



City of Port Lincoln

Template No 17-37-T1

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COMMUNITY INFRASTRUCTURE REQUEST

PROJECT TITLE	
GROUP	
DATED	

This application is to be read in conjunction with Council Policy 7.63.11 Community Infrastructure Investment

Requests for financial support from Community Groups for infrastructure projects will be received throughout the year, with recommendation to include or not, as a request for budget consideration.

All applications will be submitted on this form (or attached) and will be assessed in accordance with the following criteria. The Council will be presented with a report on the risks associated and the viability of the project. The report may or may not give recommendation for Council to consider this application in the budget process. The report will have regard to the capacity of the organisation to meet the ongoing costs, loan repayments, the type of the project proposed and the availability of Council funds.

In addition to the requirements and process set out in this application form, the Council may require the appointment of a project manager to ensure that the project complies with all appropriate regulations and standards. This is to safeguard the Council’s investment in a project.

If this application is given budget consideration it will be included in Councils draft budget. Final adoption of the budget is not a *guarantee of funds* and prior to release of financial support, the Council must be presented with final quotations, concepts and plans in relation to the proposed project.

Scope of Project

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Council Financial Support Sought (maybe a combination of options for Council consideration)

- Community Loan
- Budget Allocation – Joint project Group / Council
- Budget Allocation – Council cash contribution

Estimated Budget of Total Project

\$

** Attach a copy of quotations if available*

Applicant Details

Groups Name.....
President.....
Mailing Address

Telephone/Fax.....
Email

“Facility” Address

ABN

Key Contact Person

Contact Name:.....
Mailing Address

Telephone/Fax.....
Email

Project

Proposed Project dates:end

Period of Loan (if applic)..... with number of repayments per annum

Life of Asset/Infrastructure

Group contribution \$.....

Council contribution/s \$.....

Is your proposal consistent with Councils Strategic Plan? Yes / No please provide details of which strategy

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How the project will benefit the group.

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Is there capacity for the facility to be used by the broader community at times when it is not required for that organisation's purposes Yes / No what is estimated availability – number of Days & persons

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Has your group in the past or currently explored the possibility of raising funds for the proposed project through fundraising or grant funding opportunities? Yes / No please provide details

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Have final quotations, plans and concepts been prepared? Please attach.

Yes / No

Have the necessary Planning and Building permits been obtained?

Yes / No

DA NUMBER: 931/If not, please contact the council for further information or down load the application form 3.71.T25 from the website.

Financial Capacity

Ability and commitment to repay the loan (if applicable).

Ability to fund ongoing maintenance expenses and assume responsibility for the infrastructure to the group rather than Council.

- Copy of last three years financial years statements
- Copy of this years budget ..
- Proposed Budget for next financial year .
- Current Bank Statement

What plans do you have in place for future replacement or upgrades

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Do you have a business or strategic plan? Please include a copy. Yes / No

Has your group previously received funding for infrastructure upgrades from the council? Yes / No

Please provide details

Are you GST registered Yes / No

Supporting Documentation

Attach copies of any supporting letters, for example State / Association body.. Summary of other similar projects that you may have completed.....

Member Involvement

Description of member involvement in the project planning and implementation

Copy of Committee Structure attached

Incorporation Certificate

Current number of group members

Your annual membership fee/s structure (attach details if more space required)

Authorisation of Application

The signature of two members of the organisation authorised to act on its behalf.

.....**Authorised Office Bearer**

NamePosition

.....**Authorised Office Bearer**

NamePosition

Office Use: Responsible Manager for Assessment: