

# Annual Community Association Development Scheme 2014 / 2015 GS.41

## APPLICATION COVER SHEET

Grant Reference Number: ACS/\_\_\_\_\_

APPLICANTS DETAILS	ACADS 2014/15 Application	
COMMUNITY ASSOCIATION:	Point Samson Community Association	
APPLICATION CONTACT PERSON:	John Graham	
POSITION HELD:	President	
POSTAL ADDRESS:	PO Box 93, Wickham, 6720	
TELEPHONE:	MOBILE:	0418952468
EMAIL:	grajn@bigpond.com	
AUSTRALIAN BUSINESS NUMBER:	65057 035761	
ARE YOU REGISTERED FOR GST?	YES x NO <input type="checkbox"/>	
TOTAL AMOUNT REQUESTED:	\$5,000	

**PLEASE read the Annual Community Association Development Scheme Guidelines before completing this application. Appropriate supporting documentation must be attached with this application form.**

**Queries should be directed to:**

**Community Development Team, Community Services on 9186 8555.  
Guidelines can be requested from our Community Development Team  
Ph: 9186 8555 Fax: 9185 1626  
Postal: PO Box 219, KARRATHA WA 6714**

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

<b>SECTION 1</b> <b>PROJECT / ACTIVITY DETAILS</b> <i>Please provide a brief summary of the activity/project.</i>	
<b>PROJECT TITLE</b>	<b>Point Samson Kid's Art Awards</b>
<b>PROJECT DESCRIPTION</b> <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i>	<b>The PSCA wishes to sponsor its annual art awards. A community event that is open to all children throughout the Shire of Roebourne.</b>
<b>COMMUNITY BENEFITS</b> <i>If approved, describe how this project will benefit your broader community</i>	<b>1. An event designed to engage the entire community of Point Samson and surrounding communities.</b>  <b>2. A social engagement for children designed to develop creativity along with personal and social skills.</b>
<b>COMMUNITY CAPACITY</b> <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i>	<b>The PSCA has hosted this event successfully for several years</b>
<b>RISK MANAGEMENT</b>	<b>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

<b>SECTION 2</b> <b>TIMEFRAME</b> <i>When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due</i>																			
<b>PROJECT START DATE</b>	<b>11 October 2014</b>																		
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<table border="1"> <tr><td>Curator</td><td>\$2,000</td></tr> <tr><td>Hall Hire</td><td>\$600</td></tr> <tr><td>Design</td><td>\$500</td></tr> <tr><td>Advertising</td><td>\$400</td></tr> <tr><td>Prizes</td><td>\$1000</td></tr> <tr><td>Refreshments</td><td>\$500</td></tr> </table> <p align="center"><b>BUDGET ESTIMATES ONLY – QUOTES TO BE FINALISED ONCE GRANT IS OBTAINED</b></p>	Curator	\$2,000	Hall Hire	\$600	Design	\$500	Advertising	\$400	Prizes	\$1000	Refreshments	\$500						
Curator	\$2,000																		
Hall Hire	\$600																		
Design	\$500																		
Advertising	\$400																		
Prizes	\$1000																		
Refreshments	\$500																		
<b>AWARD WORKS</b>	<b>1 August 2014</b>																		
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>\$1,250 to be paid 1 July 2014</b> <b>(deposit for event manager, design and advertising)</b>																		
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<table border="1"> <tr><td>\$3,750 – 3 October (balance to event manager, hall hire, curator, prize money and refreshments.</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>	\$3,750 – 3 October (balance to event manager, hall hire, curator, prize money and refreshments.																	
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<b>END DATE</b>	<b>11 October 2014</b>																		
<b>ACQUITTAL DUE</b>	<b>30 June 2015</b>																		

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

SECTION 3 FINANCIAL DETAILS				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>		<b>\$</b>	<b>EXAMPLE</b>
				<b>\$100,000.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	<b>Example</b>
	1.		1. X	\$10,000.00
	2.		2. Y	\$10,000.00
	3.		3. Z	\$10,000.00
	4.		4.	
	5.		5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		<b>\$Nil</b>	<b>\$20,000.00</b>
<b>FUNDS REQUESTED FROM ACADS</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		<b>\$5,000</b>	<b>\$50,000.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	<b>The PSCA will cover any funding shortfall.</b>			

<p><b>ACKNOWLEDGEMENT OF FUNDING</b></p> <p><i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i></p>	<p><b>Public announcement at event, display of Shire banner at event, use of Shire logo in all advertising/posters/sign boards, undertake joint media promotions with Shire, submission of photographs with acquittal documentation.</b></p>
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SECTION 4 APPLICATION SUMMARY	
Project Title	Funding Amount
1. Point Samson Kid's Art Awards	\$5,000
<b>Total funds requested from ACADS</b>	<b>\$5,000</b>

**x We acknowledge that the unallocated funds will be reassigned to the Annual Community Sponsorship Scheme.**

<b>SECTION 5 DECLARATION</b>
----------------------------------

I hereby certify that I have been authorised by the President:

**Association:** Point Samson Community Association

The information contained herein, is the best of my knowledge, true and correct.

**Name of President:** John Graham

**Signature:** 

**Date:** 1<sup>st</sup> May 2014

**Please Note:** The application form must be signed by the President/Chairperson to be accepted.

<p style="text-align: center;"><b>SECTION 6</b></p> <p style="text-align: center;"><b>APPLICANT CHECKLIST</b></p>
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**Before you submit your application, please ensure you have:**

- ☐ Spoken to the Shire's Community Development Team
- ☐ Attached a detailed project brief outlining proposed event, activity service or project including:
  - ☐ Identified benefits to the broader community
  - ☐ Outline of the Association's risk management strategy
  - ☐ Financial sustainability should the project will have ongoing costs
  - ☐ Outline of any additional funding support
  - ☐ Income and expenditure budget
  - ☐ Forecast timeline for progressive payments
  - ☐ Demonstrated that the Association has capacity to deliver the project outcomes
- ☐ Attach a copy of Association's minutes, demonstrating that the project has been endorsed by the Association
- ☐ Ensure the Association President/Chair has signed the application
- ☐ Ensure the project can be completed and acquitted by 30 June 2015

**ATTACHMENT B****LIFE CYCLE COST****LIFE CYCLE COST PARAMETERS**

Building Life (years)	
Inflation Rate (%)	
Building Area (m2)	

**ASSUMPTIONS**

Economic life cycle is assumed to be 25 Years	
Annual inflation rate is assumed to be	
The following economic life cycles for replacement purposes have been assumed: <i>(list assumptions)</i>	

**LIFE CYCLE COSTS COMPOUNDED**

YEAR	Operating Costs (A)	Replacement Costs(B)	Total Costs (C)
1			
2			
3			
4			
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19			
20			
<b>TOTAL</b>			
<b>AVERAGE COST PER YEAR (C) / Number of years</b>			<b>\$</b>

**ANNUAL OPERATING EXPENSES** *(List all expenses eg. insurance, power, repairs, water etc.)*

<b>TOTAL</b>	<b>\$</b>
<b>TOTAL OPERATING EXPENSES per annum (D)</b>	<b>\$</b>

**ANNUAL INFLATION RATE**

Initial Cost Year 0	(D)	\$
1		
2		
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19		
20		
<b>TOTAL</b>	<i>(Add all years)</i>	





# Annual Community Association Development Scheme 2014 / 2015 GS.41

## APPLICATION COVER SHEET

Grant Reference Number: ACS/\_\_\_\_\_

APPLICANTS DETAILS	ACADS 2014/15 Application	
COMMUNITY ASSOCIATION:	Point Samson Community Association	
APPLICATION CONTACT PERSON:	John Graham	
POSITION HELD:	President	
POSTAL ADDRESS:	PO Box 93, Wickham, 6720	
TELEPHONE:	MOBILE:	0418952468
EMAIL:	grajn@bigpond.com	
AUSTRALIAN BUSINESS NUMBER:	65057 035761	
ARE YOU REGISTERED FOR GST?	YES x NO <input type="checkbox"/>	
TOTAL AMOUNT REQUESTED:	\$25,000	

**PLEASE read the Annual Community Association Development Scheme Guidelines before completing this application. Appropriate supporting documentation must be attached with this application form.**

**Queries should be directed to:**  
**Community Development Team, Community Services on 9186 8555.**  
**Guidelines can be requested from our Community Development Team**  
**Ph: 9186 8555 Fax: 9185 1626**  
**Postal: PO Box 219, KARRATHA WA 6714**

