



Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator: _____

CNLP Small Grants Application Form

For projects up to \$500,000 to be acquitted by 15 June 2025

You <u>MUST</u> discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.		
All applications <u>MUST</u> be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.		
DLGSC Contact: Samantha Cornthwaite	Date: 19 March 2024	Office: Northam

Applicant's Details:

Organisation Name:	Shire of Trayning				
Postal Address:	PO Box 95				
Suburb:	TRAYNING	State:	WA	Postcode:	6488
Street Address:	Railway Street				
Suburb:	TRAYNING	State:	WA	Postcode:	6488

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Leanne Parola	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Chief Executive Officer		
Business Phone:	08 9683 1001	Facsimile:	
Mobile Phone:	0428 831 035	Email:	ceo@trayning.wa.gov.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 13671073560
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Incorporation #: *
Bank details:	Bank: Westpac	BSB: 036163 A/c: 103957

Local Government Authority Details:

LGA:	Shire of Trayning		
Contact:	Leanne Parola	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Chief Executive Officer		
Business Phone:	08 9683 1001	Facsimile:	
Mobile Phone:	0428 831 035	Email:	ceo@trayning.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Replace Bowling Green Floodlights		
Project Description: Replace the aged metal-halide floodlights at the Trayning Bowling Green with training standard LED floodlights		
Current lux level: unknown		
Proposed lux level: 100		
Lux level required according to the relevant Australian Standard: 100		
How did you establish a need for your project? The Trayning Bowling Club Inc and Trayning & Districts Sporting Club have contacted the Shire asking to upgrade the lights to LED floodlights.		
What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)? Quotations were also sought for competition standard lights and rejected as the DLGSC Contact advised only training standard would be eligible for funding		
How will your project increase physical activity? Upgrading the lights will encourage games and practice sessions on the bowling green in the evening when it is generally cooler and more suitable for working people.		
Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the lighting? Will a specific asset replacement fund be created? The Trayning & Districts Sporting Club will pay for the ongoing costs of electricity, the Bowling Club will pay for any repairs and the Shire will transfer \$4,000 per annum into its Infrastructure Reserve for the future replacement of the lights. It is expected that the LED floodlights will use approximately half the amount of energy used by the metal-halide floodlights which will reduce the annual operating costs for the Trayning & Districts Sporting Club.		
Project location:	Lot 88 Sutherland Street, Trayning	
Land ownership:	Who owns the land on which your facility will be located? Shire of Trayning Lease Expiry (if applicable): N/A	
Planning approvals	N/A	If no, provide the date it will be applied for:
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input type="checkbox"/>	__/__/__
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input type="checkbox"/>	__/__/__
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input type="checkbox"/>	__/__/__
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	__/__/__
Please list any other approvals that are required? N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>	__/__/__
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: The facility is shared by the Trayning & Districts Sporting Club and the Trayning Bowling Club		

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Trayning Bowling Club	90	4
Trayning & District Sporting Club	10	Ad hoc
TOTAL	100%	

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2021/2022	18	2022/2023	23	2023/2024	28
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Bowls Western Australia	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Clive Adams	Date of contact: 19 March 2024

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider extended delivery times due to the pandemic.

Task	Date
Attainment of Council approvals	N/A
Preparation of tender/quotes for the major works contract	June 2024
Issuing of tender for major works	July 2024
Signing of major works contract	July 2024
Site works commence	September 2024
Construction of project starts	September 2024
Project 50% complete	September 2024
Project Completed	October 2024
Project hand over and acquittal	November 2024

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral. Potential impact if supply is delayed by contractor

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9870. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Leanne Parola

Name:

Chief Executive Officer

Position Held:

Signature:

19 March 2024

Date:

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off time and date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation **must** be included with your application. Applicants may wish to supply additional RELEVANT information.

<input type="checkbox"/>	Application form.
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Confirmation of Public Liability Insurance cover to \$10 million
<input type="checkbox"/>	Two written quotes. Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input type="checkbox"/>	Locality map and/or site map , including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statements for the current year and budget for the next financial years. (LGAs exempted).
<input type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	A lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF or CNLP grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in April and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CNLP support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CNLP grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. floodlighting, power upgrade, additional lights to make it 100 lux) rather than materials (electrician, poles, lights, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Installation of LED Floodlights to existing poles	39,910	43,901	Vizona Pty Ltd
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total			
Cost escalation			<i>Please explain amount used</i>
a) Total project expenditure	39,910	43,901	

- At least **two written quotes or a QS estimate** are required for each component.
- Please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government			LGA cash and in-kind		
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed	19,955	21,996	Loans, sponsorship etc	Y	Letter confirming cash contribution from Trayning & Districts Sporting Club attached
CNLP request	19,955	21,995	Up to ½ project cost but capped at \$200,000	N	
b) Total project funding	39,910	43,901	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

Additional funds would be sought from the Shire of Trayning, if not successful, the project would not proceed.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project endorsement/approval.

Name of Local Government Authority: Shire of Trayning
Name of Applicant: Shire of Trayning

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CNLP principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	Not applicable
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|-------------------------------------|
| A | Well planned and needed by municipality | <input checked="" type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the following questions. This assessment is an important part of the CNLP process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

The Trayning & Districts Sporting Club have agreed to fund up to \$20,000 because they will be the main beneficiary of the project through reduced power consumption and increased income should more night activities be implemented.

2. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?

The Shire has an agreement with the Trayning & Districts Sporting Club which makes them responsible for the operating and maintenance costs of the lights. The Shire is aware that it will be required to make an annual transfer to its Facilities Reserve to fund the future renewal of the lights.

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

The Shire has recently invested significant ratepayer and grant funding into resurfacing the bowling green surface and works closely with the Trayning & Districts Sporting Club to ensure that its facilities are maintained to an acceptable standard. The Trayning Bowling Club has seen an increase in membership, particularly in a cohort aged under 40 which bodes well for the future sustainability of the Club.

Signed

Position Chief Executive Officer

Date 19/03/2024

Applications for CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 28 March 2024**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

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csrff@dlgsc.wa.gov.au

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