

Lease Property Grants: Maintenance

Application Package

Leased property grants are available all year round for amounts up to \$10,000 per project for incorporated associations, clubs, or not for profit organisations to assist with the maintenance of City owned leased facilities.

You can apply if you meet the following criteria:

- ✓ You are considered a Community lessee of a city owned property or building.
- ✓ You are requesting funds for maintenance of property leased from the City.

You cannot apply if:

- You are a Local, State or Commonwealth authority.
- You are an individual or a private company.
- Your project is not for the maintenance of property leased from the City.
- Your insurance is not current.
- You have failed to acquit any previous City of Rockingham grants.

Leased property maintenance grants will not be provided for:

- Installation of new structures or equipment.
- Maintenance of any asset outside of the leased area boundaries.
- Replacement or repair of any item not provided by the City

If your organisation does not have an ABN or ARBN, please provide a completed “Statement by Supplier form”, available from <http://www.ato.gov.au> with this application.

The processing of incomplete applications or that are missing supporting documents will be delayed until the required information is received. All fully completed applications will be assessed by City Officers and all decisions made by the City are final and not subject to an appeals process.

Applicants will be notified of the outcome by email and letter. Successful applicants will receive a letter of success, outlining the awarded amount and any conditions that are associated with the grant. Funds will be electronically transferred to the organisation’s bank account, nominated on page 1 of the application.

Some maintenance projects may require additional approvals prior to commencement of the project. It is the responsibility of the applicant to determine which approvals are required and submit the appropriate documentation. The applicant must not proceed with the project without formal approval from the appropriate authority, including but not limited to the City’s Planning and Development Department, Building Services and Health Services.

Successful applicants will have 30 working days from completion of the project to submit:

- the serial number, make, model and product specification of all new or replacement parts included in the maintenance project;
- a receipt or receipts for all payments made in relation to the maintenance project; and
- project completion date.

Failure to provide the information requested above may affect your organisations requests for future leased property maintenance grants.

Leased Properties Grants: Maintenance Application Form

Organisation/applicant details

Leased property information:

Leased property name: _____

Street address: _____

Suburb / Town / City: _____

Postcode: _____

Organisation's details:

Organisation's name: _____

Postal address: _____
(if different from leased property address)

Suburb / Town / City: _____

State: _____

Postcode: _____

Please provide a current copy of your organisations public liability insurance certificate.

Organisation's contact details:

Main contact person: _____

Telephone number: _____

Mobile number: _____

Email: _____

Organisation's bank details:

Bank name: _____

Account name: _____

Account number: _____

ABN or ARBN: _____

Is your organisation
registered for GST:

Yes

No

Maintenance project details

Description of maintenance required:

Cause of maintenance requirement:

Contractor details

Company / business name: _____

Licence number: _____

Primary Contact person: _____

Street address: _____

Suburb / Town / City: _____

Please attach:

- *a site plan/aerial photo identifying the location of the maintenance issue on the leased property;*
- *one written quote for maintenance projects under \$1,000; and*
- *two or more written quotes for maintenance projects over \$1,000.*

Please ensure that your organisation and contractors are aware of the City's Disability Access and Inclusion Plan (DAIP) available to be viewed at www.rockingham.wa.gov.au

Other grants

Has your organisation received funding from the City of Rockingham, within the last five years?

Yes:

No:

please fill out details below

Title of project the funding was used for	Date funding received	Amount received \$	Acquittal completed or outstanding?

Acquittal status completed - means you have provided evidence of how the grant money was used- provision of receipts, photos etc.

Acquittal status outstanding – means you have not yet provided evidence of how the grant money was used.

Please list any attempts to secure funding through other sources:

Funding Agency	Amount \$	Approved	Not approved	Pending
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Budget

Expenditure	Amount \$
Total maintenance expense	
Value of donated maintenance materials/items	
Value of donated/voluntary services	
Total	

Income	Amount \$
City of Rockingham requested grant amount	
Other grants/funding	
Total	

Do not add GST onto the grant amount being requested. Where appropriate, GST will be added to the grant amount by the City.

Please calculate the value of donated/voluntary services at \$25 per hour per volunteer.

Conflict of interest

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

Yes

No

please state the nature of this interest below:

Declaration of applicant

I, _____ (name)
, _____ (position) of
_____ (organisation) do 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: _____

Witnessed by: _____ Position: _____

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.

Checklist

Have you included the following documents with your application:

- Statement of supplier form if required
- A site plan identifying the location area of the project
- A copy of Public Liability Certificate
- Supplied written quotes

Please submit your application (including attachments) by one of the following methods:

In person:

City of Rockingham Administration Building
Civic Boulevard
Rockingham WA 6168

By mail:

Community and Leisure Facilities
City of Rockingham
PO Box 2142
Rockingham DC WA 6967

Via email:

customer@rockingham.wa.gov.au