

Community Sporting and Recreation Facility Funding (CSRFF)

Guidelines

Background Information

The Community Sporting and Recreation Facility Fund (CSRFF) is a Department of Sport and Recreation administered grant program. The purpose of the program is to provide financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation.

The CSRFF program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well designed and well utilised facilities.

The CSRFF program works on a one-third contribution basis and there are different avenues that sport and recreation clubs applying for CSRFF can take in regards to this one-third contribution. Sport and recreation clubs applying for CSRFF can take one of the following avenues:

➤ **Avenue 1**

- Sport and recreation club contributes one-third of the total cost of the project
- Requests a further one-third contribution from their LGA
- Requests the final one-third contribution from the Department of Sport and Recreation

➤ **Avenue 2**

- Sport and recreation club contributes two-thirds of the total cost of the project
- Requests support for their project from their LGA but not financial contribution
- Requests the final one-third contribution from the Department of Sport and Recreation

Types of CSRFF Grants

There are three types of CSRFF grants, which are:

- Small Grants
- Annual Grants
- Forward Planning Grants

There are procedures that must be followed in each one of these CSRFF Grants from both the Department of Sport and Recreation and the City of Bunbury.

City of Bunbury Procedures for CSRFF

Regardless of whether a sport and recreation club is asking the City of Bunbury for one-third financial contribution to their project or simply just asking for support of the project, the club wishing to submit a CSRFF application must first speak with not only the Department of Sport and Recreation but also the City of Bunbury.

It is recommended that sport and recreation clubs plan out well in advance when they would like to submit a CSRFF application if they are looking for a financial contribution from the City of Bunbury towards their project. The reason for this is that if the City is unaware of the sport and recreation clubs project then the one-third financial contribution that the club seeks from the City can't be factored into the City's budget consideration.

Sport and recreation clubs should speak to the City of Bunbury's Sport and Recreation Liaison Officer at least 6 months before submitting a CSRFF application as the City's Sport and Recreation Liaison Officer will be able to inform the club of where their project would sit in terms of potential funding from the City. If it is believed that a financial contribution is unlikely to be provided from the City in the next round of CSRFF grants then the Sport and Recreation Liaison Officer and the club can plan for when would be the best suitable time for a CSRFF application to be submitted, although it is ultimately up to the club on whenever they would like to submit a CSRFF application.

The other benefit of sport and recreation clubs speaking to the City's Sport and Recreation Liaison Officer in advance about potential CSRFF projects is that it gives the Sport and Recreation Liaison Officer more time to liaise with other departments at the City who may need to be consulted in regards to potential projects.

All CSRFF applications that are submitted to the City are put up for Council endorsement and will be considered but if a CSRFF project has been discussed with the City in advance then there is a greater chance that financial assistance can be provided.

Please note that the final decision in regards to CSRFF grants being approved or not approved lies with the Department of Sport and Recreation.

CSRFF Small Grants Information

Sport and recreation clubs can apply for 'small grants' within the CSRFF program if their project does not exceed \$200,000. As the CSRFF program operates on a one-third contribution basis, sport and recreation clubs can be awarded between \$2,500 and \$66,666 from the Department of Sport and Recreation depending on the total cost of their project.

The types of projects that fall within Small Grants for CSRFF are:

- Construction/Refurbishment of changing rooms and ablution blocks
- Construction/Refurbishment of Shade Structures
- Resurfacing of Ovals, Pitches, Courts or Greens
- Planning Studies for Future Projects
- Installation/Upgrading of Light Towers

Please Note - That eligible project priorities for the Department of Sport & Recreation may change depending on funding available.

The types of projects that have been awarded in the past to Bunbury Sport and Recreation Clubs within the CSRFF Small Grants rounds are:

- 🚩 Koombana Bay Sailing Club – Refurbishment of Ladies Toilet and Change Rooms
- 🚩 Forza Dragon Boat Club – Construction of a Boat Compound and Shed
- 🚩 Bunbury Netball Association – Resurfacing of Netball Courts
- 🚩 Bunbury Bowling Club – Construction of Disabled Access Toilet
- 🚩 Bunbury and Districts Little Athletics Club – Construction of Shade Structures

CSRFF Small Grants Application Process & Key Dates

Winter and Summer Round

The table on page 4 shows the key dates involved in the winter round for CSRFF Small Grants Application process for both the Department of Sport and Recreation and the City of Bunbury and the table on page 5 shows the key dates involved in the summer round for CSRFF Small Grants Application process:

Winter Round Calendar

<p>January</p>	<p>Sport and recreation clubs who are planning/considering submitting a CSRFF small grants application in the winter round should discuss their project with the Department of Sport and Recreation and the City of Bunbury</p>
<p>June</p>	<p>Sport and Recreation clubs who will be submitting a CSRFF small grants application in the winter round should further update both the Department of Sport and Recreation and the City of Bunbury on their project</p>
<p>July</p>	<p>Adverts are placed in the West Australian Newspaper and Regional Newspapers advertising that CSRFF Small Grants Round is now open</p> <p>CSRFF Small Grants application forms are available to be collected from the Department of Sport and Recreation South West Office</p> <p>Completed CSRFF Small Grant Application forms must be submitted to the City of Bunbury by the 3rd Friday in July</p>
<p>August</p>	<p>City of Bunbury prepare CSRFF Small Grants Application for Council Consideration and recommendations are made</p> <p>Depending on how many applications the City of Bunbury receive, the City is required by the Department of Sport and Recreation to rank all applications in order of priority</p> <p>The City of Bunbury Council determine the level of support that the City will provide to each application and outcomes are detailed in the Council Meeting Minutes</p> <p>The City of Bunbury will lodge all applications with the Department of Sport and Recreation South West Office by the last working day in August</p>
<p>September</p>	<p>All applications are assessed by South West Department of Sport and Recreation Manager</p>
<p>October/November</p>	<p>All applications are assessed by Facilities Consultant and the Small Grants Committee and recommendations are made to the Minister for Sport and Recreation</p> <p>The Minister for Sport and Recreation will consider all recommendations and grants approval.</p> <p>Both successful and unsuccessful applicants are notified.</p>

Summer Round Calendar

August	<p>Sport and recreation clubs who are planning/considering submitting a CSRFF small grants application in the summer round should discuss their project with the Department of Sport and Recreation and the City of Bunbury</p>
January	<p>Sport and Recreation clubs who will be submitting a CSRFF small grants application in the Summer round should further update both the Department of Sport and Recreation and the City of Bunbury on their project</p>
February	<p>Adverts are placed in the West Australian Newspaper and Regional Newspapers advertising that CSRFF Small Grants Round is now open</p> <p>CSRFF Small Grants application forms are available to be collected from the Department of Sport and Recreation South West Office</p> <p>Completed CSRFF Small Grant Application forms must be submitted to the City of Bunbury by the 3rd Friday in February</p>
March	<p>City of Bunbury prepare CSRFF Small Grants Application for Council Consideration and recommendations are made</p> <p>Depending on how many applications the City of Bunbury receive, the City is required by the Department of Sport and Recreation to rank all applications in order of priority</p> <p>The City of Bunbury Council determine the level of support that the City will provide to each application and outcomes are detailed in the Council Meeting Minutes</p> <p>The City of Bunbury will lodge all applications with the Department of Sport and Recreation South West Office by the last working day in March</p>
April	<p>All applications are assessed by South West Department of Sport and Recreation Manager</p>
May/June	<p>All applications are assessed by Facilities Consultant and the Small Grants Committee and recommendations are made to the Minister for Sport and Recreation</p> <p>The Minister for Sport and Recreation will consider all recommendations and grants approval.</p> <p>Both successful and unsuccessful applicants are notified.</p>

CSRFF Annual Grants Information

Sport and recreation clubs wishing to apply for CSRFF Annual Grants must make sure that their planning and construction process involved with their project is complete within 12 months.

