



Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator: _____

CNLP Small Grants Application Form

For projects up to \$300,000 to be acquitted by 15 June 2023

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Mark Toomath	Date: 04/02/2022	Office: Perth
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Applicant's Details:

Organisation Name:	East Fremantle Lawn Tennis Club Inc				
Postal Address:	37 Bristol Avenue				
Suburb:	Bicton	State:	WA	Postcode:	6157
Street Address:	1 Jerrat Drive				
Suburb:	East Fremantle	State:	WA	Postcode:	6158

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Sheila Cooksey	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Honorary Treasurer		
Business Phone:	0423000857	Facsimile:	NA
Mobile Phone:	0423000857	Email:	accounts@eastfreetennisclub.org.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 55143008013
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0490006C *
Bank details:	Bank: Commonwealth	BSB: 066121 A/c: 00907204

Local Government Authority Details:

LGA:	Town of East Fremantle		
Contact:	Carly Filbey	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Community Engagement Officer		
Business Phone:	08 9339 9339	Facsimile:	NA
Mobile Phone:	NA	Email:	cfilbey@eastfremantle.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): LED upgrades to hard court lighting

Project Description:

The East Fremantle Lawn Tennis Club (EFLTC) has 16 grass courts, five plexipave hard courts and four Laykold Gel hard courts. The four Laykold Gel hard courts are currently under lights, while all other courts do not have lighting. The EFLTC has been operating from its current location for 60 years and is a family focused sporting club offering social tennis, competitive tennis and coaching all year round for all ages and skill levels.

This project is phase one of the broader lighting upgrades for EFLTC. It will allow the club to upgrade the existing lights from HID to LED on the four hard courts, known as the eastern hard courts. These are the only lit tennis courts at the club. Upgrading these lights will reduce the electrical load on the Petra St Western Power transformer, providing capacity for the club to complete phase two of the project, which is to install LED lights on the remaining five hard courts (the western hard courts). It will also reduce existing problems with the current lights in relation to glare, operational costs and frequent failures.

EFLTC existing light poles do not need to be replaced as they are structurally suitable (confirmed by each of the three quotes we obtained) and as such, they will be retained and only the lights need to be replaced. Electrical supply has been confirmed as sufficient for this project.

In order to ensure the best quality lights and value for money, EFLTC engaged an Engineering Consultant, Arnold Hoehn of Best Consultants, to review the 3 quotes obtained for the work and "present a recommendation based on value for money and technical merit".

As a result of that review, EFLTC have selected Stiles Electrical Services pending funding becoming available. Stiles note that their works:

1. Our design achieves the required level of lighting required for 350 Lux
2. Re-use of all existing 15m poles for the proposed luminaire.
3. Re-used of all existing controls and cabling running back to the existing switchboard
4. We have allowed to utilize the Philips Optivision LED floodlight
5. Warranty for this LED flood light is 5 years from installation.

The project will be managed by club member, Bruce Wilkinson who will liaise with the selected contractor. Bruce is a Registered Building Practitioner (registration number 7739) who is currently employed as a building Project Manager with over 30 years' experience in the field. As such, he has strong experience managing building subcontractors and ensuring the quality of work undertaken. Project governance will be completed by club member and President, William Bell, who is a qualified electrician. See attached details of the EFLTC Board.

Without this project the EFLTC will be unable to reach its goal of having all nine hard courts under lights by 2024 as identified in the EFLTC Business Plan 2022-2027. It will not be able to meet the high levels of demand for twilight and night tennis in the area, nor will it be able to cater for the growth in membership numbers within the club.

How did you establish a need for your project?

The need for this project has been discussed within the club for over five years, with numerous investigations and consultations undertaken.

The current HID lights on the eastern courts were installed in 2002 and have become faulty and unreliable. The club has experienced a number a lighting issues over the past five years which has negatively impacted club members and members of the public as they have been unable to use the courts at night. These issues include:

