

# Facility Design Grants Program

Application form 2021-2022



## Section one

Organisation name: \_\_\_\_\_

### Contact

Person: \_\_\_\_\_ Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post code: \_\_\_\_\_

Street Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Organisation status (please tick appropriate box)

Is your group/organisation

- Incorporated  Yes  No
- Corangamite based  Yes  No
- ABN Registered  Yes  No

If yes, provide your ABN: \_\_\_\_\_

If no, complete the **Statement by a Supplier Form** and attach to this application form

- Registered for GST  Yes  No

### Bank Details

Bank: \_\_\_\_\_

BSB: \_\_\_\_\_ Account No.: \_\_\_\_\_

## Section two

1. **Organisation name:** \_\_\_\_\_

If your organisation is a tenant, you should seek permission to undertake the project from the committee of management of the facility / reserve. A letter of support is sufficient evidence.

2. **Project Development (30%)**

a. Describe why the project is required?

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b. Can the applicant outline plans to fund the construction phase of this project?

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c. How will the project be managed and who will be responsible for the project management?

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Evidence required to support this criterion has been provided (please tick):

Bank statement       Project management framework       Project team structure

**3. Strategic Alignment (20%)**

a. Describe why redeveloped or new facilities are required?

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b. How does the project link with future plans for the facility?

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**4. Project Consultation (10%)**

a. Has the applicant engaged the services of a qualified architect or draftsman?

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b. What other stakeholder consultation has occurred?

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Evidence required to support this criterion has been provided (please tick):

- Letter from Architect       Letter from Committee of Management (if applicable)

**5. Project Outcomes (40%)**

a. Once constructed how will the infrastructure upgrades assist to maintain or increase participation?

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b. Once constructed who will benefit from the project? (outline participation groups by age and gender)

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c. How will gender equality be addressed? (For example, gender equality policies and practices)

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d. What elements of environmentally sustainable design components will be considered as part of this project?

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## Section three

### Project Financials

#### 1. Costs

Please give a breakdown of project costs and attach quotes to justify costs.

Item	Cost (including GST)
<b>TOTAL PROJECT COST (including GST)</b>	<b>\$</b>

#### 2. Project Income

Financial contribution		Total \$
Applicant <sup>1</sup>		
Other funding provider		
<b>Council Grant Requested (maximum up to \$5,000)</b>		
<b>TOTAL PROJECT INCOME</b> (this should match the total project cost)		

<sup>1</sup> If a contribution is to be made, please attach copy of most recent bank statement to demonstrate capacity to contribute.

### Application checklist

- Has each question in the application form been addressed?
- Have all supporting evidence been attached (*essential*):
  - Bank statement
  - Project management framework
  - Project team structure
  - Letter from Architect
  - Letter of support (if applicable)
  - Statement by supplier form (for those organisations who do not have an ABN)
- EFT details included? Council no longer issues cheques, you must supply your bank details.
- Have you completed all previous reporting requirements for grants received from Council?
- Have you signed the application?
- Have you kept a copy of this application for your own records?

### Grant timelines

Facility Design Grants Funding Scheme advertised - 28 February 2022

Information and assistance provided to potential applicants  
(Contact Council's Sport and Recreation Coordinator on 5593 7100 to make an appointment)

Applications close - 11 April 2022

Report and Recommendation to May 2022 Council Meeting

Successful applicants informed - June 2022

Funds forwarded to successful applicants - June 2022

Projects to be completed by - 30 November  
2022

All documents to acquit the project to be provided  
at the end of the project or by 30 December 2022