

Application Form

1 . APPLICANT DETAILS			
1.1 Club/Group Contact Details			
Club/Group:			
Postal Address:			
Contact Person			
Daytime Phone			
Email			
1.2 Project Title			
1.3 Club/Groups membership levels over the past three years			
Year	Senior Players (18+)	Junior Players (U/18)	Social/Affiliate
1.4 Eligibility			
Is the club/group incorporated? (Please enclose a copy of the Certificate of Incorporation)			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of Incorporation			
Is your organisation Not-for-Profit? Yes No			

2. PROJECT DETAILS
2.1 Which facility is the club/group proposing to upgrade?

2.2 Briefly describe the upgrade/construction that the club/group is proposing?
2.3 When would the upgrade/construction start and finish? If there is no proposed starting date, how long is the improvement expected to take?
2.4 Please detail the scope of the project. (Is the project intended to remove or replace any fixture, what will you replace it with?)
2.5 What are the key risks of the project? How will you mitigate those risks?

3. DEMONSTRATED NEED
3.1 Does the club/group have a strategic plan or business plan which supports this project?
3.2 Why does the club/group want to undertake the works?
3.3 How will the club/group benefit from the upgrade? Will the upgrade benefit other users of the facility?
3.4 Has the club/group consulted any other users of the facility in relation to the proposed works?

3.5 Has the club/group engaged any professional advice (Registered Architect, Structural Engineer, Licenced Electrician, etc.)

3.6 How will the project comply with the appropriate Australian Standards?

3.7 Will the club/group need assistance to manage this project?

4. BUDGET

Provide detailed budget information for the project. Include copies of quotes and/or cost estimates. If this has been prepared using a spreadsheet or other software, it can be attached separately in hard copy.

4.1 How does the club/group expect to fund the proposed works? Are these funds currently available? (Please attach relevant supporting documentation ie. Profit/Loss Statement, confirmation of donation/sponsorship etc).

4.2 Will the club/group be prepared to put funds aside to contribute to the replacement costs of the infrastructure/asset?

Yes No

4.3 How will this project affect ongoing operating or maintenance costs? Eg. Utility charges, cleaning costs, etc?

4.4 Once the proposed work is complete, who will be responsible for the ongoing maintenance?

4.5 What maintenance would be involved and what are the estimated annual costs?

5. OTHER INFORMATION
5.1 Are there any other works that the club/group has been considering?

6. TECHNICAL INFORMATION
6.1 If applicable please submit the following information as part of your application:
<ul style="list-style-type: none">• Plan of the building/park showing locations and dimensions of the project• Elevation drawings and floorplans.• Material specifications (brand, model, type, colour, warranty, maintenance manuals)
6.2 Please provide the name and contact details of nominated licenced builder/contractor, or any other licenced professionals proposed to undertake works (e.g electrician, surveyor, etc)

7. Authorisation

I (name of authorised person)
Being (position held)
Of the (club/group)
Certify that I am a member of the above organisation, and that I am authorised to submit this application on its behalf. To the best of my knowledge, the information contained in this application is true and correct.
Signed:
Date: