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# **Community Trail Planning Grants Program**

## 2023-24 Application Form

## NOTE: All fields on page 1 and 2 are mandatory

## DLGSC Contact:

Before submitting your application via the DLGSC website link provided on page 7, you must discuss the project proposal with a relevant DLGSC staff member (refer to final pages of Application Form).

|  |  |
| --- | --- |
| Name of DLGSC Staff Member |  |

## Applicant Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation Name: |  | | | |
| Postal Address: |  | | | |
| Suburb: |  | | State: | Postcode: |
| Street Address: |  | | | |
| Suburb: |  | | State: | Postcode: |
| Contact Phone: | |  | | |
| Website: | | Email Address: | | |

## Grant preferred contact person:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Title: |  |
| Position Held: |  | | | |
| Contact Phone: |  |  | | |
| Mobile Phone: |  | Email: | | |

## Organisation Details:

## These details need to be verified for each individual grant program. Please complete this section to ensure your application is eligible.

|  |  |  |
| --- | --- | --- |
| Does your Organisation have an Australian Business Number (ABN)?  *If your Organisation has no ABN, then your Organisation should contact the Australian Taxation Office (ATO) to discuss its eligibility to obtain an ABN.* | | Yes  No |
| ABN: |
| Is your organisation registered for GST? | Yes  No | |
| Is your organisation not-for profit? | Yes  No | |
| Is your organisation incorporated? | Yes  No | |
| *If yes, attach a copy of your organisation’s Certificate of Incorporation.* | Incorporation Number: | |
| Bank Account Name: ​ | | |
| Financial Institution: | | |
| BSB: | Account No: | |
| *Disclaimer: By submitting this form with your bank details, you understand that this account will be used for all future payments from the Department of Local Government, Sport and Cultural Industries (DLGSC) for example, KidSport Vouchers.* | | |

## Additional Details:

|  |  |
| --- | --- |
| DLGSC requires supporting evidence to establish accuracy of bank account details for ***new*** organisations or if bank account ***details have changed***:  I have attached supporting evidence (e.g., Bank Statement header).  The bank details provided above have not changed. | |
| Organisation Financial Year Start Date: | |
| Organisation Financial Year End Date: | |
| Does your organisation have public liability insurance?  *If yes, attach a copy of your organisation’s Certificate of Currency* | Yes  No |

## Project Information:

|  |  |  |  |
| --- | --- | --- | --- |
| Project Type | Project Description | Funding range | Select one of the following project types: |
| Local trail planning projects\* | Support for organisations to undertake local trail planning projects. | $5,000 to $25,000 |  |
| Master planning | Support for organisations to:   1. Develop trail master planning for specific geographical areas including regional, sub-regional and joint local government areas.   and/or   1. Undertake trail planning that addresses State strategic trail priorities. | $5,000 to $50,000 |  |

\*Aligned to Stages 1 to 6 of the eight-stage [Trail Development Process.](https://www.dbca.wa.gov.au/media/611/download)

|  |  |
| --- | --- |
| Project title: |  |
| Project start date: *(from 1 June 2024)* |  |
| Project end date: *(by 31 Dec 2025)* |  |
| Brief project description (2 or 3 sentences) |  |
| Is this an existing project? |  |
| If yes, how many years has the project run? |  |
| Which recreation activity(ies) will be the focus? (e.g., Mountain bike riding, horse riding, hiking, trail running, snorkelling, paddling, trail bikes). |  |

## Location:

|  |  |
| --- | --- |
| *Select all that apply* | |
| Gascoyne | Peel |
| Goldfields | Pilbara |
| Great Southern | South West |
| Kimberley | Wheatbelt |
| Mid-West | Metro |

## Full Project Desription

|  |
| --- |
| **Provide an overview of the project.** |
|  |

## Assessment Criteria 1

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| --- |
| **Strategic alignment and planning** |
| 1. The application demonstrates that the project is aligned to the [WA Strategic Trails Blueprint 2022 – 2027](https://www.dlgsc.wa.gov.au/department/publications/publication/wa-strategic-trails-blueprint-2022-2027) and other local, regional and/or state plans. |
| Please identify supporting strategies and/or plans here: |

## Assessment Criteria 2

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| --- |
| **Consultation and stakeholder support** |
| 1. The application demonstrates a well-planned consultation process and stakeholders support including the following:  * Community and stakeholder consultation methodologies that are appropriate to the scope, scale and complexity of the project.      * Support and/or approval from land managers, traditional owners and/or local government/s that are appropriate to the scope, scale and complexity of the project.      * Appropriate consideration is given to Aboriginal heritage, enterprise and interpretation through stages one to six of the [Trail Development Process.](https://www.dbca.wa.gov.au/media/611/download) |

## Assessment Criteria 3

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| --- |
| **Organisational capacity and capability** |
| 1. Demonstrate your organisation’s capacity and capability to deliver the project i.e., staff resources, volunteers. |
|  |
| 1. How will your organisation identify and manage the risks associated with the delivery of the project, i.e., risk management plan? |
|  |

