



City of Rockingham

Infrastructure Capital Grant Application Form



rockingham.wa.gov.au



PART 1 – IMPORTANT INFORMATION

PLEASE READ BEFORE SUBMITTING YOUR APPLICATION

This application should be completed in accordance with the Community Infrastructure Grant Guidelines and Community Grants Policy.

The Community Infrastructure Grant Guidelines contain important information needed to complete and submit an application, including;

- Eligibility criteria
- Information on grant categories
- Assessment criteria
- Application processes
- How to prepare budgets

It is highly recommended that you read the Community Infrastructure Grant Guidelines before preparing your application, and contact the City for any enquiries.

The guidelines can be found on the City's website at <https://rockingham.wa.gov.au/events-culture-and-tourism/scholarships-and-grants/community-grants-program>

If a project is proposed for a facility that is leased or licensed from the City of Rockingham, you must submit an application for Consent to Alterations and Additions. As outlined in the guidelines you must contact the City prior to submitting the application.

Please contact the City Properties team regarding leased facilities, and the Community and Leisure Facilities team for licensed facilities as per the guidelines

Consent for Alterations and Additions is a separate process to the grant application, and more information on how to manage the two application processes can be found within the Community Infrastructure Grant Guidelines.

PART 2 – ORGANISATION / GOVERNANCE DETAILS

| |
|---|
| 1. Organisation details |
| Organisation name: |
| Is your organisation incorporated? An organisation must be incorporated to be eligible for Community Grants Program funding. If you are not, your application may be auspiced by another organisation. Please contact the City for further information. |
| Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | |
|---|------------------------|
| 2. Contact Details: These details will be used for all correspondence related to the grant. | |
| Title: | First Name: |
| Surname: | Contact Number: |
| Position: | |
| Email: | |
| Postal Address: | |
| Suburb: | |
| State: | Postcode: |

| | |
|--|--------------|
| 3. Registration and insurance details: Is your group / organisation registered with an Australian Business Number (ABN) or an Australia Registered Business Number (ARBN)? | |
| ABN: | ARBN: |

| | |
|---|-----------------------------|
| 4. Is your group / organisation registered for GST | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | |
|---|-----------------------------|
| 5. Does your organisation have current public liability insurance? | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | | | |
|---|--|-------------------------------|--|
| 6. How many members or participants does your organization have? | | | |
| Juniors: | | Other: | |
| Seniors: | | Volunteers: | |
| Full-time staff | | Part-time/Casual Staff | |

PART 3– APPLICATION DETAILS

| 7. Application details | |
|---|--|
| Project Name: | |
| Total project cost: | |
| Grant amount requested: | |
| If you are planning for a specific facility, please list the address below. If your project involves site selection, do not fill in the address fields. | |
| Reserve / Facility Name: | |
| Street Address: | |
| Suburb: | |

| 8. Who owns / manages the land the project will occur on? |
|--|
| Please note that if the land is not owned / managed by the City of Rockingham, or Department of Education with a Shared Use agreement, your project is not eligible for this funding category. |
| <input type="checkbox"/> City of Rockingham <input type="checkbox"/> Department of Education (Shared Use Agreement) |

| 9. Does your project impact on a facility leased or licensed from the City of Rockingham? |
|---|
| Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If you answered yes, a Consent for Alterations and Additions application must be submitted separately to your grant application, and it is strongly recommended to investigate this as early as possible during the planning of your project. If the facility is leased, please contact the City Properties team. If the facility is licensed, please contact the Community and Leisure Facilities team. |

| 9.1 If yes, what is the status of your Consent for Alteration or Addition application? | |
|---|--------------------------|
| <i>This is only applicable to facilities leased or licensed from the City. More information can be found in the Community Infrastructure Grant Guidelines or by contacting the City</i> | |
| Consent for Alterations And Additions has been received | <input type="checkbox"/> |
| An application has been submitted and is being assessed | <input type="checkbox"/> |
| No application has been submitted* (A form will need to be submitted. See point 9) | <input type="checkbox"/> |
| 9.2 If no, please submit extensive details of your project. | |
| <i>Eg. Site plan/aerial photo identifying proposed location, drawings with dimensions, photos</i> | |

15. Why did you choose your preferred supplier/contractor?

Some things to consider when answering this question include value for money, experience, availability, inclusions and exclusions. Please provide copies of all quotes received according to the Guidelines.

JUSTIFICATION AND STRATEGIC ALIGNMENT

16. Why does this infrastructure need to be delivered?

What need will the project meet, and how did you organization identify the need?

17. What other options were considered?

Tell us about the other options your organisation considered when developing the project, and why this option was selected. Some examples of things to consider are short term vs long term benefit, available time and resources, site considerations, cost etc

18 What strategic planning documents support the need for this infrastructure?

These may be documents prepared by your organisation such as a study or Strategic Plan, or documents may have been prepared by your organisation's governing body or state sporting association etc. Please list any relevant documents, and provide either a copy or a link to an electronic document.

19 Which of the City's aspirations does your project align with, and why?

Please refer to the Strategic Community Plan page of the City's website for the Community Plan, Vision and Strategic Objectives.

<https://rockingham.wa.gov.au/your-city/our-vision/strategic-community-plan>

COMMUNITY BENEFIT

20 What are the short and long term benefits of your project?

What are the benefits to your organisation and the Rockingham community? Some things to consider could include who currently uses the facility and for what purpose. How will your project change / improve it?

