

# Clubgrants Category 3 Infrastructure Grants: Sample Application form

**Please note:** this document is provided to assist in planning and preparing an application only.

The online application form may present questions in a different order to this sample application form, as the online form presents the next question based on your answers to previous questions.

**For your application to be eligible it must be completed and submitted in the Office of Responsible Gambling online grant portal. You cannot submit this sample document or a variation of it as an application.**

## Eligibility self check

What is the post code where your proposed building or facility is located? \_\_\_\_

Who is applying?

- organisation
- educational institution
- local government

Is the applicant organisation not-for-profit?

- Yes
- No

Do you have an ABN?

- Yes
- No

Do you operate and maintain the proposed building or facility?

- Yes
- No

Do you have the owner's permission for the proposed project and has responsibility for ongoing maintenance been agreed?

- Yes
- No

## Eligibility self check (cont.)

During opening hours on an average week, are there times when your proposed building or facility will be used exclusively by private groups and not accessible to the general public?

- Yes
- No

What percentage of time is the building or facility not available to the public?

\_\_\_\_\_ %

Which of the following does the use of your building or facility relate to?

- Arts & Culture
- Community Infrastructure
- Disaster Readiness
- Sport & Recreation

What is the status of your proposed building or facility?

- In planning or concept development
- Development application submitted
- Development application approved (including complying developments)
- Exempt from development application
- Build has commenced
- Bushfire affected infrastructure

## Project Overview

1. Applicant (organisation) name \_\_\_\_
2. Suburb / town where the project will take place \_\_\_\_
3. Please provide a brief outline of your organisation, its history and purpose.  
(100-word limit)

---

4. What are you requesting funding for? (This will become the project title)  
For example: "The redevelopment of the Anytown theatre."

The 

(choose one)
• construction
• fit out
• extension
• redevelopment
• refurbishment
• purchase
• installation
• replacement
• upgrade

 of the \_\_\_\_\_ (name the project here).

5. **If an Arts & Culture project:** What is the main purpose of the building or facility?
  - Cultural maintenance (e.g. Aboriginal keeping place, Language centres)
  - Film (e.g. Cinema, Production studios)
  - Performing arts (e.g. Theatre, Performing arts centre, Rehearsal and Studios)
  - Music (e.g. Conservatorium, Concert hall)
  - Historical, nature or science collections (e.g. Museum, War memorial, Botanic gardens)
  - Visual arts & craft (e.g. Exhibition or Gallery space)
  - Literature & writing (e.g. Library, Writer's centre)
  - Community (e.g. Multipurpose hall)
5. **If a Community Infrastructure project:** What is the main purpose of the building or facility?
  - Multipurpose community service or hub
  - Service for a CALD community
  - Service for an Aboriginal or Torres Strait Islander community
  - Service for homeless people
  - Service for older people
  - Service for people experiencing domestic violence
  - Service for people with disability
  - Service for young people
  - Service for women

## Project Overview (cont.)

**5. If a Disaster Readiness project: What is the main purpose of the building or facility?**

- Capital equipment
- Evacuation centre
- Management Centre
- Training Centre
- Intervention style disaster readiness
- Multi-purpose community facility
- Drought related infrastructure

**Is the proposed infrastructure for a registered Neighbourhood Safer Place (NSP)?**

(Only if a Disaster Readiness project)

- Yes
- No

**Have you consulted the Local Emergency management Committee (LEMC) about your infrastructure project? (Only if a Disaster Readiness project)**

- Yes
- No

**5. If a Sport & Recreation project: What is the main purpose of the building or facility?**

- Indoor organised sports centre (e.g. indoor cricket, basketball)
- Leisure centre (e.g. martial arts dojo, gymnastics centre)
- Outdoor organised sport facility (e.g. football field, netball courts)
- Recreation Space (e.g. playground, skate-park)
- Large-scale purpose-built facility (e.g. stadium, velodrome)
- Water sports (e.g. swimming pool)

**6. Is the building or facility owned by a local council?**

- Yes
- No

**7. Provide a brief summary of the building works and the intended outcomes for the community. It may be used in media releases. (60-word limit)**

---

**For example:**

- The restoration and fit-out of the Example Arts Centre will double the current foyer, exhibition space and studio theatre. To be completed with new lighting, state of the art hanging system, and retractable seating, the restoration will reinvigorate the Centre for display and presentation of high-quality creations from local artists and touring companies.
- Construction of the new Hypothetical Community Park will include a basketball court, outdoor exercise fitness station, infant and youth playground and repairs to the existing BMX and scooter track. With outdoor tables, BBQ facilities, fencing and signage, the community of Hypothetical will have a much needed safe, inviting, and accessible place to meet, relax, celebrate and connect.

## Project Overview (cont.)

### 8. Project start date

Must be at least three months after the round closes.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (YYYY/MM/DD)

### 9. Project end date

Must be within two years and three months after the round closes.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (YYYY/MM/DD)

SAMPLE

## Grant Administration

### 1. Project building or facility site address

- a. Street number \_\_\_\_
- b. Street name \_\_\_\_
- c. Suburb \_\_\_\_
- d. State \_\_\_\_
- e. Postcode \_\_\_\_

### 2. Name of Local Government Area where the building or facility is located \_\_\_\_

E.g. Forbes Shire, or City of Parramatta

### 3. Building approvals

Please tick which one is relevant, our project has:

- Development approval
- Compliance approval
- An exemption
- Been affected by bushfire

• The DA number is: \_\_\_\_  
OR

• The complying development number is: \_\_\_\_

In the last section of this application form, you will need to upload documents to demonstrate:

- \* an exemption or approved development application
- \* written permission from the land or building owner to undertake the project.

Applications without this evidence are not eligible for funding.

## Grant Administration: Funding Management

**1. If successful will the funding agreement be managed by:**

- Your organisation
- An Auspice organisation

**2. Applicant Organisation Australian Business Number (ABN) (Where applicable) \_\_\_\_**

**3. Applicant Organisation name registered against ABN \_\_\_\_**

**4. Applicant Organisation Australian Company Number (ACN) (Where applicable) \_\_\_\_**

**5. Applicant Organisation Incorporation Number (INC) (Where applicable) \_\_\_\_**

**6. Is the applicant organisation registered for GST?**

Please note: if the organisation is not registered for GST, no GST will be applied to grant payments.

- Yes
- No

**7. Applicant Main Telephone Number \_\_\_\_**

Format: e.g. 0299999999 or 0123456789

**8. Applicant Main Email Address \_\_\_\_**

This is the email address we will contact you on for key notification about your application.  
Please ensure it is a monitored email address.

**9. Applicant Street Address**

Street number \_\_\_\_

Street name \_\_\_\_

Suburb \_\_\_\_

State \_\_\_\_

Postcode \_\_\_\_

**10. Applicant Postal Address**

Same as above

- Yes
- No

**If 'No':**

PO Box \_\_\_\_

Suburb \_\_\_\_

State \_\_\_\_

Postcode \_\_\_\_

## Grant Administration: Funding Management (cont.)

If the answer to question 1 in the Grant Administration - Funding Management section was 'An Auspice organisation' you will ALSO need to answer questions 2-8 shown on this page:

2. Have you received approval from the Office of Responsible Gambling to use an auspice organisation?

- Yes
- No

3. Auspice Organisation Name (All auspice questions only relevant if using an auspice) \_\_\_\_

4. Auspice Organisation ABN \_\_\_\_

5. Auspice Organisation Main Telephone Number \_\_\_\_  
Format: e.g. 0299999999 or 0409999999

6. Auspice Organisation Main Email Address \_\_\_\_

7. Auspice Organisation Street Address

Street number \_\_\_\_

Street name \_\_\_\_

Suburb \_\_\_\_

State \_\_\_\_

Postcode \_\_\_\_

8. Auspice Organisation Postal Address

Same as above

- Yes
- No

If 'No':

