



City of Rockingham

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# Infrastructure Planning Grant Application Form



[rockingham.wa.gov.au](http://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>

## PART 2 – ORGANISATION / GOVERNANCE DETAILS

<b>1. Organisation details</b>
<b>Organisation name:</b>
<b>Is your organisation incorporated?</b> 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"/>

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

<b>3. Registration and insurance details:</b> Is your group / organisation registered with an Australian Business Number (ABN) or an Australia Registered Business Number (ARBN)?			
ABN:		ARBN:	
<b>4. Is your group / organisation registered for GST</b>			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<b>5. Does your organisation have current public liability insurance?</b>			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	

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

### PART 3 – APPLICATION DETAILS

7. Application details	
<b>Project Name:</b>	
<b>Total project cost:</b>	
<b>Grant amount requested:</b>	
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.	
<b>Reserve / Facility Name:</b>	
<b>Street Address:</b>	
<b>Suburb:</b>	

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. Is the facility leased or licensed from the City of Rockingham?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, a Consent for Alterations and Additions application may need to 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.	

## PART 4 – PROJECT INFORMATION

### PROJECT PLANNING

10. What kind of planning do you want to do?			
Needs Assessment		Architectural design or drawings	
Feasibility Study		Engineering design or drawings	
Site Investigation		Strategic/Business Plan	
Other (please describe)			

11. Describe the scope of works for your project
<i>What will be investigated or produced? What won't be included? What documents will be produced?</i>

12. How will your project be implemented?
<i>What are the steps to producing the Study/design/drawings and who will be responsible for implementing them?</i>

**13. Why did you choose your preferred supplier / consultant?**

*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**

**14. Why does your organisation want to do this planning?**

*What need will the project meet, and how did your organisation determine this need?*

**15. Which strategic documents support the need for this planning?**

*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.*

**16. Why do you want to do the planning this way?**

*Tell us about the other ways your organisation considered doing the project, and why this option is preferred. Some examples of things to consider are short term vs long term benefit, available time and resources, need for particular skill sets etc*

**17. What will your organisation use the documents and information for?**

*As an example, will the project help your organisation to decide if the project will go ahead / to advocate for a facility / for grant funding applications / for starting construction?*

**18. 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/community-plan>

COMMUNITY BENEFIT

**19. What are the long and short term benefits of the project?**

*What are the benefits to your organisation and the Rockingham community?*

**20. How will the project make infrastructure more available to the Rockingham community?**

*As an example, will you be investigating a new service or venue that isn't currently available, or investigating how a space could be changed to meet the community's needs?*

**21. 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

**22. Who will you consult with throughout your project, and what will their feedback be used for?**

*Groups to consider include members and other groups who use the facility , governing bodies such as state sporting associations or land authorities, neighbours and the community, the City, and groups who have completed similar projects.*

**23. 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*

**24. Are volunteers involved in delivering your project?**

*If yes, identify which parts of the project they will be involved in.*

## 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>	
<b>Cash Expenditure Sub Total</b>		<b>Cash Income Sub Total</b>	
EXPENDITURE IN KIND		INCOME IN KIND	
		Volunteer Labour/Time	
		Donated materials or services	
In Kind Expenditure Sub Total		In Kind Income Sub Total	
<b>Total Project Expenditure</b>		<b>Total Project Income</b>	

## PROJECT FUNDING

**25. 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.*

**26. 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?*

**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
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**28. 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
Copy of Constitution*	Quotes for all budget items
Business Plan*	Letters of Support from Relevant Groups
Copy of Incorporation Certificate	Written verification of funding sources
Most recent audited Financial Statements	Relevant strategic planning documents*
Copies of Insurance Certificates	
Certificate of GST Registration (if applicable)	

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

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

<b><i>In Person before 4.30pm</i></b>	<b><i>By Mail:</i></b>	<b><i>Via Email:</i></b>
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.*