



# Annual Community Association Development Scheme 2015 / 2016 GS.41

## APPLICATION COVER SHEET

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

<b>APPLICANTS DETAILS</b>		
<b>COMMUNITY ASSOCIATION:</b>	Point Samson Community Association	
<b>APPLICATION CONTACT PERSON:</b>	Debra Costarella	
<b>POSITION HELD:</b>	Secretary	
<b>POSTAL ADDRESS:</b>	PO Box 93, Wickham, 6720	
<b>TELEPHONE:</b>	<b>MOBILE:</b>	0404408988
<b>EMAIL:</b>	pscsecretary@gmail.com	
<b>AUSTRALIAN BUSINESS NUMBER:</b>	65057 035761	
<b>ARE YOU REGISTERED FOR GST?</b>	YES <input checked="" type="radio"/> NO <input type="checkbox"/>	
<b>TOTAL AMOUNT REQUESTED:</b>	\$ 25,000.00	

**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 (08) 9186 8555.**  
**Guidelines can be requested from our Community Development Team**  
**Ph: (08) 9186 8555 Fax: (08) 9185 1626**  
**Postal: PO Box 219, KARRATHA WA 6714**

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

<p align="center"><b>SECTION 1</b>  <b>PROJECT / ACTIVITY DETAILS</b>  <i>Please provide a brief summary of the activity/project.</i></p>	
<p align="center"><b>PROJECT TITLE</b></p>	<p align="center"><b>Chilli Festival</b></p>
<p><b>PROJECT DESCRIPTION</b>  <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<p>A fully inclusive event designed to engage the entire community of Point Samson and surrounding communities while raising awareness and creating fundraising for local NFP's</p>
<p><b>COMMUNITY BENEFITS</b>  <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> <li>• The event engaged the community of Point Samson and also surrounding communities.</li> <li>• Encouraged community involvement with the PSCA through membership of the association.</li> <li>• A community based opportunity for raising awareness and fundraising for local NFP's which saw donations to Wickham Fire &amp; Rescue, Wickham Tidy Towns and Royal Flying Doctor Service.</li> <li>• A social engagement designed to bring together members of the community which might not otherwise interact.</li> <li>• Stimulus to the local economy.</li> <li>• Promotion as a major annual event within the City of Karratha</li> </ul>
<p><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></p>	<p>We have contracted Wrapped Creations to deliver this year's event.</p>
<p align="center"><b>RISK MANAGEMENT</b></p>	<p align="center"><b><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></b></p>

**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>	15 August 2015									
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>Wrapped Creations Event Management fee</b>  <b>Budget Estimates only due to quotes to be finalised once the grant is obtained.</b>									
<b>AWARD WORKS</b>	<b>1 July 2015</b>									
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>\$10,000 deposit to be paid 1 July 2015</b>									
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<table> <thead> <tr> <th>Date</th> <th>Milestone</th> <th>amount</th> </tr> </thead> <tbody> <tr> <td>Aug-01</td> <td>Signature Music</td> <td>15,000</td> </tr> <tr> <td>Aug-01</td> <td>Event Management</td> <td>10,000</td> </tr> </tbody> </table>	Date	Milestone	amount	Aug-01	Signature Music	15,000	Aug-01	Event Management	10,000
Date	Milestone	amount								
Aug-01	Signature Music	15,000								
Aug-01	Event Management	10,000								
<b>END DATE</b>	<b>15 August 2015</b>									
<b>ACQUITTAL DUE</b>	<b>30 June 2016</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>\$95,000.00</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	
	2. Westug	In kind	2. Y	
	3. Samson Maritime	In kind	3. Z	
	4.		4.	
	5.		5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		<b>\$</b>	<b>\$</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>\$</b>
<b>LIFECYCLE COSTS</b> <i>(Required for facility development projects)</i>	<b>N/A</b>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the City's funding be insufficient to cover the full project cost. Please note the City will not contribute to any shortfall</i>	<b>The PSCA will be soliciting donations from Local businesses to support this event in the form of In Kind donations to supply to labour for the set up and demobilisation, prizes and additional support as determined by the PSCA.</b>			



**ACKNOWLEDGEMENT  
OF FUNDING**

*Please outline all methods  
you would use to  
acknowledge the support  
you have received from the  
City.*

- **Public announcement at the event**
- **Display the City of Karratha Banner**
- **Display City of Karratha Logo on all advertising**
- **Undertake joint media promotions with the City**
- **Submission of photographs with the acquittal documentation.**

**SECTION 4  
APPLICATION SUMMARY**

<b>Project Title</b>	<b>Funding Amount</b>
<b>1.</b>	<b>25,000.00</b>
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	
<b>10.</b>	
<b>Total funds requested from ACADS</b>	<b>\$25,000.00</b>