PO Box \_\_\_\_

Suburb \_\_\_\_

State \_\_\_\_

Postcode \_\_\_\_



## Grant Administration: Contacts

Please list at least two people authorised to make enquiries about this application:

One person **must** be selected to sign a funding agreement

### Main contact

Title (Ms/Mrs/Mr etc) \_\_\_\_

First Name \_\_\_\_

Surname \_\_\_\_

Email address \_\_\_\_

Direct number (landline or mobile) \_\_\_\_

### Contract signatory

- Yes
- No

### Secondary contact

Title (Ms/Mrs/Mr etc) \_\_\_\_

First Name \_\_\_\_

Surname \_\_\_\_

Email address \_\_\_\_

Direct number (landline or mobile) \_\_\_\_

### Contract signatory

- Yes
- No

SAMPLE

## Assessment Criteria – Merit

**The assessors will consider to what extent the project:**

- has a clear vision
- will provide high quality public and/or social outcomes
- has implementation strategies for evaluating and measuring results
- introduces needed facilities or will enhance the usage of existing facilities.

**1. What is your vision for the project and the intended outcomes for the community?**  
(400-word limit)

---

**2. How will you measure the outcomes and success of the building or facility?**  
(400-word limit)

---

**3. How does your project meet community needs for enhanced or new facilities?**  
(400-word limit)

---

\*An opportunity to upload designs and building plans for the assessors' consideration is at the end of the application.

## Assessment Criteria – Engagement

### The assessors will consider to what extent the project:

- has strategies for ongoing engagement of the community, participants and/or audiences
- considers the needs and expectations of targeted groups and community partners and how those needs will be met
- provides capacity building within the relevant sector in NSW
- supports employment or includes the involvement and development of volunteers.

### 1. How many participants use the building or facility?

#### Current (N/A if this is a new facility)

- Each week (on average) \_\_\_\_
- Annually (approximately) \_\_\_\_

#### Proposed

- Each week (on average) \_\_\_\_
- Annually (approximately) \_\_\_\_

Include numbers for large-scale, one-off events not counted in weekly averages.

### 2. How many people are employed or volunteer in the operation of the building or facility?

#### Current (N/A if this is a new facility)

- Employed each week (on average) \_\_\_\_
- Full time equivalent each week (on average) \_\_\_\_
- Volunteers each week (on average) \_\_\_\_

#### Proposed

- Employed each week (on average) \_\_\_\_
- Full time equivalent each week (on average) \_\_\_\_
- Volunteers each week (on average) \_\_\_\_

### 3. When planning this project how did you engage and collaborate with current and/or potential users of the facility? (300-word limit)

---

### 4. Outline the key stakeholder and user groups you have collaborated with and their needs you have learned about.

- Name of stakeholder / user group \_\_\_\_
- Their specific needs and how they will benefit (30-word limit)

---

\*An opportunity to upload evidence of community consultation and support for the assessors' consideration is at the end of the application.

## Assessment Criteria – Viability

### The assessors will consider to what extent the project:

- is well-planned with appropriate approvals and risk management in place
- has realistic timelines to complete within two years
- will be delivered by an organisation with appropriate administration, management and governance expertise and financial stability
- has strategic partnerships and collaborations across the sector
- has secured future operations and maintenance plans.

1. **What strategic partnerships and collaborations with other organisations have you established?**  
(200-word limit)

---

2. **Outline your organisation’s administration, governance and management experience.**  
(200-word limit)

---

3. **What are your plans for future operations and maintenance of the building or facility?**  
(200-word limit)

---

4. **Will your organisation manage the infrastructure project?**

- Yes
- No

If the answer to question 4 is ‘Yes’:

**Detail your organisation’s project management experience.** (200-word limit)

---

If the answer to question 4 is ‘No’:

**Is outsourced project management costed in the project budget?**

- Yes
- No

5. **Where does this infrastructure project fit within the overall, long-term vision of your organisation?** (200-word limit)

---

\*An opportunity to upload a project plan for the assessors’ consideration is at the end of the application.