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

<b>SECTION 1</b> <b>PROJECT / ACTIVITY DETAILS</b> <i>Please provide a brief summary of the activity/project.</i>	
<b>PROJECT TITLE</b>	<b>Point Samson Annual Chilli Cook-off &amp; Homebrew Contest</b>
<b>PROJECT DESCRIPTION</b> <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i>	<b>The PSCA wishes to sponsor a Chilli Cook-off and Homebrew contest open to all residents &amp; clubs of the Shire of Roebourne. Entrants will have the opportunity to win cash prizes and raise funds for local charities.</b>
<b>COMMUNITY BENEFITS</b> <i>If approved, describe how this project will benefit your broader community</i>	<ol style="list-style-type: none"> <li><b>1. A fully inclusive event designed to engage the entire community of Point Samson and surrounding communities.</b></li> <li><b>2. Encourage community involvement with the PSCA.</b></li> <li><b>3. A community based opportunity for raising awareness and fundraising for local NFP's.</b></li> <li><b>4. A social engagement designed to bring together members of the community which might not otherwise interact.</b></li> </ol>
<b>COMMUNITY CAPACITY</b> <i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i>	<b>Chilli Cook-off &amp; Homebrew Contest held in 2013 proved to be an outstanding success attracting contestants from as far away as Port Hedland and Tom Price</b>
<b>RISK MANAGEMENT</b>	<b><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

<b>SECTION 2</b> <b>TIMEFRAME</b> <i>When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due</i>	
<b>PROJECT START DATE</b>	<b>16 August 2014</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<p align="center"> <b>Signature Music - \$15,000</b>  <b>Wrapped Creations - \$10,000</b> </p> <p align="center"><b>BUDGET ESTIMATES ONLY – QUOTES TO BE FINALISED ONCE GRANT IS OBTAINED</b></p>
<b>AWARD WORKS</b>	
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>\$6,250 to be paid 1 June 2014</b> <b>(deposit for event manager and music)</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>Pay Creditors – 1 August 2014 \$18750</b>
<b>END DATE</b>	<b>16 August 2014</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2015</b>

**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

<b>SECTION 3 FINANCIAL DETAILS</b>				
<b>TOTAL COST OF PROJECT</b>	<b>Total Project Cost</b>		<b>\$</b>	<b>EXAMPLE</b> <b>\$100,000.00</b>
<b>FUNDING PARTNER/S &amp; FUNDING AMOUNT/S</b>	<b>Funding Partner</b>	<b>Amount Secured</b>	<b>Funding Partner</b>	<b>Example</b>
	1. Tidal Solutions	In Kind	1. X	\$10,000.00
	2. Westug	In Kind	2. Y	\$10,000.00
	3. Samson Maritime	In Kind	3. Z	\$10,000.00
	4.		4.	
	5.		5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		<b>\$Nil</b>	<b>\$20,000.00</b>
<b>FUNDS REQUESTED FROM ACADS</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		<b>\$25,000</b>	<b>\$50,000.00</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b><i>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</i></b>			

<p><b>FUNDING SHORTFALL</b>  Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</p>	<p><b>The PSCA will be soliciting donations from local businesses to support this event in the form of In Kind donations (supply of labour for set up and demob), prizes (tug boat rides from Westug, Accommodation at Point Samson Chalets, meal voucher from TaTa's restaurant) and additional support as determined by PSCA.</b></p>
<p><b>ACKNOWLEDGEMENT OF FUNDING</b>  Please outline all methods you would use to acknowledge the support you have received from the Shire</p>	<p><b>Public announcement at event, display of Shire banner at event, use of Shire logo in all advertising/posters/sign boards, undertake joint media promotions with Shire, submission of photographs with acquittal documentation.</b></p>

SECTION 4 APPLICATION SUMMARY	
Project Title	Funding Amount
1. Annual Chilli Cook-off & Homebrew Competition	\$25,000
Total funds requested from ACADS	\$25,000

**x We acknowledge that the unallocated funds will be reassigned to the Annual Community Sponsorship Scheme.**

<b>SECTION 5</b>
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## DECLARATION

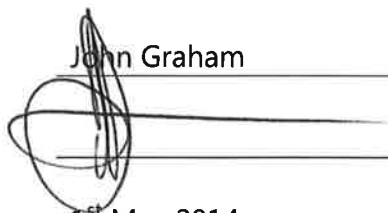
I hereby certify that I have been authorised by the President:

**Association:** Point Samson Community Association

The information contained herein, is the best of my knowledge, true and correct.

