



Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator: _____

# CSRFF Small Grants Application Form

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

<b>You <u>MUST</u> 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.</b>		
<b>All applications <u>MUST</u> be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.</b>		
DLGSC Contact:	Date: 18/06/2020	Office:

## Applicant's Details:

Organisation Name:	Harrismith Golf Club				
Postal Address:	PO Box 15				
Suburb:	Tincurrin	State:	WA	Postcode:	6361
Street Address:	Golf Club Road				
Suburb:	Harrismith	State:	WA	Postcode:	6361

## Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Scott Bayley	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President		
Business Phone:	9883 2026	Facsimile:	
Mobile Phone:	0429 636 848	Email:	scott@tinrs.com.au

## Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 95 517 537 710
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A1010256Y
Bank details:	Bank: Commonwealth	BSB: 066 522 A/c: 0080 0096

## Local Government Authority Details:

LGA:	Shire of Wickepin		
Contact:	Mark Hook	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Shire CEO		
Business Phone:	9888 1005	Facsimile:	
Mobile Phone:		Email:	ceo@wickepin.wa.gov.au

## PROJECT DETAILS

<b>Project Title (brief and specific):</b> Tee Box surfacing	
<b>Project Description:</b> Rejuvenation of 34 tee box synthetic turf structure. <i>"The tee box is the starting point of every hole on the golf course, the place from which golfers play the first stroke of each hole"</i>	
<b>How did you establish a need for your project?</b> The golf club has ear marked this project for the over the last 5 years. There are 34 tee boxes at the course. Each tee box has an inconsistent structure. No tee box is alike across the course. Problems with tee boxes include, <ol style="list-style-type: none"> <li>1. Compaction. Sand and dirt have made the structure impenetrable and tees cannot be inserted.</li> <li>2. Undulation. Unevenness underfoot effecting balance of golf swing.</li> <li>3. Wear. Commonly on the left and front of tee box turf.</li> <li>4. Slackening. Structure cannot support a tee as there is nothing to grip causing the tee to fall over.</li> <li>5. Rips and tears. These allow weeds to grow through destroying structure of surface.</li> </ol> <p>The CSRFF were approached by the club 5 years ago and they agreed that these surfaces were not ideal. The club did not enter into the funding round at that time and has persisted with maintenance and retouching of the surfaces. It was only through the skill and dedication of the clubs members that the club has got this extra lifespan out of them. Unfortunately we believe we will be unable to continue our maintenance and achieve feasible results.</p>	
<b>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</b> The club has exhausted the alternative of repairs and maintenance with the surfaces, 5 years ago we looked at resurfacing but instead pulled up tee boxes and re-laid old ones. This has extended their life but now time has come to replace.	
<b>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?</b> The club projects that the new surfaces will have a much greater lifespan than the existing ones. Harrismith will use the same product used by Kulin Golf Club in 2010. They used a rubber granule sand combination in a longer turf. These tee boxes are now 10 years old and are still as good as the first year they were installed. Harrismith has demonstrated its skills in maintaining their facilities. I am confident our volunteers will continue to do this in the future.	
<b>Project location:</b>	Golf Club Road Harrismith
<b>Land ownership:</b>	Who owns the land on which your facility will be located? Shire of Wickepin Lease Expiry (if applicable):
<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"/> ___/___/___
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> ___/___/___
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> ___/___/___
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> ___/___/___
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> ___/___/___
<b>How will your project increase physical activity?</b> From a playing perspective, the sports surface is probably the most important item of equipment in any sport facility. Currently the varying surfaces on each tee box and tee boxes to each other promote a disadvantage to new, aging, or left handed players.  If we can even the playing field for all levels we believe the club will attract new players. The club forecasts that we will increase of female membership and junior memberships over the next few years if we can improve the playing surfaces.	

We also believe there will be a player participation increase for mid-week golf. We believe women will most benefit from this as they are normally travelling with children's sport on weekends. This gives them an opportunity for physical activity not restricted to club hours.

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

From a playing perspective, the sports surface is probably the most important item of equipment in any sport facility. Currently the varying surfaces on each tee box and tee boxes to each other promote a disadvantage to new, aging, or left handed players.

If we can even the playing field for all levels we believe the club will attract new players. The club forecasts that we will increase female membership and junior memberships over the next few years if we can improve the playing surfaces.

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The Harrismith Golf club already uses peer support and group-based nurturing between club members, especially new members. We would like our facilities to show this and reflect on our belief that a community comes together through active participation in sport.