## Assessment Criteria – Budget

**When scoring the budget, the assessors consider to what extent the project:**

- has a detailed and accurate budget
- provides value for money and is realistic for scale and impact of project
- demonstrates an appropriate use of public funds includes diversified income from other sources and own contributions
- has appropriate provision for contingencies
- includes insurance and other liabilities.

**Please note:** professional fees associated with the development approval cannot be reimbursed from the grant.

**This application is on behalf of a local government:**

- Yes
- No

### 1a. Grant Income

**How much are you requesting for this grant?**

(Please do not use commas in figures)

\$ \_\_\_\_\_ (Excluding GST)

### 1. Other Income

List any other income for this project.

Income source	Name of contributing body	Income confirmed Yes / No	Date income confirmed	\$ (Ex GST)
Local government				
Other State government department				
Commonwealth government				
Contribution from your organisation				
In-kind				
Other community organisation				
Sponsor				

## Assessment Criteria – Budget (cont.)

### 2. Expenditure

List all expenditure and details for your project.  
(Please do not use commas in figures)

Expenditure area	Details	Description (5 words max)	Cost based on • Finalised written quote • Project management experience • Market research	\$ (Ex GST)
Materials	Building Materials			
	Landscaping			
Fees	Conveyancing fees			
	Design fees			
	Drafting fees			
	Contractor payments			
	Engineering fees			
	Labour			
	Project management fees			
Fencing	Permanent fencing			
	Temporary fencing			
	Scaffolding			
Equipment	Essential mobile equipment			
	Fixed equipment			
	Specialised equipment			
	Machinery hire			
Fixtures				
Other	Contingency			
	Insurances			
	Temporary security			

### 3. Project budget summary

Total Expenditure: **(This total will auto-populate)** (Excluding GST)

Total Income: **(This total will auto-populate)** (Excluding GST)

## Assessment Criteria – Budget (cont.)

### 4. Is your organisation required to submit an annual report?

- Yes
- No

If your response to question 4 was 'Yes':

**Provide high level information about your organisation's current financial position.**

(Excluding GST)

- Assets \$ \_\_\_\_
- Liabilities \$ \_\_\_\_
- Retained earnings \$ \_\_\_\_
- Available bank/cash balance \$ \_\_\_\_

### 5. (Optional)

**Notes to budget:** Please provide additional information for budget areas you would like to bring to the assessors' attention (e.g. high or low costs, pending confirmation of income or any relevant information about your organisation's net financial position).

(150-word limit)

---

## Priority framework

When making funding decisions, consideration is given to projects that benefit: Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, people with disability, regional and remote communities, communities experiencing the adverse effects of drought and bushfire affected communities.

### 1. Please indicate how your building or facilities will connect with the following communities

#### **Aboriginal and Torres Strait Islander communities in NSW**

- We are an Aboriginal and/or Torres Strait Islander community governed organisation
- Our facility directly offers engagement or supports the local Aboriginal and/or Torres Strait Islander community
- No targeted connection or engagement

#### **Culturally and linguistically diverse (CALD) communities**

- We are a CALD based organisation
- Our facility directly offers engagement or supports the local CALD community
- No targeted connection or engagement

#### **People with Disability**

- We are a disability-led or service organisation for people with disability
- Our facility directly offers engagement or supports people with disability
- No targeted connection or engagement

#### **Regional and remote communities\***

- Our facility is based in a regional or remote location
- Our facility provides outreach programs to people in regional or remote locations
- No targeted connection or engagement

#### **Communities experiencing the adverse effects of drought\*\***

- Our facility is based in a region that is classified as in drought or intense drought
- Our facility provides outreach programs to people in a region that is classified as in drought or intense drought
- No targeted connection or engagement

#### **Areas likely to have higher rates and impacts of gambling harm\*\*\***

- Our facility is based in a region that is classified as likely to have higher rates and impacts of gambling harm
- Our facility provides outreach programs to areas likely to have higher rates and impacts of gambling harm
- No targeted connection or engagement



## Priority framework (cont.)

### Bushfire affected communities

- Our facility has been damaged by recent bushfire activity
- Our facility directly supports local communities affected by recent bushfire activity
- Our facility is based in a region that is affected by recent bushfire activity
- No targeted connection or engagement

## 2. How will the project directly benefit the communities you indicated will be supported above?

If you are applying for an irrigation-type project ensure that you can demonstrate its environmental sustainability.

