



City of Rockingham

Leased Property Maintenance Grant Application Form



rockingham.wa.gov.au



City Properties: Leased Property Maintenance Grant Guidelines

PLEASE READ BEFORE SUBMITTING YOUR APPLICATION

City Properties 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, 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 are considered a commercial lessee of a City-owned property or building

Leased Property Maintenance Grants are intended to assist with the financial costs relating to the maintenance of assets and not for works that are deemed to be operational (and therefore responsibility of the Lessee). They are not for items that are provided for under the Sports and Community Facility Policy.

These are examples only:

	Classed as Maintenance Cost	Classed as Operational Cost	Eligible to be Submitted for Maintenance Grant
Re-painting of internal and external walls and fixtures	✓	✗	✓
Repairs of assets provided by the City (i.e. dishwashers, air conditioners, grease traps)	✓	✗	✓
Repairs of assets not provided by the City	✗	✓	✗
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 (e.g. cleaning of hard floors and carpets, security costs, gardening, gutter cleaning)	✗	✓	✗

****The above is a general guideline, your Lease with the City of Rockingham outlines your responsibility for maintenance at the facility and Lessee requirements****

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.

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, before any monies will be deposited into the applicant's nominated bank account.

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.

Failure to provide the information requested above may affect your organisations requests for future City Properties Leased Property Maintenance Grants. For further clarification or information, please contact City Properties.

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To complete this form you **must** attach the following supporting documents, relating to your application:

- A site plan identifying the location of the maintenance project
- Specifications of the maintenance project
- A copy of your current Public Liability Certificate
- Written quotes (Two written quotes required for maintenance projects over \$1,000)
- Statement of supplier form, if required

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: _____

Contact Details

Main contact person: _____

Telephone number: _____

Mobile number: _____

Email: _____

Bank Details

Bank name: _____

Account name: _____

Account number: _____

ABN or ARBN: _____

Maintenance Project Details

Description and scope of maintenance (please describe in detail):

Cause of maintenance requirement:

Preferred Contractor Details

Company/business name: _____

Licence number : _____

Primary contact person: _____

Street address: _____

Suburb/Town/City: _____

Budget

Is your organisation registered for GST? Yes No

If your organisation is NOT registered for GST or is GST Exempt, you **cannot** on charge GST to the City.

Estimated Expenditure	Amount \$
Quote 1 (excluding GST)	
GST	
Total Amount for Quote 1	
Quote 2 (excluding GST)	
GST	
Total Amount for Quote 2	

Sources of Income	Amount \$
City of Rockingham grant amount requested	
Other grants/funding (if applicable)	
Total Funds Requested (including GST, if registered)	

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:

Understanding of Guidelines

Please confirm that you have read and understood the Leased Property Maintenance Grant Guidelines, and that the application form is completed in accordance with the instructions in that documents. If you have any questions, please contact the City Properties Leasing Team.

I have read and understood the Leased Property Maintenance Grant Guidelines

Declaration of Lessee, as applicant:

I, _____ (name)

(position) of

(organisation)

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.

Signature: _____ Date: _____

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:
Corporate Services – City
Properties City of Rockingham
PO Box 2142
Rockingham DC WA 6967

By email: customer@rockingham.wa.gov.au