## Assessment Criteria 4

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| **Project Plan and Budget** |
| 1. Complete the detailed project plan template attached that includes:    * What will be delivered as part of this program (for example, what, when, where and by who)?    * What are the key milestones (timeframes) and deliverables (key outputs and targets)?    * How will the project be promoted to engage the community?    * How will the project be evaluated? |
| 1. Complete the comprehensive project budget template attached that includes:  * Provide detailed financials across the full term of the project (provide as much detail as possible).   + - Highlight all reasonable program income, including cash and in-kind contributions from your organisation, sponsorship and project partner/s contributions.     - Highlight all anticipated costs of your project.     - Denote which expense items that DLGSC, your organisation and partner organisation/s (if applicable) will fund ensuring items attributed to DLGSC are eligible as listed in the guidelines. |
| Comments: |

## Funding requested:

|  |  |
| --- | --- |
|  | **2023/24** |
| Total Revenue (excluding GST) | $ |
| Total Project Costs (excluding GST) | $ |
| Contribution from applicant (in-kind) (minimum 50%, both financial and/or in-kind) | $ |
| Contribution from applicant (financial) (minimum 50%, both financial and/or in-kind) | $ |
| Contribution from other organisations (if applicable) | $ |
| Funding requested from DLGSC (excluding GST) | $ |

## Promotional Use of Project Material:

|  |  |
| --- | --- |
| DLGSC may wish to use certain information from your grant for promotional purposes. If your application is successful, can we promote your organisation to the media? | Yes |

## Privacy statement and statement of disclosure

The organisation acknowledges and agrees that this Agreement 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 Agreement, 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 the DLGSC office listed below.

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, and grant purpose.

## Applicant’s Certification

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

I certify that I have the authority, as vested by the Board/Committee/Council/CEO, to submit this application by electronic transmission.

**Name:**

**Position:**

**Signature:** \*

**Date:**

*\*A signature is required to be eligible for this grant. Electronic signature accepted but must be a unique hand-signed signature (an image is acceptable) or e-signed using software such as DocuSign. Typing your name into the signature field is not accepted.*

**Application check list**

Please submit your application no later than 5pm TBC via DLGSC website <insert hyperlink>*.* Ensure you have attached the following:

A completed and signed copy of this application

Detailed project plan (complete in attached spreadsheet)

Comprehensive budget for the entire length of the project (complete in attached spreadsheet)

Letter/s of support from active partner/s

Existing plans, strategies and/or master plans

Any proposal/scope of works relating to the project.

A copy of your incorporation certificate

A copy of your relevant current insurance certificates including public liability insurance  
 (minimum required is $10 million)

Evidence of bank account details (only for new organisation or changed bank details).

## Further information and contact details

If you have any queries about your eligibility or the details required when applying for this grant, please contact:

**Suzanne Andrews**

Senior Project Officer - Trails

Telephone:08 9492 9625

Email: [trails@dlgsc.wa.gov.au](mailto:trails@dlgsc.wa.gov.au)

**Department of Local Government, Sport and Cultural Industries  
Sport and Recreation**

Telephone: 08 6552 7300

Website: www.dlgsc.wa.gov.au/sport-and-recreation

PO Box 8349, Perth Business Centre WA 6849  
246 Vincent Street, Leederville WA 6007

**DLGSC Regional Offices**

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| --- | --- |
| **Gascoyne Office (Exmouth)** 2 Truscott Crescent, Exmouth WA 6707 PO Box 135, Geraldton WA 6531 Telephone 08 9949 3015 gascoyne@dlgsc.wa.gov.au | **Mid-West Office** Level 1, 268-270 Foreshore Drive, Geraldton WA 6530 PO Box 135, Geraldton WA 6531 Telephone 08 9956 2100 midwest@dlgsc.wa.gov.au |
| **Goldfields Office** Unit 1, 349-353 Hannan Street, Kalgoorlie WA 6430 PO Box 1036, Kalgoorlie WA 6430 Telephone 08 9022 5800 goldfields@dlgsc.wa.gov.au | **Great Southern Office** 22 Collie Street, Albany WA 6330  Telephone 08 9892 0100 greatsouthern@dlgsc.wa.gov.au |
| **Kimberley Office (Broome)** Unit 2, 23 Coghlan Street, Broome WA 6725 Telephone 08 9195 5749 kimberley@dlgsc.wa.gov.au | **Pilbara Office** Karratha Leisureplex Dampier Highway PO Box 941, Karratha WA 6714 Telephone 08 9182 2100 pilbara@dlgsc.wa.gov.au |
| **Peel Office** Suite 94, 16 Dolphin Drive, Mandurah WA 6210 PO Box 1445, Mandurah WA 6210 Telephone 08 9550 3100 peel@dlgsc.wa.gov.au | **South West Office** 80A Blair Street, Bunbury WA 6230 PO Box 2662, Bunbury WA 6231 Telephone 08 9792 6900 southwest@dlgsc.wa.gov.au |
| **Wheatbelt Office (Northam)** 298 Fitzgerald Street, Northam WA 6401 PO Box 55, Northam WA 6401 Telephone 08 9690 2400 [wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au) | **Wheatbelt Office (Narrogin)** Narrogin Regional Leisure Centre  50 Clayton Road, Narrogin WA 6312 Telephone 08 9690 2400 [wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@DLGSC.wa.gov.au) |
| **Kimberley Office (Kununurra)** Kununurra Youth Hub, Rod Hodnett Drive,  Kununurra WA 6743  PO Box 1476, Broome WA 6725 Telephone 08 9195 5750 [kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au) |  |