(300-word limit)

---

\* The ASGS/ARIA index is used to confirm regional and remote. If you are unsure look up your town at: <http://www.doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/locator>. Click: "Start now", choose the ASGS Remoteness Areas 2011 and 2016, click "Find Address", search for your address.

\*\* The NSW Government Combined Drought Indicator shows the categories of drought across the State. You can look up your area at: <https://map.drought.gov.au/>

\*\*\* Using Local Impact Assessment banding classification as a proxy, Bands 2 & 3 are likely to have higher rates and impacts of gambling harm. You can search for the Band for your area here: <https://www.liquorandgaming.nsw.gov.au/operating-a-business/community-involvement/Find-my-LIA-Band>

## Essential Support Material

### ESSENTIAL Support material 1.

#### Permission for land use (written approval from land/building owner or rates notice)

Uploads **must** meet requirements listed at Applicant Tips.

You will need to upload one of the following:

- Evidence of land ownership (e.g. rate notice, Land Title certificate)
- Permission to use the land/facility (e.g. official letter).

### ESSENTIAL Support material 2.

#### Local Council development status (exemption or development approval)

Uploads **must** meet requirements listed at Applicant Tips.

You will need to upload one of the following:

- Development approval letter/certificate
- Complying development letter/certificate
- Letter or certificate demonstrating DA exemption.

### ESSENTIAL Support material 3.

#### Evidence of community consultation (excess material will be deleted)

Uploads **must** meet requirements listed at Applicant Tips.

Any optional support material not complying with the below specifications **will be deleted and not provided to the assessors**. If you submit more documents than required excess documents will be deleted and not provided to the assessors.

**You can submit a maximum of two (2) consultation documents.**

**A maximum of six (6) pages can be submitted.**

Assessable documentation includes:

- consultation plans and reports
- survey results.

**You can also submit up to three (3) letters demonstrating community support for the proposal.**

Letters should be from community groups who will directly benefit and engage with the planned infrastructure project. Letters from government employees or representatives are not accepted as eligible support material.

## Optional Support Material

### OPTIONAL Support material 1.

#### Project Plan (excess material will be deleted)

Uploads **must** meet requirements listed at Applicant Tips.

Any optional support material not complying with the below specifications **will be deleted and not provided to the assessors**. If you submit more documents than required excess documents will be deleted and not provided to the assessors.

**You can submit a project plan of up to four (4) pages.**

It should include:

- timeline
- risk management plan
- milestones
- details of project management staff.

### OPTIONAL Support material 2.

#### Designs, plans and quotes (excess material will be deleted)

Uploads **must** meet requirements listed at Applicant Tips.

Any optional support material not complying with the below specifications **will be deleted and not provided to the assessors**. If you submit more documents than required excess documents will be deleted and not provided to the assessors.

You can submit building designs, plans and quotes.

**A maximum of seven (7) pages can be submitted.**

## Authorisation and Declaration

Name \_\_\_\_

Organisation \_\_\_\_

Position \_\_\_\_

### I hereby declare that:

- I am authorised to submit this application.
- The information provided in this application is true and correct.
- I authorise officers of the Office of Responsible Gambling NSW to seek further information from other government agencies to assist in the consideration of this application, should the need arise.
- The applicant organisation does not have any outstanding acquittals for past funding provided by the NSW State Government.
- I understand that if the application is successful, information about it may be published by the Office of Responsible Gambling.

### Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (YYYY/MM/DD)

**NOTE:** For your application to be eligible it must be completed and submitted in the Office of Responsible Gambling online grant portal. You cannot submit this sample document or a variation of it as an application.

Sample Application form: version 2

Last updated: June 2021