

# Community Infrastructure Projects Proposal Form



## Office Use Only

Project Title	P&R Reference	Application No.

## Submitting Your Application

This form has been designed for community groups (organisations) to provide a brief summary of the proposed Infrastructure Project to be undertaken on land owned or managed by City of Newcastle.

This process applies only to projects funded by organisations, with or without financial support via grants.

Following receipt and review of the Community Infrastructure Projects Proposal Form, City of Newcastle staff will assess if the project is suitable to proceed onto the detailed planning phase. As part of the assessment, City of Newcastle staff will complete a project risk assessment to determine if the project will be managed by the community group or City of Newcastle should the project acquire approval.

All sections of this form must be completed, including the checklist located on the final page to ensure your proposal is eligible for assessment.

Please ensure this form must be submitted at least 30 days prior to an application for grant funding being lodged. In the event that funding is already available, please submit this form at least 60 days prior to the anticipated commencement of the project. If an application is not received by City of Newcastle within the required timeframe, the decision whether to assess the project will be at the discretion of City of Newcastle.

## Confidentiality

Information supplied will be used for processing and assessing the application and will be treated as confidential to the extent permitted by the Local Government Act and City of Newcastle's Privacy Management Plan.

## Outcome of Application

City of Newcastle will notify all applicants in writing of the outcome of the assessment of their application.

## Protecting Your Privacy

City of Newcastle is committed to protecting privacy and we take reasonable steps to comply with relevant legislation and City of Newcastle policy.

Information provided may be used by City of Newcastle for assessing and review purposes. While the supply of details is voluntary, the more relevant information provided in the application, the stronger the application may be.

## How to Submit your Application

Ensure your application:

- ✓ is signed by an appropriate person
- ✓ is submitted by the due date
- ✓ is lodged electronically to [parcs&sportsgrounds@ncc.nsw.gov.au](mailto:parcs&sportsgrounds@ncc.nsw.gov.au)



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<p>Justification of the project</p> <p><i>Describe why the project is needed</i></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Proposed timeframe for project delivery</p> <p><i>When do you propose the project will commence and be completed</i></p>	<p>Alternative timeframes?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>What other users will benefit from this project?</p>	<p>Will other users benefit? Please list</p> <p>_____</p> <p>_____</p>	
<p>Have you consulted with other users and neighbours about this project?</p> <p><i>Letters of support must be supplied prior to application for grant funding being lodged</i></p>	<p><input type="checkbox"/> Yes</p>	<p>Comments: _____</p> <p>_____</p>
	<p><input type="checkbox"/> No</p>	<p>Comments: _____</p> <p>_____</p>
<p>What organisations, if any, are partners in this project?</p>	<p>_____</p> <p>_____</p>	
<p>Has your governing body (association) given approval of project?</p> <p><i>If no or n/a, please state why?</i></p>	<p><input type="checkbox"/> Yes</p>	<p>Name of Contact: _____</p> <p>Telephone of Contact: _____</p>
	<p><input type="checkbox"/> No</p>	<p>Reason: _____</p> <p>_____</p>
		<p>Name of Contact: _____</p>
		<p>Telephone of Contact: _____</p>
	<p><input type="checkbox"/> N/A</p>	<p>Reason: _____</p>

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Does your proposed project meet governing body  (Association) Facility Guidelines?	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	Reason: _____ _____
	<input type="checkbox"/> N/A	Reason: _____
Has your organisation been successful in managing other projects?  <i>If yes, please provide details</i>	<input type="checkbox"/> Yes	Details: _____ _____
	<input type="checkbox"/> No	
How do you propose the project will be delivered?  <i>please provide details</i>	<input type="checkbox"/> Contractor	Details: _____ _____ _____
	<input type="checkbox"/> Council	Details: _____ _____ _____

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## Protecting Your Privacy

The proposed budget must give an accurate assessment of all costs associated with the proposed project including the costs of any personnel, supplies and activities.

A contingency budget must be included to safeguard against unexpected costs that may arise during the project. Most construction projects use a rate of 5%-10% from the total budget to determine the contingency. If issues arise, having budgeting issues could delay the project and prevent work from being completed.

The project needs to be feasible within the budget presented. If major cost areas are omitted or underestimated, the project, as proposed, may not be considered feasible.

Estimated Cost of the Project		
Community Group cash contribution <i>Please attach proof of funds</i>		\$.....
Anticipated grant funding <i>Please name source</i>		\$.....
Anticipated City of Newcastle funding <i>If dollar for dollar funding is being sought</i>	<b>In-kind contributions?</b>	\$.....
Estimated other funding sources <i>Please provide details</i>		\$.....
		\$.....
		\$.....
Contingency Budget <i>A contingency budget must be included to safeguard against unexpected costs that may arise during the project.</i>		\$.....
Estimated total dollar value of project (incl. GST)		\$.....

## Section 3: Supporting Information

The following information must be attached for your application to be considered.

- ✓ Bank Statements verifying funding available (where applicable)
- ✓ Quotations from suppliers
- ✓ Project Location sketch
- ✓ Project specification sketch (where applicable)

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## Section 4: Declaration

### Declaration of a Conflict of Interest

- On behalf of my organisation and its key members, I confirm that we DO NOT have a conflict of interest with the relevant City of Newcastle Representatives
- On behalf of my organisation and / or its key members, I confirm that we DO NOT have a conflict of interest with the relevant Governing Associations
- On behalf of my organisation and its key members, I confirm that we DO NOT have a conflict of interest with the relevant Contractors that may be associated with the delivery of the project

I declare the information provided in this Application is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand City of Newcastle or its agent, may check any of our statements for the purpose of assessing this application, and agree to provide any additional information requested.

I consent to the release of information in this application (excluding personal details) for non-commercial public information purposes.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with City of Newcastle has been signed.

I understand this is an application only and may not necessarily result in project approval.

<b>Signature</b>	
<b>Name</b>	
<b>Position</b>	
<b>Date</b>	

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## Section 5: Proposal Lodgement and Checklist

Applicants should take some time after completing their proposal to work through this checklist to ensure that the proposal has been fully completed.

This information is essential for City of Newcastle to make a full assessment of your proposal.

Please ensure your proposal is complete by ticking a box for each item. At the conclusion of this Section, if 'No' has been ticked for any item, your proposal is incomplete and will not be assessed.

Section 1: APPLICANT DETAILS	YES	NO	N/A
Applicant details complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two organisation contact details provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 2: PROJECT DETAILS			
All details completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 3: PROPOSED PROJECT BUDGET SUMMARY			
All details completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 4: SUPPORTING DOCUMENTATION			
Bank statements verifying funding available (where applicable) N/A only applicable if grant funded project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quotations from suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project location sketch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project specification sketch (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 5: DECLARATION			
Declaration of a conflict of interest completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All details completed and signed by the applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section 5: Proposal Lodgement and Checklist

The City of Newcastle (12 Stewart Avenue, Newcastle) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and City of Newcastle's Privacy Management Plan.

**Purpose:** City of Newcastle will use the information to process your request. City of Newcastle will also send you updates and regarding your request.

**Intended recipients:** authorised City of Newcastle Officers and its contractors or agents.

**Supply:** voluntary.

**Consequence of non-provision:** City of Newcastle may not be able to process your request.

**Storage and security:** information will be stored in accordance with City of Newcastle's Record Management Policy.

**Access:** by contacting City of Newcastle by phone on (02) 4974 2000 or attending City of Newcastle.

**Please email completed application to:** [parks&sportsgrounds@ncc.nsw.gov.au](mailto:parks&sportsgrounds@ncc.nsw.gov.au)