2027 Community Sport Facilities Program (CSFP) Planning Application

Form Preview

Facility Planning and Design Funding Stream

Application Introduction

Introduction

This site will allow you to apply for facility planning and design works for the 2027 calendar year.

Capital Works / Construction Projects must apply through the Construction Stream application form.

Objectives

The objective of the CSFP is to provide financial assistance to not-for-profit sport, recreation and community organisations to develop fit for purpose, sustainable and accessible places and spaces for sport and active recreation.

Completing an application

Before applying, eligible organisations should ensure they have read and understood the content of the Community Sports Facility Program - Funding Guidelines.

Time required to submit the application

This application requires multiple attachments and supporting information to fully complete and submit.

It is expected that the time required to coordinate the quotes, support letters, plans, financial documents and other relevant attachments required can take in excess of **5+ hours**. Sport and Recreation suggest that applicants take this into consideration when planning to submit an application.

Helpful hints and tips:

- Ensure you follow the *HINTS* on each question within the application form.
- Ensure you attach project specific Mandatory Evidence where it is stated in the application form.
- Keep your responses to the questions clear and concise.
- Assume the reader is not familiar with your project.

Submitting your application

- Check that all questions have been answered and all mandatory items are attached.
- Press "submit" once you have completed the application. You will not be able to submit your application until all compulsory questions are completed - **please ensure you leave enough time to review your responses prior to the application closing time!**

Attachments and support documents

The following documents are commonly required for an application to be considered eligible:

- Public Liability Insurance certificate.

- The applicant's most recently certified (signed by the club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet) covering a period of 12 months.
- Current organisational strategic plan and current state level organisation strategic plan.
- Landowner consent (where applicable)
- State Sporting Organisation support (where applicable).
- Other user group support (where applicable)
- Facility booking/usage data
- Quotes.
- Detailed project budget.
- Detailed project plan.
- Photographs and appropriate evidence of the current state of the facility (where applicable).
- Relevant reports/plans/strategic documents/community consultation that support the project.

Contact Information

If you have any questions about the program, please contact Sport and Recreation on (02) 6207 6195 or email: dougal.reed@act.gov.au

Eligibility Requirements

* indicates a required field

Please Note:

If you do not comply with the following eligibility requirements, your application will not be assessed for funding.

The following organisations are eligible to complete this survey. Please select your organisation type. *

- ○ ACT State Sport Organisation (SSO)
- ○ National Sporting Organisation where a unitary governance model is in place
- ○ ACT State Active Recreation Organisation
- ○ ACT Sport and Active Recreation club / district association
- ○ Not-for-profit sport, recreation or community organisation operating in the ACT
- ○ ACT Licensed Club
- ○ Other:

Is your organisation a not-for-profit entity? *

- ○ Yes
- ○ No

Is your organisation incorporated in the ACT under either: *
- ○ the Associations Incorporation Act 1991; or
- ○ the Corporations Act 2001 (Commonwealth)

Which year did your organisation become incorporated? *

Must be no more than 4 characters.
Must be a number

If your organisation is incorporated under the Associations Incorporation Act 1991, please provide your organisation's association number *

Is your organisation up to date with compliance requirements under the Associations Incorporation Act 1991, or the Corporations Act 2001? *
- ○ Yes
- ○ No

All applicants must have compliance requirements under the relevant Act up to date

Do you have Public Liability Insurance? *
- ○ Yes
- ○ No

Public Liability Insurance coverage to a minimum level of $10,000,000

Please attach a copy of your current insurance certificate. *
Attach a file:

Are you registered for the Goods and Services Tax (GST)? *
- ○ Yes
- ○ No

Applicable if turnover is greater than $150,000 per annum

Do you have an ABN or ACN *
- ○ Australian Business Number (ABN)
- ○ Australian Company Number (ACN)

Please provide your ABN. *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity Name

ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Please provide your ACN *

Does your organisation have an administrative structure and physical presence in the ACT? *
- ○ Yes
- ○ No

Do you deliver programs within the ACT for ACT residents? *
- ○ Yes
- ○ No

Is the proposed project being delivered in the ACT? *
- ○ Yes
- ○ No

Please provide a copy of your organisation's most recent certified (signed by the club treasurer) or audited Statements of Financial Performance (Income and Expenditure Statement), and Statement of Financial Position (Balance Sheet). *
Attach a file:

Documents must cover a period of 12 months

Please provide a copy of your organisation's current strategic plan or local operational plan. *
Attach a file:

Do you have any outstanding reporting requirements for any previous Sport and Recreation or ACT Government Grants? *
- ○ Yes
- ○ No

If you have previously received an ACT Government grant and you are unsure if acquittal obligations have been met please check with the ACT Government area you received the funding from.

If yes, please explain why the acquittal and / or reporting requirements have not been met.

Please provide details of any ACT Government grants your organisation has received in the last two (2) years.

Have you been named in an application to the National Redress Scheme for Institutional Child Sexual Abuse and having been assessed as having the financial capacity to join the Scheme, joined the Scheme? *

- ○ I have been named and joined the Scheme.
- ○ I have been named and NOT joined the Scheme.
- ○ I have not been named.

Organisation Details

* indicates a required field

Contact Details

Organisation Legal Name *
Organisation Name

Organisation Trading Name

CEO (or equivalent) Name
Title | First Name | Last Name

President Name
Title | First Name | Last Name

Project Contact Person *
Title | First Name | Last Name

Project Contact Position

Physical Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Is Postal Address same as Physical Address? *
- ○ Yes
- ○ No

Postal Address

Address

Suburb | State | Postcode

Phone Number *

Must be an Australian phone number.

Organisation Email Address *

Must be an email address.

Website Address

Must be a URL.

Social Media

eg. Facebook / Twitter (if applicable)

Project Location / Address

Please note: that as per the guidelines for this program each project requires a separate application. Bundled or multiple site projects will not be accepted.

Has a site for your project been identified? *
- ○ Yes
- ○ No

Please provide the location of the proposed project.

ACTmapi viewer can assist with location details if not already known.

Block Number *

Section Number *

Division / Suburb *

Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Is the site zoned appropriately for the proposed use? *
- ○ Yes
- ○ No
- ○ Not sure

Who is the Owner of the Land where the proposed project is to be located? *
- ○ Our Organisation
- ○ ACT Government
- ○ Crown
- ○ Private Owner (Private Property)
- ○ Other:

Do you have landowner formal consent to undertake the project on the proposed site? *
- ○ Yes
- ○ Formal consent pending / in discussion
- ○ No

Including ACT Sportsgrounds, ACT Education Department, City and Environment Directorate or National Capital Authority

Please attach evidence from the land custodian (owner of the land) demonstrating support of this project. *
Attach a file:

This could be a formal consent from the Government Department that manages your lease, or if on private land, evidence of a legally binding land use or community access agreement.

What is your organisation's tenure over the land? *
- ○ Lease
- ○ Sub-lease
- ○ Licence
- ○ Other:

What is your Lease / Licence expiry date? *

Please provide contact details of the Landowner *
○ Individual ○ Organisation
Organisation Name

Title First Name Last Name

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Permits and Approvals

Please note: that as per the guidelines the status of any permits or approvals (e.g. building or planning approval) required to commence the project are to be approved.

Has your organisation had a Development Application (DA) approved for this proposed project by the ACT Planning and Land Authority (ACTPLA)? *

- ○ Yes - received (attach below)
- ○ No - lodged and awaiting decision (attach lodgement below)
- ○ No - required, but not yet lodged
- ○ No - not required
- ○ Other:

Please attach approval document or information related to an application pending approval. *

Attach a file:

Are any other permits or approvals required before the project can commence?

For example: Building, Planning Heritage, Environmental

Project eligibility and overview

* indicates a required field

CSFP Funding Stream

This funding stream is for planning and design projects that will be complete within 12 months and have a total investment (exclusive of GST) of up to $250,000.

Project Overview

Brief Project Title *

Maximum 10 words

What is the total cost of the project?

What is the CSFP total amount requested?

WHY has the proposed project been prioritised? *

Word count:
Maximum 250 words

WHAT will the CSFP funding be specifically used for?

- ☐ Market analysis
- ☐ Management plan
- ☐ Concept plan
- ☐ Financial viability
- ☐ Risk assessment
- ☐ Site analysis/identification
- ☐ High level cost plan
- ☐ Preliminary sketch plans
- ☐ Heritage and ecological reports
- ☐ Geo-technical report
- ☐ Detailed cost plan
- ☐ Final sketch plans
- ☐ Document readiness
- ☐ Development Applications
- ☐ Other:

WHO will benefit from the proposed project? *

Word count:
Maximum 250 words

Does the proposed project involve any partnerships? *

Word count:
Maximum 250 words

Project Specific Evidence Requests

* indicates a required field

Focus area 1: Project Need

Applicant Organisation to respond to the question and include any documentation / booking/ usage data / images/photographs which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

Note: Where it is ***mandatory*** *to provide evidence in support of a response, this has been stated.*

1.1 What process did the organisation undertake to ensure the activity for which funding is requested is needed / justified? *

Word count:
Maximum 250 words

Mandatory Evidence for 1.1
Attach a file:

MANDATORY EVIDENCE: Examples could include any reports/plans/strategic documents/community consultation that supports the project.

1.2 What alternatives to the proposed project were considered and why were they rejected? *

Word count:
Maximum 250 words

Upload Evidence for 1.2
Attach a file:

1.3 Where relevant, how will the project address an identified need, gap or deficiency in the availability of sport facilities to the ACT community? *

Word count:
Maximum 250 words

Upload evidence for 1.3
Attach a file:

1.4 How does the project align with key priorities within the organisation's strategic plan? *

Word count:
Maximum 250 words

Upload Evidence for 1.4
Attach a file:

1.5 Where relevant, has your project received formal support from the relevant State Sporting or Active Recreation Peak Body? Also consider formal support from other facility user groups. *

Word count:
Maximum 250 words

Upload Evidence for 1.5
Attach a file:

1.6 How does the facility project align with one (or more) key priorities within the CBR Next Move strategic plan? *

Word count:
Maximum 250 words

Upload Evidence for 1.6
Attach a file:

Focus area 2: Project Feasibility

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

Note: Where it is **mandatory** *to provide evidence in support of a response, this has been stated.*

2.1 Has the organisation undertaken a feasibility study relating to the project? If not, how have you assessed the feasibility of your project? *

Word count:
Maximum 250 words

Upload Evidence for 2.1
Attach a file:

2.2 How will the planning project address project readiness for a future facility? *

Word count:
Maximum 250 words

Upload Evidence for 2.2
Attach a file:

Focus area 3: Project Planning

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

Note: Where it is ***mandatory*** *to provide evidence in support of a response, this has been stated.*

3.1 Has a clear, detailed, and realistic project plan been developed which meets CSFP requirements regarding project commencement and completion dates, etc.? *

Word count:
Maximum 250 words

Upload Evidence for 3.1
Attach a file:

3.2 Has a detailed project budget been developed which clearly identifies all project components that will be funded by the CSFP investment and any components to be funded by the applicant? *

Word count:
Note: co-investment from the applicant organisation towards the project is strongly encouraged and will be viewed favourably.

Mandatory Evidence for 3.2

Attach a file:

Applicants could include (but may not be limited to) - Project budget; quotes for all project related work which include the name and description of the item(s) or service(s) to be purchased, the quantity and total cost item(s) or service(s) to be purchased; and the supplier's business/company details (business name, Australian Business Number or website).

