

Community Facility Fund

Submission Form

Organisation Details

Organisation Name

Postal Address

Contact Person

Position

Contact Number

Contact Email

ABN Number

Is your group/organisation registered for GST? (select 1 option)

Yes

No

Does your group/organisation hold Public Liability Insurance? (select 1 option)

Yes

No

If yes, please submit Certificate of Currency for Public Liability Insurance

Is your group/organisation incorporated? (Select 1 option)

Yes Incorporation Number _____

No

Does your group/organisation have a strategic plan? (select 1 option)

Yes If yes, please attach your strategic plan with your submission.

No

1. How many participants does your group/organisation have?

Juniors	
Seniors	
Volunteers	
Full Time Staff	
Part Time Staff	

Project Details

Project Name

Project Start Date _____ Project End Date _____

Location (facility/reserve)

Total Project Cost (ex GST)

Copy of your group/organisations meeting minutes supporting the decision for the grant application

Construction Details

What do you want to construct/install/refurbish/plan for? What spaces will be changed and or created? **(minimum 100 words)**

Project Documentation – Please tick documents being provided

- Aerial Designs
- Aerial Images
- Drawings
- Floor Plans
- Photo's

Are there any operational constraints that would impact on the construction phase of your project? Consider sporting seasons and major annual events of all users of premises.

Please state the name and contact details of the nominated licensed contractor supplier/builder or any other licensed professionalism carrying out the works.

Name	Phone	Email	Type of Work	Quote Submitted
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Please state the name, contact details, type of work and qualifications of the nominated **volunteers**.

Name	Phone	Email	Type of Work	Unskilled/Skilled/Professional	Qualification	Expiry Date
e.g. John Smith	0400 000 000	johnsmith@gmail.com	Tiler	Skilled	Construction Induction Card	1/01/2026

Volunteer Labour Type Definitions

Unskilled	General work is being undertaken where no recognised qualification is required.
Skilled	A person with a recognised qualification specific to the work to be undertaken, i.e. trades person, grader driver, truck driver, etc
Professional	A person with a formal tertiary qualification specific to the work to be undertaken, i.e. architectural, legal, engineering, surveying work or similar

Insurance Details – Contractor

<p>Does the contractor have Workers Compensation Insurance?</p>	<p><input type="checkbox"/> Yes, see attached <input type="checkbox"/> Yes, will attach if application is successful <input type="checkbox"/> N/A</p>
<p>Does the Contractor have Public Liability Insurance to the value of \$20m?</p>	<p><input type="checkbox"/> Yes, see attached <input type="checkbox"/> Yes, will attach if application is successful <input type="checkbox"/> N/A</p>
<p>Does the contractor have Income Protection or Personal Accident and illness Insurance</p>	<p><input type="checkbox"/> Yes, see attached <input type="checkbox"/> Yes, will attach if application is successful <input type="checkbox"/> N/A</p>
<p>Does the Contractor have Professional Indemnity Insurance? Applicable if advice is being provided.</p>	<p><input type="checkbox"/> Yes, see attached <input type="checkbox"/> Yes, will attach if application is successful <input type="checkbox"/> N/A</p>
<p>Does the Contractor have Motor Vehicle Insurance?</p>	<p><input type="checkbox"/> Yes, see attached <input type="checkbox"/> Yes, will attach if application is successful <input type="checkbox"/> N/A</p>
<p>Does the Contractor have a handbook and or safety agreement</p>	<p><input type="checkbox"/> Yes, see attached <input type="checkbox"/> Yes, will attach if application is successful <input type="checkbox"/> N/A</p>

Insurance Details – Voluntary Labour Insurances

<p>If 'skilled' or 'professional' volunteers are carrying out works, do they have Public Liability Insurance to the value of \$20m?</p>	<p><input type="checkbox"/> Yes, see attached</p> <p><input type="checkbox"/> Yes, will attach if application is successful</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>
<p>If 'skilled' or 'professional' volunteers are carrying out works, have they provided copies of their qualifications/tickets or certificates?</p>	<p><input type="checkbox"/> Yes, see attached</p> <p><input type="checkbox"/> Yes, will attach if application is successful</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>

Insurance Details – Product

<p>Does the product come with Product Liability Insurance or warranty information?</p>	<p><input type="checkbox"/> Yes, see attached</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>
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Project Justification

Why does the project need to be delivered? **(minimum 200 words)**

What needs will the project meet and how did your organisation identify the need/demand? For example – member or community survey or feedback, benchmarking against other organisations, growing participation.

What other options were considered?

What other options did your organisation consider when developing the project? Why was this option selected? You may consider short-term vs long-term benefit, available time and resources, site considerations, cost etc. **(Minimum 200 words)**

What strategic planning documents support a need for such infrastructure?
These may include a needs analysis, your strategic plan, Shire planning documents or documents developed by your governing body or state sporting association.

Community Benefit

What are the community benefits of the project?
Consider who currently uses the facility, for what purpose and how the project will change or improve it. Examples may increase access for people with disability, family-friendly, female participation, regional event attraction. Will it be used by the whole community? Does the project provide opportunities that were previously not available to the community? **(Minimum 200 words)**

Are you partnering with any other groups to deliver the project? (Select 1 option)

Yes

No

If yes, describe each organisations role in the project

Organisation	Role

Provide written evidence of support with your submission

Project Budget Expenditure (ex GST)

Detail items

Description	Cost ex GST	Cost inc GST	Company

Volunteer Labour Expenditure

	Rate (\$)/hr	Hours	Total	Unskilled/Skilled/ Professional
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<i>Example – clearing site of rubbish</i>	\$25	2	\$50	Unskilled
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Total Volunteer Expenditure _____

Volunteer Labour Type

Unskilled – Up to \$25 per hour

Skilled – Up to \$40 per hour

Professional – Up to \$60 per hour

Total Project Expenditure _____

Income

Please note expenditure and income should be equal

Volunteer Labour Income

	Rate (\$)/hr	Hours	Total	Unskilled/Skilled/Professional
<i>Example – clearing site of rubbish</i>	\$25	2	\$50	Unskilled

Total Volunteer Income _____

Description	Cost ex GST	Cost inc GST	Company/Organisation
Organisation’s cash contribution			
Other grant providers			
Donations			
Sponsors			
Voluntary Labour			

Total Project Income _____

Amount of Community Facility Funding requested
Maximum amount to be 70% of total project cost capped at \$20,000

What is your group/organisations plan for unexpected costs?
Project cost increases are not eligible for further grant funding from the Shire.

Please submit a copy of your group/organisations most recent bank statement and or most recent financial statement.

Payment Details

Bank account details for electronic transfer of grant monies.

Account Name _____

BSB Number _____

Account Number _____

Bank Name _____

Bank Branch _____