

City of Rockingham

# **Leased Property Maintenance Grant Application Form**







# **Guidelines: Leased Property Maintenance Grant**

### **Important Information**

#### PLEASE READ BEFORE SUBMITTING YOUR APPLICATION

Leased Property Maintenance Grants are available all year round, for up to a total amount of \$10,000 per financial year, for incorporated associations, clubs and not for profit organisations, to assist with the maintenance of leased facility assets that meet the criteria.

You can apply if you meet the following criteria:

- ✓ You are considered a community lessee of property leased from the City
- ✓ You are requesting funds for maintenance of property leased from the City
- ✓ Your public liability insurance is current, with a minimum cover of \$20,000,000.00

#### 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 public liability insurance is not current
- ➤ You are considered a commercial lessee of property leased from the City

# What is a Leased Property Maintenance Grant used for?

Leased Property Maintenance Grants are intended to assist with the financial costs relating to the maintenance of assets. They are not for works that are deemed to be operational, which are the responsibility of the lessee.

#### **Examples of maintenance classifications:**

	Classed as Maintenance Cost	Classed as Operational Cost	Eligible to be Submitted for Maintenance Grant
Re-painting of internal and external walls and	<b>✓</b>	×	✓
fixtures			
Repairs of assets provided by the City (i.e.	✓	×	✓
dishwashers, air conditioners, grease traps)		-	-
Plumbing maintenance	✓	×	✓
Repairs to external fixtures	✓	*	✓
Garage/roller door maintenance	✓	×	✓
Installation of new structures or equipment	×	✓	×
Pest control other than termites	×	✓	×
Maintenance of any asset outside of the	×	./	×
leased area boundaries	~	•	*
Day to day operations (i.e. cleaning hard floors			
and carpet, security, gardening, gutter	×	✓	×
cleaning)			

<sup>\*\*</sup>The above is a general guideline\*\*



**Definition of Maintenance:** Means regular ongoing day to day work necessary to keep assets operating and to achieve its optimum life expectancy.

**Definition of Operations:** Means regular activities to provide public health, safety and amenity.

#### **Assessment**

Applications must be signed and submitted by the head lessee. Submissions from sub lessees or other user groups of the leased area will not be accepted.

Each application will be assessed by City Officers from various internal departments, with the final outcome issued by City Properties Leasing. Incomplete applications will be delayed until all required information is received.

Failure to provide the information requested above may impact your organisations requests for future Leased Property Maintenance Grants.

#### **Outcome**

Successful applicants will be formally notified of the approved amount and any conditions that are associated with the grant.

Successful applicants will be required to submit an invoice made out to the City of Rockingham for the approved amount. The City will make payment by direct deposit into the Lessee's nominated bank account.

Invoices must include:

- Organisation name
- Organisation ABN
- Organisation postal address
- Organisation contact number or email address
- Account Holder Name
- Account Number
- BSB Number
- Amount payable

#### **Contact**

For further information, please contact City Properties Leasing on (08) 9528 0333 or customer@rockingham.wa.gov.au



# **Leased Property Maintenance Grant Application Form**

The following supporting documents are required wi	ırı your ap	piicatior	1.		
<ul><li>☐ Site plan identifying the location of the maintenance project</li><li>☐ Specifications of the maintenance project</li></ul>					
☐ A copy of your current Public Liability Cer	rtificate			<b>#4.000</b>	`
<ul><li>☐ Written quotes (Two quotes required for ☐ Statement of supplier form, if required</li></ul>	maintenan	ice proje	ects o	ver \$1,000	)
Is this a new maintenance project?	Yes		No		
Is this a retrospective maintenance project, completed due to emergency/unforeseen circumstances?		Yes		No	
Property Details					
Property name:					
Street address:					
Suburb:					
Lessee Details					
Organisation name:					
Postal address:					
Suburb:					
State:					
Postcode:					
Authorised Contact Details					
Main contact person:					
Telephone number:					
Mobile number:					
Email:					
Lessee Bank Details					
Bank name:					
Account name:					
Account number:					
ABN or ARBN:					



# **Maintenance Project Details**

De	scription and scope of mai	ntenance (please describe	e in detail):	
Ca	use of maintenance require	ement (please describe in	detail):	
Со	entractor Details			
Со	mpany/business name: _			
Lic	ence number:			
Pri	mary contact person: _			
Street address:				
Su	burb/Town/City:			
Bu	dget			
ls y	your organisation registered	d for GST?	□ Yes	□ No
	Estimated Expenditure		Amount \$	
	Quote 1 (excluding GST)			
	GST			
	Total Amount for Quote	1		
	Quote 2 (excluding GST)			
	GST			
	Total Amount for Quote	2		



## **Conflict of Interest**

Does any member of your committee need to de	eclare a conflict of interest?
☐ Yes	□ No
Please state the nature of this interest below:	
Understanding of Guidelines	
☐ I have read and understood the Leased Pro	perty Maintenance Grant Guidelines
Declaration of Lessee:	
I,	(Name)
	(Position)
hereby declare that I am authorised on beh declaration and the information supplied is, to and complete. The City of Rockingham will information supplied and any other information affect this application.	the best of my knowledge, accurate be notified of any change to the
Signature:	Date:
Witnessed by Office Bearer:	
Witness Name:	Position:
Signature:	Date:
Your application can be submitted (including att	achments) by one of the following methods
In person: City of Rockingham Administration Building Civic Boulevard Rockingham WA 6168	By mail: Corporate Services – City Properties City of Rockingham PO Box 2142 Rockingham DC WA 6967

By email: <a href="mailto:customer@rockingham.wa.gov.au">customer@rockingham.wa.gov.au</a>