**Name of President:** John Graham

**Signature:**



**Date:** 1<sup>st</sup> May 2014

**Please Note:** The application form must be signed by the President/Chairperson to be accepted.

## SECTION 6

### APPLICANT CHECKLIST

**Before you submit your application, please ensure you have:**

- ☐ Spoken to the Shire's Community Development Team
- ☐ Attached a detailed project brief outlining proposed event, activity service or project including:
  - ☐ Identified benefits to the broader community
  - ☐ Outline of the Association's risk management strategy
  - ☐ Financial sustainability should the project will have ongoing costs
  - ☐ Outline of any additional funding support
  - ☐ Income and expenditure budget
  - ☐ Forecast timeline for progressive payments
  - ☐ Demonstrated that the Association has capacity to deliver the project outcomes
- ☐ Attach a copy of Association's minutes, demonstrating that the project has been endorsed by the Association
- ☐ Ensure the Association President/Chair has signed the application
- ☐ Ensure the project can be completed and acquitted by 30 June 2015

## ATTACHMENT A

## RISK MANAGEMENT

### Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

Risk Description	Likelihood <sup>1</sup>	Impact <sup>2</sup>	Type <sup>3</sup>	Treatment plan (AV, R, T, AC) <sup>4</sup>
Lack of support from community in the form of contestant registrations	Possible/ Unlikely	Moderate	Scope	As the date approaches, if it is determined that not enough participants have signed up additional publicity will be undertaken and groups contacted personally by the PSCA.

## ATTACHMENT B

### LIFE CYCLE COST

#### LIFE CYCLE COST PARAMETERS

Building Life (years)	
Inflation Rate (%)	
Building Area (m2)	

<sup>1</sup> Risk Likelihood: Almost Certain / Likely / Possible / Unlikely / Rare

<sup>2</sup> Risk Impact: Catastrophic / Major / Moderate / Minor / Insignificant

<sup>3</sup> Impact Type: Budget / Schedule / Resources / Scope

<sup>4</sup> Risk Treatment:

AV	Avoid (by deciding not to proceed with the activity likely to generate the risk)
R	Reduce likelihood or impact (preventative action)
T	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
AC	Retain / accept the risk



<b>TOTAL</b>	<b>\$</b>
<b>TOTAL OPERATING EXPENSES per annum (D)</b>	<b>\$</b>

#### ANNUAL INFLATION RATE

Initial Cost Year 0	(D)	\$
1		
2		
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7		
8		
9		
10		
11		
12		
13		
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16		
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18		
19		
20		
<b>TOTAL</b>	<i>(Add all years)</i>	

#### CASHFLOW FOR REPLACEMENT COSTS *(From the list of assumptions)*

1															
2															

**ASSUMPTIONS**

Economic life cycle is assumed to be 25 Years	
Annual inflation rate is assumed to be	
The following economic life cycles for replacement purposes have been assumed: <i>(list assumptions)</i>	

**LIFE CYCLE COSTS COMPOUNDED**

YEAR	Operating Costs (A)	Replacement Costs(B)	Total Costs (C)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
TOTAL			
AVVERAGE COST PER YEAR (C) / Number of years			\$

**ANNUAL OPERATING EXPENSES** *(List all expenses eg. insurance, power, repairs, water etc.)*




Att: Chris Adams, CEO  
Shire of Roebourne  
Karratha

John Graham  
President  
Point Samson Community Association  
PO Box 93  
Wickham 6720  
Email: [grajn@bigpond.com](mailto:grajn@bigpond.com)  
Phone: 0418952468

1 May 2014

Dear Chris,

The PSCA wishes to defer \$70,000 ACADS and \$125,000 Birra Birra funding for 2014/15 until the completion of the Point Samson Local Planning Strategy. We will use the LPS workshops to gauge public support for the possible projects as described in the Point Samson Foreshore Enhancement Plan.

Yours faithfully

John Graham  
President