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

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
Harrismith Golf Club	100	12+

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.

<b>2017/18</b>	35	<b>2018/19</b>	40	<b>2019/20</b>	43
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Made up last year of  
 11 ladies  
 25 Men  
 2 Juniors  
 5 social Members

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
Golf WA	
<b>Have you discussed your project with your State Sporting Association?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Neil Fowler	Date of contact: June 2020

## 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	Approved
Preparation of tender/quotes for the major works contract	20/06/2020
Issuing of tender for major works	
Signing of major works contract	On notification of grant
Site works commence	01/03/2021
Construction of project starts	01/03/2021
Project 50% complete	14/03/2021
Project Completed	30/04/2021
Project hand over and acquittal	30/04/2021

Are there any operational constraints that would impact on the construction phase of your project? We don't see any issues arising. The course is closed during summer so this gives us plenty of time to get Turf ordered and laid in the new year prior to season opening in May.

## 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: Scott David Bayley

Position Held: President

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 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>
<input type="checkbox"/>	<b>Incorporation Certificate.</b>
<input type="checkbox"/>	<b>Two written quotes.</b>
<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).
<input type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply

### Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

## 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 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)
Purchase of Turf	8309.20	9139.90	
Rubber granules x 4 bags	300	330.00	
Shipping turf and granules to Maddington	180	196.00	
<b>Sand</b>	500.00	550.00	
<b>Volunteer labour 34 tee boxes x 1hr = 34hrs</b>			
<b>34 hrs x \$25/hr</b>	850.00	850.0	
<b>Sub Total</b>			
<b>Cost escalation</b>			<i>Please explain amount used</i>
<b>a) Total project expenditure</b>	<b>10139.20</b>	11065.90	

## 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	3363	3688	LGA cash and in-kind		
Applicant cash	3413	3688	Organisation's cash	Y	
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)	3363	3688	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
<b>b) Total project funding</b>	10139	11065			

**REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?**

The club will raise funds through fundraisers such as Bingo night, Wine fundraiser and other options to support any short fall.

### GST

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## PROJECT ASSESSMENT SHEET

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

<b>Name of Local Government Authority:</b> Wickepin Shire
<b>Name of Applicant:</b> Harrismith Golf Club

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" 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 checked="" type="checkbox"/> No
If no, what approvals are still outstanding?	No building or planning approvals required

#### 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 checked="" 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 the Department of Local Government, Sport and Cultural Industries by **4pm on 14 August 2020**. Late applications cannot be accepted in any circumstances.

#### **DLGSC OFFICES**

##### **PERTH OFFICE**

246 Vincent Street  
Leederville WA 6007  
GPO Box 8349  
Perth Business Centre WA 6849  
Tel: (08) 9492 9700  
[CSRFF@dlgsc.wa.gov.au](mailto:CSRFF@dlgsc.wa.gov.au)

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

Level 1, 268-270  
Foreshore Drive  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
[midwest@dlgsc.wa.gov.au](mailto:midwest@dlgsc.wa.gov.au)

##### **PILBARA**

Karratha Leisure plex  
Dampier Hwy, Karratha  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
[pilbara@dlgsc.wa.gov.au](mailto:pilbara@dlgsc.wa.gov.au)

##### **GASCOYNE**

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
[Gascoyne@dlgsc.wa.gov.au](mailto:Gascoyne@dlgsc.wa.gov.au)

##### **KIMBERLEY – Broome**

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Mobile 0438 916 185  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

##### **SOUTH WEST**

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
[southwest@dlgsc.wa.gov.au](mailto:southwest@dlgsc.wa.gov.au)

##### **GOLDFIELDS**

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
[goldfields@dlgsc.wa.gov.au](mailto:goldfields@dlgsc.wa.gov.au)

##### **KIMBERLEY – Kununurra**

Telephone 08 9195 5750  
Mobile 0427 357 774  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

##### **WHEATBELT - Northam**

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

##### **GREAT SOUTHERN**

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
[greatsouthern@dlgsc.wa.gov.au](mailto:greatsouthern@dlgsc.wa.gov.au)

##### **PEEL**

Suite 94  
16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
[peel@dlgsc.wa.gov.au](mailto:peel@dlgsc.wa.gov.au)

##### **WHEATBELT – Narrogin**

50 Clayton Road  
Narrogin WA 6312  
Telephone 9690 2400  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)