- The lights taking upwards of 20 minutes to warm up, and lights turning off mid-game for unknown reasons - which in most cases means the games have to cease as access to the clubrooms is needed to turn them on again and a member of EFLTC is rarely at the courts at night time.
- The technology of the HID lights installed has since become out-dated. Parts for the HID lights are difficult to source and the club has struggled on occasion to find replacement bulbs.
- Given the technology is outdated, replacement bulbs are over \$300 to replace. The HID lights are also expensive to run and are not as energy efficient as other options. It is estimated that 90 per cent of the electricity costs for the EFLTC are to run the lights on the eastern hard courts at night. The club expects to save approximately \$1500 per year when phase one of this project is complete.
- the playing conditions on the eastern hard courts are not ideal at night due to high levels of glare and below standard lux average. Lux lighting analysis on the eastern courts show a 183 lux average, whereas Australian standards for outdoor club competition and commercial tennis court lighting specify a minimum of 350 lux average, according to Tennis Australia. This means A-level tennis is not able to be played at the EFLTC at night and has led to some pennants teams refusing to play nights games at the club (see photo below). Additionally, given EFLTC hire courts to the public, the club is placing itself at risk by not having lighting of the current standard. The risk of allowing use of these courts under the current lighting is that the club is potentially exposing itself to claims that insurance may not cover as we do not meet the minimum standards.



See attached letter detailing the analysis of the existing lux level on the eastern courts conducted in August 2021.

The glare from the existing lights also causes issues with surrounding houses. EFLTC is currently managing a complaint from a local resident that the existing lights shine too brightly into their lounge room. As such, it is important that the lights are upgraded to ensure the highest quality and direction placement, with the maximum glare meeting Australian Standards. Advice from lighting consultants state that in relation to "the residents around the club, this installation will improve the lighting of the courts but will 100% improve the spill & glare they experience currently."

Additionally, the need to upgrade the existing lights has been identified as part of the overall need for quality lighting at EFLTC. Currently EFLTC only has four courts under lights. However, there has been significant and increasing demand for lit tennis courts at EFLTC and surrounding suburbs that is not being met. This has been driven by:

- EFLTC has many ageing members who are no longer as able to play tennis during the day due to the heat. Playing at night is becoming more popular amongst this cohort and is important to keep them active and involved in the club.
- EFLTC has had an increase in demand for coaching under lights. Our club was successful in attracting Matt Bull of Tennis Factory, one of the best tennis coaches in Perth. Matt's business is growing substantially and this is putting pressure with social tennis, night pennants and coaching all needing the lit courts at night.
- EFLTC has many competing demands for the courts at night and they are booked out well in advance. Between social tennis, coaching, night pennants and public court hire the urgency on the club needing more courts under lights has been growing. Public hire of the courts is the lowest priority and, as such, the public often miss out. This is likely resulting in people playing less and less tennis and being less likely to join our club as a member.
- EFLTC use the Book a Court system to enable the public to hire our tennis courts. The courts with lights are booked out every weeknight and often on weekends. We are the only public tennis courts in East Fremantle and Melville Tennis Club is close by - 1.5 km away. Anecdotally, we have been told by the public who book our courts that all clubs in the area are difficult to get into at night – they need to book well in advance. One group often comes to EFLTC at 10pm at night as they cannot get onto any courts in the area at any other time.
- EFLTC is expanding, with a significant increase in member numbers over the past 3 years (from 192 in 2018/19 to 320 as of February 2022). This is partly due to our new, proactive managers, extensive social media coverage and offering discounted fees for the first 2 years, as well as undertaking several recruitment activities.

In order to meet the growing demand for lit tennis courts, the club investigated the possibility of installing lights on the five western hard courts in 2010 (demand has been unmet for at least the last 12 years). However, Western Power advised that the Petra St transformer is at capacity and does not produce enough amps needed to meet power demands for any new lights to be installed at the club. The club identified that it must first address the issue of the overloaded Petra St transformer by upgrading the out-dated HID lights present on the four eastern hard courts to LED lights. This will improve the energy efficiency of the lights and significantly reduce the demand on the Petra St transformer, allowing phase two (installation of LED lights on the five western hard courts) of the project to commence by significantly minimising the Western Power costs.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

- Do nothing: This would see the club continue to battle with unreliable and expensive lights and eventually have no lights at all. This option is unsustainable and expensive. The cost of the bulbs and repairs to the lights have become elevated. In addition the club estimates that 90% of its electricity bill comes from running the four lit courts. The lights are failing and bulbs are difficult to obtain – eventually they will fail completely and EFLTC will have no lit courts, significantly reducing our playing time. This option also means phase two of the project (the installation of lights on the western hard courts) would be much more difficult and uncertain to commence as the Petra St transformer was at its capacity 12 years ago.

- Bypass the Petra St transformer and use the Preston Point Rd transformer for the western court lights, which would require considerable length of cable being laid at cost to the club. L M Poole & Co quoted this as costing \$57,000, which does not include trenching, meter boxes, and switch boards on the courts. This cost was not considered a financially feasible one. This option would also not address the failing and expensive existing HID lights on the eastern courts.

How will your project increase physical activity?

This project will increase physical activity by:

- allowing for increased types of tennis to be played under lights,
- enabling more EFLTC members to play at night (many do not play at night because they say they cannot see the ball)
- decreasing the number of hours of night tennis lost due to blown globes or faulty and unreliable equipment and
- enabling phase two of this project to be completed, which will increase the number of courts with lights.

Tennis Australia recommends a 350 lux average for club competition and commercial tennis courts under lights. This is the minimum level of average lighting to ensure a game of tennis can be played safely and comfortably. Lux lighting analysis on the eastern courts show a 183 lux level average, far below the recommended standards. As such A-level tennis cannot be played on the eastern courts and some pennant teams refuse to play under lights at the club due high levels of glare and insufficient lighting. It is expected that upgrading the eastern court lights to LED will allow more competitive and professional tennis to be played at night. It will also increase the enjoyment of those currently playing tennis there at night, which may result in them choosing to play more often.

The lights at the EFLTC eastern courts are known by the club committee and members to be unreliable. In some cases, teams must wait upwards of 20 minutes while the lights warm up enough for the game to commence. In other cases, the lights can go out without warning mid-game. If this occurs it means the games must be paused while teams wait 20 minutes for the lights to turn back on to full power. That is assuming a committee member is available to access to the switch board to turn them back on. Games have been cancelled as teams using the courts at night often do not have this access. This issue is a regular occurrence for the pennants teams, compromising the clubs integrity and professionalism in the tennis community. The LED lights intended to replace the current lights have a startup time of just five seconds. They are also more reliable and are not expected to turn off without warning. This will allow more physical activity as games will be able to start earlier and will not face interruptions or cancellations due to lighting issues.

As an example, on Wednesday 9th February 2022, the lights went off during a pennants match at 9:00pm, with no known cause. As it happened, there was a Board meeting in the clubrooms, so our manager who was in attendance was able to manually override the system and get the lights back on in 20 minutes.

Changing the globes in the current lights can also cause the courts to be closed at night for days at a time (it has been up to a week) when there are issues sourcing replacement globes. The globes are expensive and have become hard to source particularly over the past two years where COVID19 has caused long shipping delays. Keeping the courts open and accessible to members and the public at night by removing this issue will increase physical activity in the area.

Successful completion of this project (phase one) will reduce the load on the Petra St transformer. This will enable phase two of the EFLTC lighting project, which will see lighting installed on an additional five courts. These courts will be accessible all year round. At present the tennis court lighting ratio for the club is 1:75 (one court under light for every 75 members), Tennis West advise that the WA lighting standard is 1:30. This second phase will increase the lighting ratio to 1:33, more closely in-line the current state standards. According to Tennis West 54% of court bookings occur in the evenings, this is compared to only 26% of the EFLTC bookings (due to the lack of lit courts available). This demonstrates the significant potential growth in court hire usage when phase two of the project is completed. This will clearly result in increased physical activity as the demand for lit courts is met and enables more people to play tennis more often at night time.

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the lighting? Will a specific asset replacement fund be created?

Yes. LED lights cost far less to operate so this project will reduce the ongoing costs of maintaining and operating the existing lights. A reduction in the annual electricity bill will mean the club will have additional funds of around \$1500 per year to redirect to an asset replacement fund to replace the eastern court lights at the end of their lifetime.

Project location:	1 Jerrat Drive, East Fremantle, WA 6158		
Land ownership:	Who owns the land on which your facility will be located? Town of East Fremantle Lease Expiry (if applicable): 2037 See attached lease agreement.		
Planning approvals	No approvals required as the lights are existing.	If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="checkbox"/> ___/___/___

Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
No approvals required as the lights are existing.		
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who:		
The courts are used by club members, junior and senior coaching groups, pennants groups and members of the general public. The hall located at the facility is regularly hired out for use by martial arts, tai chi, yoga, pilates and other dance groups. EFLTC currently hire regularly to 11 different groups. It is also regularly hired out as a venue for weddings and other special events.		

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Tennis coaching	50	20
Night social tennis	35	8
Competition tennis (pennants)	15	10

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2018/19 (Total)	192	2019/20	203	2020/21	265
2018/19 Senior	137	Senior	144	Senior	182
2018/19 Junior	55	Junior	59	Junior	83

Note: Currently in 2022 the Club has 320 members (141 female, 179 male). 82 of the members are junior members (31 female and 51 male). As such, the upward trajectory is continuing.