The total project cost for annual grants is between \$200,001 to \$500,000 and as the CSRFF program operates on a one-third contribution basis, sport and recreation clubs can be awarded between \$66,667 and \$166,666 from the Department of Sport and Recreation depending on the total cost of their project.

Grants given in this category must be claimed in the financial year following the date of approval.

The types of projects that fall within Annual Grants for CSRFF are:

- Upgrades to Clubrooms/Pavilions
- Upgrade to Swimming Pools
- Large Floodlighting Projects
- Court or Bowling Green Construction
- Reticulation System for Grassed Playing Fields

Please Note - That eligible project priorities for the Department of Sport & Recreation may change depending on funding available.

As with the CSRFF Small Grants, sport and recreation clubs are encouraged to discuss their proposed projects, well in advance with the City of Bunbury and this is more so the case with Annual Grants. The table on page 7 shows the key dates involved in the CSRFF Annual Grants Application process:

Annual Grants Calendar

<p>May</p>	<p>Sport and Recreation clubs who will be submitting a CSRFF annual grants application should further update both the Department of Sport and Recreation and the City of Bunbury on their project</p>
<p>June/July</p>	<p>Adverts are placed in the West Australian Newspaper and Regional Newspapers advertising that CSRFF Annual Grants Round is now open</p> <p>CSRFF Annual Grants application forms are available to be collected from the Department of Sport and Recreation South West Office</p>
<p>August</p>	<p>Completed CSRFF Annual Grant Application forms must be submitted to the City of Bunbury by the 3rd Friday in August</p>
<p>September</p>	<p>City of Bunbury prepare CSRFF Annual Grants Application for Council Consideration and recommendations are made</p> <p>Depending on how many applications the City of Bunbury receive, the City is required by the Department of Sport and Recreation to rank all applications in order of priority</p> <p>The City of Bunbury Council determine the level of support that the City will provide to each application and outcomes are detailed in the Council Meeting Minutes</p> <p>The City of Bunbury will lodge all applications with the Department of Sport and Recreation South West Office by the last working day in September</p>
<p>October</p>	<p>All applications are assessed by Department of Sport and Recreation South West Regional Manager and forwarded to facilities consultant by the last working day in October</p>
<p>November/December</p>	<p>All applications are assessed by State Sporting Associations and CSRFF Facilities Consultant</p> <p>CSRFF Advisory committee considers applications and makes recommendations</p>
<p>January/February</p>	<p>Hon. Minister for Sport considers recommendations and gives approvals.</p> <p>Both successful and unsuccessful applicants are notified.</p>

CSRFF Forward Planning Grants Information

Sport and recreation clubs who are planning to submit a CSRFF Forward Planning Grant can receive between \$166,666 and \$1,000,000 in funding. CSRFF Forward Planning Grants are given to projects where the total project cost exceeds \$500,000 and may require an implementation period of between one and three years.

Grants in this category may be allocated in one or a combination of the years in the triennium.

The types of CSRFF Forward Planning Grants that are provided are to projects such as:

- Multipurpose Leisure/Recreation Centre
- Swimming Pool – New or Major Upgrade Including Heating to Allow Increased Use
- Construction of Large Synthetic Fields
- Playing Field Construction
- Clubroom – New or Major Upgrade
- Large Ablution Block/Change Rooms

Please Note - That eligible project priorities for the Department of Sport & Recreation may change depending on funding available.

The CSRFF Forward Planning Grants have one round each year. The grants are advertised and open in June and successful applicants are notified in February of the following year. To find out more information on the Forward Planning Grants please contact the Department of Sport and Recreation.

Sport and recreation clubs who have questions regards CSRFF in relation to where the City of Bunbury fits in within their project can contact the City's Sport and Recreation Liaison Officer on 9792 7255 or at gthompson@bunbury.wa.gov.au