



## Property and Commercial Major Infrastructure Project Community Application Form

This form has been developed to assist community groups to identify, develop and understand the long term obligations of an infrastructure project. This form provides a step by step guide to project development. The City of Gosnells should be consulted at each stage to ensure suitability to proceed to the next phase.

This information that is acquired by completing this form will assist with preparing funding submissions. It does not guarantee City of Gosnells support nor a contribution of funding.

<b>APPLICANT DETAILS</b>				
Organisation Name				
Postal Address				
Suburb		State		Postcode
Preferred Contact Person - <i>All application correspondence will be directed to this person</i>				
Name				
Position Held				
Daytime Phone		Mobile Phone		
Email				
Organisation Business Details				
Does your organisation have an ABN?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ABN:	
Is your organisation registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Is your organisation not-for-profit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Incorporation #	
<b>PROJECT DETAILS</b>				
<b>Project Title (Be brief and specific):</b>				
<b>Project Description</b>				
<b>Project location</b>				
<b>Land ownership</b>	Who owns the land on which the project will be located?			
	Lease Expiry (if applicable)			

<b>MEMBERSHIP</b>					
<b>Detail your membership numbers for the last five years.</b>					
<b>Please do not include persons with a social, life or non-playing membership in your numbers</b>					
	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>
Playing Membership					
Technical Membership (coaches, scorers, umpires)					
Total					
<b>Demographic Analysis</b>					
<b>How many of your members live in the City of Gosnells?</b> (Beckenham, Canning Vale, Gosnells, Huntingdale, Kenwick, Maddington, Martin, Orange Grove, Southern River, Thornlie).					
<b>Membership Analysis</b>					
Number of males					
Number of females					
Participants under the age of under 16 years of age					
Participants aged between 17 and 45 years of age					
Participants aged over 46 years of age					
<b>Inclusiveness – does the organisation currently operate Community Programs focused on the inclusion of:</b>					
Aged					Yes <input type="checkbox"/> No <input type="checkbox"/>
Disability					Yes <input type="checkbox"/> No <input type="checkbox"/>
Multinational / multicultural backgrounds					Yes <input type="checkbox"/> No <input type="checkbox"/>
Women					Yes <input type="checkbox"/> No <input type="checkbox"/>
Youth					Yes <input type="checkbox"/> No <input type="checkbox"/>
Other - Please specify:					
<b>Does the organisation have an affiliation with a peak body (i.e. State Sporting Association, Playgroup WA, Returned Soldiers League, Connect Groups)?</b>					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Peak Body:</b>					
<b>Has your organisation consulted with the above?</b>					
<b>Contact Name</b>					
<b>Contact Details</b>	<b>Phone</b>		<b>Email</b>		



## SECOND STAGE – FEASIBILITY STUDY

Has a Feasibility Study been undertaken?

Yes  No

*This is a formal analysis required for projects over \$100,000.*

*A guide to developing a Feasibility Study can be downloaded from*

<https://www.dsr.wa.gov.au/support-and-advice/facility-management/developing-facilities/feasibility-study>

If yes, please attach a copy of the Feasibility Study.

If no, how has the project feasibility been determined? A formal Feasibility Study may be required to support your project.

What alternatives were considered and why were they rejected? This should include a 'do nothing' option.

## DESIGN

Was an experienced facility manager, builder or technical expert involved in planning the design of the project? Provide their name, company (if applicable) and details of their experience.

Has a Design Brief been written for the project?

Yes  No

If yes, please respond to the following points:

Describe the process used to obtain an estimate of construction cost.

*An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder or engineer) must be provided with the application.*

What design features will allow the facility to meet changing needs over time?

Is the current proposal likely to limit any future development on the site?

Yes  No

If yes, how?

How was the most appropriate technical specification for the equipment and systems for your project been determined?

Does the design meet Australian Design Standards?

Yes  No

*Projects that are not compliant with Australian Standards will be ineligible for consideration.*

**What energy and water efficient products or design considerations will be included in the facility or project? (*solar hot water, natural light, geothermal, water recycling*).**

**If the project involves floodlighting, is there a need to upgrade the power supply. Has this been costed in the application?** Yes  No

**MANAGEMENT**

**Have you developed a Management Plan for your project?** Yes  No   
*This is a formal analysis required for projects over \$100,000.*

**An Asset Management Plan detailing provisions for life of asset costs must be provided for projects over \$100,000. A guide to developing a Management Plan can be downloaded from <https://www.dsr.wa.gov.au/clubs/managing-your-club/management-and-planning>**

Please attach a copy of the organisations existing

- Asset Management Plan
- Annual Business Plan
- Maintenance Plan
- Occupational Health and Safety Procedures and Policy
- Ten Year Plan

**If yes, please attach a copy.**

**If not, please explain how you plan to address management issues i.e. maintenance and repairs, and ensuring sufficient revenue to cover operating costs, membership recruitment, staffing and training?**

**How have you catered for management needs in your design (if required)? Consider access, usage and supervision. Have you considered**

• casual and short-term use	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• access for people with a disability	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• access for seniors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• access for low income earners	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• fee structure that acknowledges payment by those who can afford to pay	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• women's sports	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• access for those from a migrant background	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• external hire opportunities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• child care facilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• shared use agreements / partnership opportunities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• other – please specify		

**If your organisation relies on volunteers, what training and support is provided to the volunteers?**

If you do not provide training for the volunteer personnel, how do you manage their involvement?