21 How will the project make infrastructure more available to the Rockingham community?

As an example, does it provide something that wasn't available before, make spaces larger to cater for demonstrated demand, promoting wider use of facilities that are usually only used for member activities etc.

22 How will the project make infrastructure more accessible to the community?

Some examples of things you could consider are disability access and inclusion, family friendly facilities, increasing female participation in sport etc.

CONSULTATION AND PARTNERSHIPS

23 Are the community aware and supportive of your project?

Groups to consider include members and other groups who use the facility, governing bodies such as state sporting associations or land authorities, neighbors and the community, the City etc. Please provide any available evidence of consultation and support.

24 Are you partnering with any other groups to deliver the project?

If yes, please provide written evidence and describe each organisation's role in the project

25 Are volunteers involved in delivering your project?

If yes, identify which parts of the project they will be involved in and who will manage the volunteers.

PART 5 – PROJECT BUDGET

| EXPENDITURE | Cost (\$) (Excluding GST) | INCOME | Cost (\$) (Excluding GST) |
|--------------------------------------|------------------------------|--|------------------------------|
| | | CIG Requested Amount | |
| | | Cash Contribution from organisation | |
| | | <i>Other (donations/sponsorships/grants)</i> | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Cash Expenditure Sub Total | | Cash Income Sub Total | |
| EXPENDITURE IN KIND | | INCOME IN KIND | |
| | | Volunteer Labour/Time | |
| | | Donated materials or services | |
| | | | |
| | | | |
| | | | |
| In Kind Expenditure Sub Total | | In Kind Income Sub Total | |
| Total Project Expenditure | | Total Project Income | |

PROJECT FUNDING

26 Which budget items would the City's grant funding be used for?

Identify which part of your project budget would be funded by Community Infrastructure Grant funding.

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27. Have you applied to any other organisations for funding?

Please provide a list in the table below.

e.g. Lotterywest, Department of Sport and Recreation, private sponsorship, etc.

| Funding Agency | Amount (\$) | Approved | | |
|----------------|-------------|----------|----|---------|
| | | Yes | No | Pending |
| | | | | |
| | | | | |
| | | | | |

28. What is your organisation's plan for unexpected project costs?

Project cost increases are not eligible for further grant funding from the City. Does your organization have additional funds set aside for unexpected costs? If not, how would you source extra funds?

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29. How will your project be impacted if the grant application is not successful?

We will fund the amount request from the City and continue with the project as proposed

We will fund the amount requested from the City, but change the project to be more affordable

The project will be postponed while we fundraise/seek other funding sources

The project will be cancelled

PART 6 – SUPPORTING DOCUMENTATION

The following information should be submitted with your application. Failure to submit the required information may render your application ineligible.

Please note that the documents listed under Organisation Information apply to all applications, while the documents listed under Project Information will vary according to the type of project. If you are unsure which documents your application needs, please contact Community Infrastructure Planning.

| Organisation Information | Project Information |
|---|---|
| <input type="checkbox"/> Copy of Constitution* <input type="checkbox"/> Business Plan* <input type="checkbox"/> Copy of Incorporation Certificate <input type="checkbox"/> Most recent audited Financial Statements <input type="checkbox"/> Copies of Insurance Certificates <input type="checkbox"/> Certificate of GST Registration (if applicable) | <input type="checkbox"/> Relevant drawings and specifications <input type="checkbox"/> Quotes for all budget items <input type="checkbox"/> Evidence of support from Relevant Groups <input type="checkbox"/> Written verification of funding sources <input type="checkbox"/> Relevant strategic planning documents* <input type="checkbox"/> Committee endorsement of project and budget |

*These documents may be provided in the form of web links

Please submit your application (including attachments) via email, post or in person:

| <i>In Person before 4.30pm</i> | <i>By Mail:</i> | <i>Via Email:</i> |
|--|--|-------------------------------|
| Customer Service City of Rockingham Administration Building Civic Boulevard Rockingham WA 6168 | Community Capacity Building City of Rockingham PO Box 2142 Rockingham DC WA 6967 | customer@rockingham.wa.gov.au |

PART 7 – APPLICANT DECLARATION

CONFLICT OF INTEREST

Are any members of your committee employed by an organisation that may benefit financially from this grant if successful?

Yes (please state the nature of this interest): No

UNDERSTANDING OF GUIDELINES

Please confirm that you have read and understood the Community Infrastructure Grant Guidelines, and that the application form is completed in accordance with the instructions in that document. If you have any questions please contact the Community Infrastructure Planning team.

I have read and understood the Community Infrastructure Grant Guidelines

DECLARATION OF APPLICANT

I _____ (Name of Person)

_____ (Position Title) of

_____ (Organisation Name)

hereby declare that I am authorised on behalf of the organisation to sign this declaration and the information supplied is, to the best of my knowledge, accurate and complete. The City of Rockingham will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application. I understand that any decision made by the City of Rockingham is final and is not subject to an appeals process.

Signature: _____

Date: ____/____/____

(President or Chairperson)

Witnessed By Office Bearer of the organisation:

Name: _____

Position: _____

(Held in organisation)

Signature: _____

Date: ____/____/____

Any information disclosed in this form will only be used by the City of Rockingham for the purposes of assessing funding proposals under the Community Grant Program and will be maintained in accordance with the Privacy Act 1988.