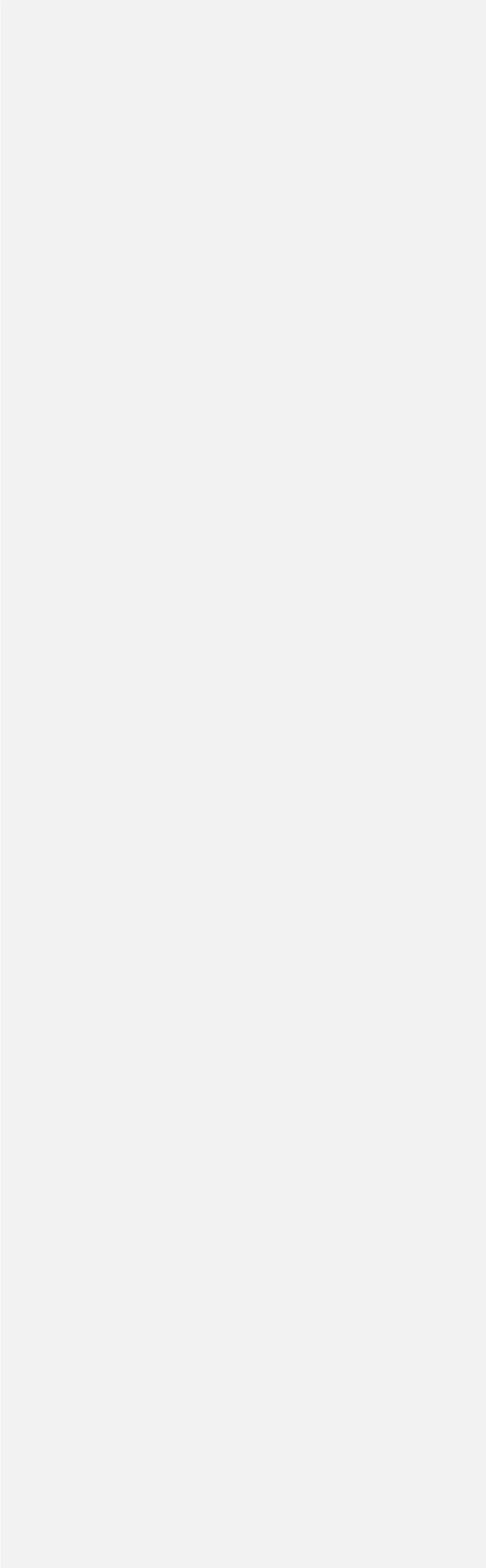
Membership Count Summary 18th February 2022			
	Female	Male	Grand Total
1 Senior	110	128	238
2 Junior	31	51	82
Grand Total	141	179	320

Membership Count Summary 30 April 2021			
	Female	Male	Grand Total
1 Senior	70	112	182
2 Junior	38	45	83
Grand Total	108	157	265

Membership Count Summary 30th April 2020			
	Female	Male	Grand Total
1 Senior	62	82	144
2 Junior	22	37	59
Grand Total	84	119	203

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are is available on the department's website: <https://www.dgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Tennis West	
Have you discussed your project with your State Sporting Association? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Megan Allen	Date of contact: 12 July 2021/ 7 Feb 2022
Also Olivia Birkett on 7 Feb 2022. See attached Letter of Support.	



PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider extended delivery times due to the pandemic.

Task	Date
Preparation of quotes for the works	1 March 2022
Acceptance of quote	1 July 2022
Construction of project starts – Lights replaced	15 September 2022
Project Completed	20 September 2022
Project hand over and acquittal	31 December 2022

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

No – this construction phase of this project is expected to take only three days which will be scheduled so as not to impact pennants tennis and coaching and reduce the impact on social night tennis.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Sheila Cooksey

Position Held: Treasurer

Signature: 

Date: 21/2/2022

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	Application form.
<input checked="" type="checkbox"/>	Incorporation Certificate. <i>EFLTC Certificate of Incorporation</i>
<input checked="" type="checkbox"/>	Two written quotes. <i>Lightbase Quote</i> <i>Stiles Electrical</i>
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input checked="" type="checkbox"/>	Locality map and/or site map , including where the proposed facility is located in relation to other sport and recreation infrastructure. <i>EFLTC Site Plan</i>
<input checked="" type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted). <i>EFLTC Income and Expenditure 2019-2023 Updated</i>
<input checked="" type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input checked="" type="checkbox"/>	A lighting plan must be supplied showing lux, configuration and sufficient power supply <i>LIGHTBASE Lighting Plan</i>

Your application will be considered not eligible if:

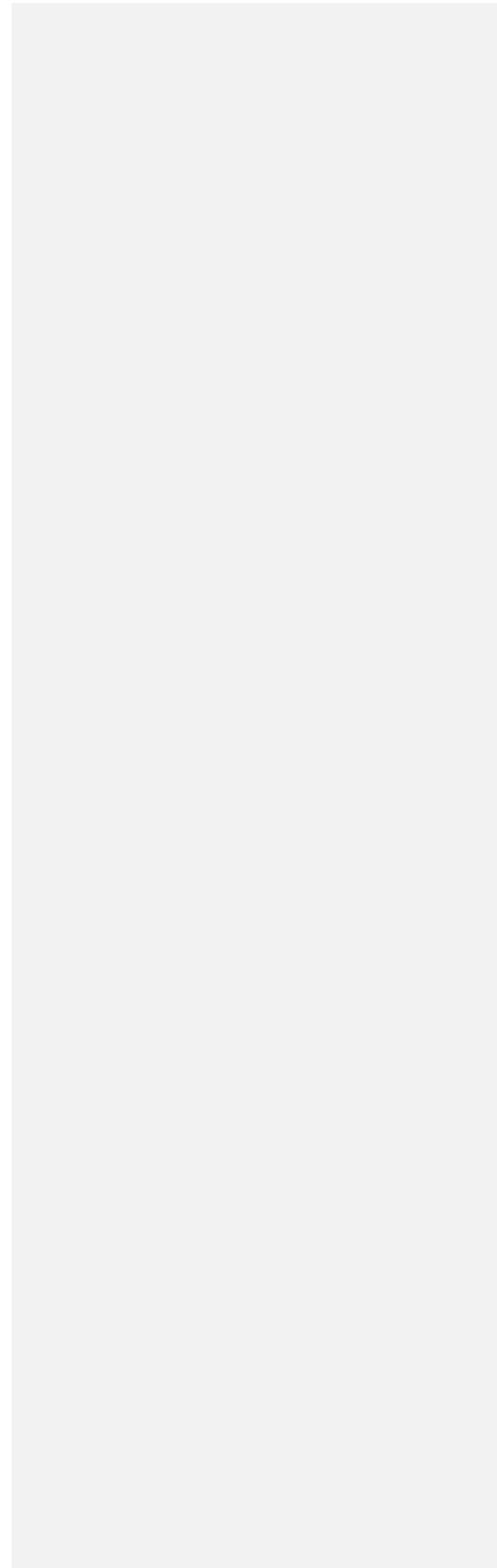
- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF or CNLP grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in April and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CNLP support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CNLP grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	



PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. floodlighting, power upgrade, additional lights to make it 100 lux) rather than materials (electrician, poles, lights, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
<i>Installation of LED lighting on existing break back poles</i>	48670	53537	<i>Stiles Electrical Services - 6650</i>
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total	48,670	53,537	
Cost escalation	0	0	Quotes obtained with the acknowledgement that work would commence around September 2022.
a) Total project expenditure	48,670	53,537	

- At least **two written quotes** are required for each component.

- Please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	16,223	17,846	LGA cash and in-kind	Y	Attached Council minutes
Applicant cash	16,224	17,846	Organisation's cash	Y	
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CNLP request (No Development Bonus)	16,223	17,845	up to 1/3 project cost	N	
or CNLP request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	48,760	53,537	<i>This should equal project expenditure as listed on the previous page</i>		

Commented [td1]: Note these will need to be attached after the Council meeting

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

Funding contributions from EFLTC and City of East Fremantle have been confirmed. The EFLTC have agreed to fund any cost overruns, within reason. Quotes have been obtained, a local supplier has been selected, and the request is for a 1/3 of the total project cost. It is expected that the project will not be more expensive than indicated. Given EFLTC is also saving to undertake the second phase of the lighting project after this project, EFLTC will be able to fund the extra amount if less is awarded. However, this will negatively impact the ability to complete the additional lights being installed on the western courts.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Commented [td2]: To be completed by the Town

Name of Local Government Authority: Town of East Fremantle
Name of Applicant: East Fremantle Lawn Tennis Club Inc

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CNLP principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

Please complete the questions attached. This assessment is an important part of the CNLP process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

<p>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</p>
<p>2. A) <i>If a community group application:</i> Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?</p> <p>B) <i>If a council application:</i> Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p>

Signed	Position	Date
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Applications for CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 March 2022**. Late applications cannot be accepted in any circumstances.

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