## FINANCIAL VIABILITY

Attach the organisations audited income and expenditure statements for the last three years.

What is the organisations main income source?

- Memberships
- Programs
- Grant funding - Funding Agency - \_\_\_\_\_  
Funding amount per annum \_\_\_\_\_  
Funding Agreement End Date \_\_\_\_\_
- Events
- Meals / Kiosk Sales
- Donations
- Sponsorship
- Produce Sales
- Alcohol consumption - Licensed facility  
Licensed external area  
Events
- Gambling in house provision i.e. TAB
- Other – please specify:

### Operational Budget Projections

*The Operational Budget projections are to include a number of scenarios related to projected income and expenditure based on a worst, average, and best-case performance to highlight possible variables and consequent implications. A list of assumptions should be included with all analyses. Budget projections should include contributions to an Asset Replacement Fund to ensure the ability to maintain and ultimately replace the asset.*

### Projects Under \$100,000

*Attach a projected income and expenditure statement for the first year of operation, detailing all operating costs, and user fees.*

### Projects Over \$100,000

*Attach projected income and expenditure statements for the first three years of operation, including an assessment of the potential impact of social trends, competition, the strategic plans of neighboring local authorities and other factors.*

Who will be responsible for any operational deficit and how will it be funded?

How has the contribution to the Asset Replacement Fund been determined?

## PROJECT DELIVERY

Please indicate key milestones of the project.

*The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. The milestones will determine the financial year in which any funding is offered. Depending on the nature of the project, the project planning and development stage can be lengthy. It is recommended that applicants are conservative with the time required to complete the design and approval phase of the project prior to going to tender.*

*If the project is subject to external funding, check the timeframes for submission and announcements.*

Task	Date
Needs Analysis	
Consultation with Peak Agencies and other users (if applicable)	
Feasibility Study	
Design Documentation	
Management Plan	
Operational Budget Projections	
Funding Application submitted	
Funding Announcement	
Tender documentation preparation	
Tender documentation issued and assessed	
Signing of major works contract	
Site works commence	
Project 50% complete	
Project reached Practical Completed	
Project acquittal	

**Has the project allowed for any operational constraints that would impact on the construction phase of the project?**

**PROJECT BUDGET**

Please itemise the components of the project in the table below, indicating the cost and which quote or part of quote was used to establish the value. 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. At least two written quotes must be provided for each component

Project Component	\$ Cost ex GST	\$ Cost inc GST	Supplier
<i>le Construction of change rooms</i>	<i>25,000</i>	<i>27,500</i>	<i>B &amp; S Construction</i>
<b>Project Signage</b>			Allow \$3,000 ex GST if your project exceeds \$250,000
<b>Donated materials (Cost breakdown must be attached)</b>			
<b>Volunteer Labour (Cost breakdown must be attached)</b>			
<b>Sub Total</b>			
<b>Cost escalation</b>			<i>Please explain how the amount was determined.</i>
<b>a) Total project expenditure</b>			



PROJECT FUNDING					
Source of funding	\$ Amount GST Exc.	\$ Amount GST Inc.		Funding confirmed Y / N	Evidence of Financial Support (Copy to be attached)
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and City contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Local Government			LGA cash and in-kind		
State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc.		
b) Total project funding					
<p><b>PROJECT SCOPE REVIEW</b>            If the approved funding is less than that requested, or the project becomes more expensive than the proposed budget, where would the extra funds be sourced from? Is this funding confirmed?</p> <p>If the project scope needed to be reduced, which components would be revisited?</p>					
<p><b>GST</b>  <i>Major project grant payments may have taxation implications for applicants and specific advice relating to the grant can be obtained from the Australian Taxation Office (ATO). 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.</i></p>					
<b>FINANCIAL SUMMARY</b>					
a) Total project expenditure (ex GST)					
b) Total project funding (ex GST)					

## APPLICANT'S CERTIFICATION

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

Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## LODGEMENT OF YOUR PROJECT FORM

This form can be lodged electronically at [council@gosnells.wa.gov.au](mailto:council@gosnells.wa.gov.au)

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

• Project Form.
• Certificate of Incorporation.
• Two written quotes. Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. The City accepts no responsibility for cost variations to projects that were supported based on submitted Quantity Surveyor costs.
• If the project involves the upgrade of an existing facility, include photograph/s of this facility.
• Locality map, site map and building plans
• Income and expenditure statements for the current and next financial years.
• Written confirmation of financial commitments from other sources.
• For a resurfacing project, a written guarantee from the supplier that clearly identifies the product's life expectancy.
• Itemised project cost for components
• For floodlighting projects, a lighting plan showing lux, configuration and sufficient power supply
• Needs Analysis*
• Management Plan*
• Feasibility study*
• Concept design*
• Life Cycle Cost Analysis*

**\*Only essential for requests where the total project cost exceeds \$100,000**

**The application will be considered ineligible if:**

• It does not address the eligibility criteria
• The application is incomplete and does not include all the relevant required supporting documentation. There is no onus on the City to pursue missing documentation.
• The project is not compliant with Australian Standards
• There are outstanding or incomplete projects underway that have not been progressed in accordance with the previous approvals.