3.3 Does the organisation have access to capacity, expertise, and skills needed to deliver the project outcomes successfully, within stated timelines and budgets; and if not, how will the organisation access the required expertise? *

Word count:
Maximum 250 words

Mandatory Evidence for 3.3
Attach a file:

MANDATORY EVIDENCE: Examples could include (but may not be limited to) - project management plan (inclusive of roles and responsibilities matrix), list of names, roles and qualifications of key project management personnel, names of firms being targeted to provide specific expertise, etc.

Project Specific Mandatory Evidence Checklist

Have you included the following project specific mandatory evidence items in your application, where relevant? (i.e. via an attachment or weblink)
☐ Question 1.1 - Examples of any reports/plans/strategic documents/community consultation that supports the project.
☐ Question 3.2 - Project budget; quotes for all project related work which include the name and description of the item(s) or service(s) to be purchased, the quantity and total cost item(s) or service(s) to be purchased; and the supplier's business/company details (business name, Australian Business Number or website).
☐ Question 3.3 - Project management plan (inclusive of roles and responsibilities matrix), list of names, roles and qualifications of key project management personnel, names of firms being targeted to provide specific expertise, etc.

NOTE: Although an application may meet all of the above criteria, approval will depend on the number of applications received, the relative merit of the application, government priorities and available funds.

Certification and Feedback

* indicates a required field

Certification

I certify that:

- To the best of my knowledge the statements made within this application and the information provided is true and correct.
- I understand that Sport and Recreation is collecting information on this form and any other information I provide as part of my application to access whether my organisation is eligible to receive funding under the 2027 Community Sport Facilities Program.
- I accept that Sport and Recreation may provide some or all of this information to other ACT Government agencies administering funding programs.
- I understand that information relating but not limited to this application may be used when assessing the eligibility of future investments for which my organisation might apply. If my organisation receives funding, the performance and acquittal of the investment may also be taken into consideration by the ACT Government when assessing future funding applications that are submitted by your organisation.
- I understand and accept that should the application be successful, I will be required to accept the terms and conditions of the investment as outlined in the Program Guidelines and Funding Deed.
- I understand and accept that the applicants contact details will be added to the Sport and Recreation e-newsletter distribution list.
- By submitting this application, I acknowledge that each individual referred to in the application is aware that the information relating to the organisation may be disclosed and used. I give consent for the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) to use and publish photographic images and audio-visual recordings (the Material) of the project in this application for informational and promotional purposes. These include:

1. 1.CMTEDD promotional material and reports;
   2.External and educational publications;
   3.The Sport and Recreation website; and
   4.Social media.

Certification *

○ Yes, I have read and agree to the above conditions.
○ No

Name *

First Name | Last Name

Position with the organisation *

Day-time phone number / mobile number *

Must be an Australian phone number.

Email *

Must be an email address.

Date *

Must be a date.

Privacy Notice

In compliance with the *Information Privacy Act 2014 (the Act),* personal information on this form may be stored in CMTEDD's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/ or monitoring compliance with the Act. Additional requirements outside of the provisions referenced above, personal or commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

You are now coming to the end of your application process. Please **REVIEW** your application to ensure you have included all the information required and then click **SUBMIT**. Once submitted, it will not be able to be retrieved to edit.

Feedback Please take a few moments to provide some feedback. We value any feedback you may have regarding our online grants application process.

How did you find out about the 2027 Community Sport Facilities Program (CSFP)?

☐ Social Media i.e Facebook or Twitter
☐ Word of mouth
☐ Internet browser
☐ Email
☐ Information session
☐ Website
☐ Other:

Please indicate how you found the online application process.

☐ Very easy
☐ Easy
☐ Neither
☐ Difficult
☐ Very difficult

How much time did it take you to complete this application?

Do you have any recommendations and/or advice that could improve the application process?