### **KIMBERLEY – Broome**

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Facsimile (08) 9166 4999  
Mobile 0438 916 185