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

## SECTION 5 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:** 17/4/15

**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 City's Community Development Coordinator
- ☐ 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 2016

## 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

<b>Risk Description</b>	<b>Likelihood<sup>1</sup></b>	<b>Impact<sup>2</sup></b>	<b>Type<sup>3</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>4</sup></b>
<b>Lack of support from community in the form of contestants registrations</b>	<b>Possible/unlikely</b>	<b>Moderate</b>	<b>Scope</b>	<b>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.</b>

<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:**

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



# Annual Community Association Development Scheme 2015 / 2016 GS.41

## APPLICATION COVER SHEET

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

<b>APPLICANTS DETAILS</b>		
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<b>APPLICATION CONTACT PERSON:</b>	Debra Costarella	
<b>POSITION HELD:</b>	Secretary	
<b>POSTAL ADDRESS:</b>	PO Box 93, Wickham, 6720	
<b>TELEPHONE:</b>	<b>MOBILE:</b>	0404408988
<b>EMAIL:</b>	pscsecretary@gmail.com	
<b>AUSTRALIAN BUSINESS NUMBER:</b>	65057 035761	
<b>ARE YOU REGISTERED FOR GST?</b>	YES ● NO <input type="checkbox"/>	
<b>TOTAL AMOUNT REQUESTED:</b>	\$ 70,000.00 carried over from 14/15 ACADS application	

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**Queries should be directed to:**

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

<p align="center"><b>SECTION 1</b>  <b>PROJECT / ACTIVITY DETAILS</b>  <i>Please provide a brief summary of the activity/project.</i></p>	
<p align="center"><b>PROJECT TITLE</b></p>	<p align="center"><b>Chilli Festival</b></p>
<p><b>PROJECT DESCRIPTION</b>  <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<p>A fully inclusive event designed to engage the entire community of Point Samson and surrounding communities while raising awareness and creating fundraising for local NFP's</p>
<p><b>COMMUNITY BENEFITS</b>  <i>If approved, describe how this project will benefit your broader community</i></p>	<ul style="list-style-type: none"> <li>• The event engaged the community of Point Samson and also surrounding communities.</li> <li>• Encouraged community involvement with the PSCA through membership of the association.</li> <li>• A community based opportunity for raising awareness and fundraising for local NFP's which saw donations to Wickham Fire &amp; Rescue, Wickham Tidy Towns and Royal Flying Doctor Service.</li> <li>• A social engagement designed to bring together members of the community which might not otherwise interact.</li> <li>• Stimulus to the local economy.</li> <li>• Promotion as a major annual event within the City of Karratha</li> </ul>
<p><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></p>	<p>We have contracted Wrapped Creations to deliver this year's event.</p>
<p align="center"><b>RISK MANAGEMENT</b></p>	<p align="center"><b><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></b></p>



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

**SECTION 2**

**TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<p align="center"><b>PROJECT START DATE</b></p>	<p align="center">15 August 2015</p>																						
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ACQUITTAL DUE

30 June 2016

## PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 3 FINANCIAL DETAILS				
TOTAL COST OF PROJECT	Total Project Cost		\$	EXAMPLE
				\$95,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Example
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	5.		5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$
FUNDS REQUESTED FROM ACADS	Amount (This amount must be transferred to Section 4)		\$70,000	\$
LIFECYCLE COSTS (Required for facility development projects)	N/A			
FUNDING SHORTFALL Please outline how your Association will raise any additional funds should the City's funding be insufficient to cover the full project cost. Please note	The PSCA will be soliciting donations from Local businesses to support this event in the form of In Kind donations to supply to labour for the set up and demobilisation, prizes and additional support as determined by the PSCA.			

the City will not contribute to any shortfall	
<b>ACKNOWLEDGEMENT OF FUNDING</b> Please outline all methods you would use to acknowledge the support you have received from the City.	<ul style="list-style-type: none"> <li>• Public announcement at the event</li> <li>• Display the City of Karratha Banner</li> <li>• Display City of Karratha Logo on all advertising</li> <li>• Undertake joint media promotions with the City</li> <li>• Submission of photographs with the acquittal documentation.</li> </ul>

SECTION 4 APPLICATION SUMMARY	
Project Title	Funding Amount
1.	70,000.00
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
<b>Total funds requested from ACADS</b>	<b>\$70,000.00</b>

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

**SECTION 5  
DECLARATION**

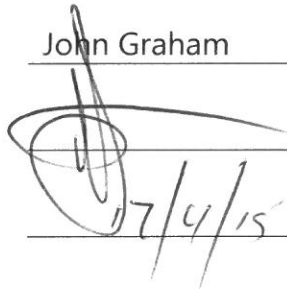
I hereby certify that I have been authorised by the President:

**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:**

17/4/15

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

**SECTION 6  
APPLICANT CHECKLIST**

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## 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

<b>Risk Description</b>	<b>Likelihood<sup>1</sup></b>	<b>Impact<sup>2</sup></b>	<b>Type<sup>3</sup></b>	<b>Treatment plan (AV, R, T, AC)<sup>4</sup></b>
<b>Lack of support from community in the form of contestants registrations</b>	<b>Possible/unlikely</b>	<b>Moderate</b>	<b>Scope</b>	<b>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.</b>

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<b>APPLICATION CONTACT PERSON:</b>	Debra Costarella	
<b>POSITION HELD:</b>	Secretary	
<b>POSTAL ADDRESS:</b>	PO Box 93, Wickham, 6720	
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<b>EMAIL:</b>	pscsecretary@gmail.com	
<b>AUSTRALIAN BUSINESS NUMBER:</b>	65057 035761	
<b>ARE YOU REGISTERED FOR GST?</b>	YES ● NO <input type="checkbox"/>	
<b>TOTAL AMOUNT REQUESTED:</b>	\$5,000.00	

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**Queries should be directed to:**  
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**Guidelines can be requested from our Community Development Team**  
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**PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT**

**SECTION 1  
PROJECT / ACTIVITY DETAILS**

*Please provide a brief summary of the activity/project.*

<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>	<p>The PSCA wishes to sponsor the Annual Kids Art Awards. This is a community event that is open to all children throughout the City of Karratha.</p> <p>This will be facilitated by a long time Artist and resident of Point Samson Claudia Krauss.</p>
<b>COMMUNITY BENEFITS</b> <i>If approved, describe how this project will benefit your broader community</i>	<ul style="list-style-type: none"> <li>• This is an event designed to engage the entire community of Point Samson and the surrounding communities.</li> <li>• It is a social engagement for all children to develop their creativity along with personal and social skills.</li> </ul>
<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>	<p>The PSCA has hosted this event successfully for several years.</p>
<b>RISK MANAGEMENT</b>	<p><b><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></b></p>

**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>	10 October 2015																					
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<table border="1"> <thead> <tr> <th>Whom</th> <th>amount</th> </tr> </thead> <tbody> <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> </tbody> </table> <p><b>Budget estimates only – quotes to be finalised once the grant is obtained.</b></p>	Whom	amount	Curator	2,000	Hall Hire	600	Design	500	Advertising	400	Prizes	1000	Refreshments	500							
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Finalised Date	Activity	Amount																				
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<b>ACQUITTAL DUE</b>	<b>30 June 2016</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>EXAMPLE</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	\$
	2.		2. Y	\$
	3.		3. Z	\$
	4.		4.	
	5.		5.	
<b>COMMUNITY ASSOCIATION FUNDS ALLOCATED</b>	<b>Amount</b>		\$nil	\$
<b>FUNDS REQUESTED FROM ACADS</b>	<b>Amount</b> <i>(This amount must be transferred to Section 4)</i>		\$5,000	\$
<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>			
<b>FUNDING SHORTFALL</b> <i>Please outline how your Association will raise any additional funds should the City's funding be insufficient to cover the full project cost. Please note the City will not contribute to any shortfall</i>	<b>The PSCA will cover any funding shortfall</b>			

**ACKNOWLEDGEMENT  
OF FUNDING**

*Please outline all methods  
you would use to  
acknowledge the support  
you have received from the  
City.*

- **Public announcement at the event**
- **Display the City of Karratha Banner**
- **Display City of Karratha Logo on all advertising**
- **Undertake joint media promotions with the City**
- **Submission of photographs with the acquittal documentation.**

<b>SECTION 4 APPLICATION SUMMARY</b>	
<b>Project Title</b>	<b>Funding Amount</b>
<b>1. Point Samson Kids Art Awards</b>	<b>\$5,000</b>
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	
<b>10.</b>	
<b>Total funds requested from ACADS</b>	<b>\$5,000</b>

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

## SECTION 5 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:** 17/4/15

**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 City's Community Development Coordinator
- ☒ 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 2016

## 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

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

<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:**

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

**APPLICATION COVER SHEET**

**Grant Reference Number: Ex-Gr/\_\_\_\_\_**

<b>APPLICANTS DETAILS</b>		
<b>COMMUNITY ASSOCIATION:</b>	Point Samson Community Association	
<b>APPLICATION CONTACT PERSON:</b>	Debra Costarella	
<b>POSITION HELD:</b>	Secretary	
<b>POSTAL ADDRESS:</b>	PO Box 93, Wickham, 6720	
<b>TELEPHONE:</b>	<b>MOBILE:</b>	<b>0404408988</b>
<b>EMAIL:</b>	pscsecretary@gmail.com	
<b>AUSTRALIAN BUSINESS NUMBER:</b>	65057 035761	
<b>ARE YOU REGISTERED FOR GST?</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
<b>TOTAL AMOUNT REQUESTED:</b>	<b>\$51,250.00</b>	

**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 (08) 9186 8555.**  
**Guidelines can be requested from our Community Development Team**  
**Ph: (08) 9186 8555 Fax: (08) 9185 1626**  
**Postal: PO Box 219, KARRATHA WA 6714**



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

**SECTION 1**

**PROJECT / ACTIVITY DETAILS**

**Please provide a brief summary of the activity/project.**

<b>PROJECT TITLE</b>	Upgrades to the Community of Point Samson
<b>PROJECT DESCRIPTION</b> <i>Please provide a brief summary of the activity/project that you are planning to undertake.</i>	<ol style="list-style-type: none"> <li><b>1. Upgrades to Community hall</b></li> <li><b>2. Sculptured seating for the Jetty Project</b></li> <li><b>3. Secretary Laptop</b></li> </ol>
<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. The community and surrounding towns utilise the hall and these improvements would enhance the hall to attract more hirers.</b></li> <li><b>2. The new jetty viewing platform will attract tourists to our town and this seating will enable them to relax and enjoy this new platform.</b></li> <li><b>3. The Secretary's computer has needed to be replaced due to its age.</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>	<p><b>These are continued improvements for the town of Point Samson, we attract many tourists to our town every year and these upgrades help with the beautification of our town and helps with Community Association to improve the assets that have been acquired over the years.</b></p>
<b>RISK MANAGEMENT</b>	<p><b><i>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</i></b></p>

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

**SECTION 2  
TIMEFRAME**

*When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due*

<b>PROJECT START DATE</b>	<b>1 October 2015</b>
<b>QUOTES – RECEIVED OR DATE TO BE REQUESTED</b> <i>Please remember to include any quotes you have already received</i>	<b>1 July 2015</b>  <b>Budget Estimates only due to quotes to be finalised once the grant is obtained.</b>
<b>AWARD WORKS</b>	<b>1 August 2015</b>
<b>COMMENCEMENT DATE</b> <i>25% upfront funding paid to CA on this date</i>	<b>1 October 2015</b>
<b>MILESTONES / DATE PAYMENTS REQUIRED</b>	<b>Payment on completion</b>
<b>END DATE</b>	<b>1 November 2015</b>
<b>ACQUITTAL DUE</b>	<b>30 June 2016</b>

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

**SECTION 3  
FINANCIAL DETAILS**

TOTAL COST OF PROJECT	Total Project Cost			EXAMPLE
				\$100,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Amount
	1.Seating	\$	1.	7,000.00
	2.upgrades	\$	2.	40,000
	3.computer	\$	3.	2,000.00
	4.Signage	\$	4.	1,000.00
	5.opening	\$	5.	1,250.00
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$
FUNDS REQUESTED	Amount (This amount must be transferred to Section 4)		\$51,250.00	\$51,250.00
LIFECYCLE COSTS (Required for facility development projects)	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL Please outline how your Association will raise any additional funds should the City's funding be insufficient to cover the full project cost. Please note the City will not contribute to any shortfall	The Point Samson Community Association will fund any shortfalls			

**ACKNOWLEDGEMENT OF FUNDING**

*Please outline all methods you would use to acknowledge the support you have received from the City.*

- **Public opening of the project and invite the City to attend**
- **Display the City's logo on all advertisements**
- **Media promotions will be undertaken**
- **Photographs will be submitted with the acquittal documentation.**

SECTION 4 APPLICATION SUMMARY	
Project Title	Funding Amount
1. Secretary Computer	2,000.00
2. Upgrades to hall	40,000.00
3. Signage	1,000.00
4. Opening	1,250.00
5. Jetty seating	7,000.00
<b>Total funds requested</b>	<b>\$51,250.00</b>

**SECTION 5  
DECLARATION**

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

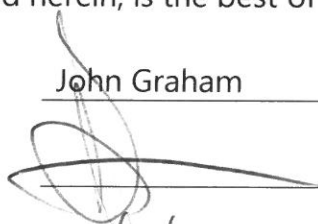
**Association:** Point Samson Community Association

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

**Name of President:** John Graham

**Signature:**

**Date:**

  
17/4/15

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

**SECTION 6  
APPLICANT CHECKLIST**

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AC	Retain / accept the risk



**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			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
<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		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
<b>TOTAL</b>	<i>(Add all years)</i>	



