

Expression of Interest: Sport & Recreation Community Facility Development

<input type="checkbox"/> Alteration to current facility (upgrading or adding to existing)	<input type="checkbox"/> Addition to current facility (eg womens change rooms, signage)	<input type="checkbox"/> Additional facility at the reserve (eg storage unit separate to the building)
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Section 1- Contact Information

Part A: Applicant Organisation Details

Name of Club:		
Facility Name & Street Address:		
Town:	Postcode:	State:
Postal Address (if different from above):		
Town/Suburb:	Postcode:	State:
Authorised person (This is the person who is authorised by the organisation to make the application on their behalf)		
Title:	First Name:	Last Name:
Position:		
Telephone:	Mobile:	Fax:
Email:		
Australian Business Number (ABN):		

Section 2- Activity Overview

Activity Name	Please briefly name the facility/reserve and project description (for example, Browns Reserve Netball Court Construction Project). We will refer to this name in future correspondence.
What are you going to do	Describe the project works in a paragraph. Particularly describe what you have now and what you are going to achieve as a result of the activity.

Section 3- Describing the Benefits

Who will this project benefit?					
<i>Please include member numbers in the group(s) selected if available.</i>					
Age (years)	Children (0-14)		Diversity	People who are Indigenous (Aboriginal and/or Torres Strait Islander)	
	Young people (15-24)			People from culturally and linguistically diverse backgrounds	
	Adults (25-54)			People with disabilities	
	Seniors (55+)				
Gender	Men		Volunteers	Committee	
	Women			Other	
Other Community Groups					

Section 4- Activity Details

What will the activity achieve?

Why is this activity needed?

Section 5- Project Costs

How would your club contribute to the project?

- | | | |
|--------------------------------------|---|---------------------------------|
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Donations | <input type="checkbox"/> Grants |
| <input type="checkbox"/> Sponsorship | <input type="checkbox"/> In-kind labour | <input type="checkbox"/> Other |

If other, please specify: _____

- Please note that if your club is receiving in-kind labour all building works need to comply with building regulations. All plans, designs and procedures must be submitted to and approved by the City of Ballarat. The works will then be subject inspections as per all planning/building regulations.

To what value can your club contribute to this project? _____

Section 6- Supporting documents checklist

Please submit the following documents (where applicable) with your application:

- A draft project brief (including measurements and indicative costs if possible)

- Aerial photo of the facility/reserve with outlines of areas which project will be completed on (City of Ballarat can provide an aerial map of the facility/reserve on request)

- Letters of support from organisations that clearly indicates how the group/individual will either support the project or benefit from the scope of works

- Signage/lighting meets City of Ballarat guidelines for Sporting Reserves

I am forwarding required supporting documentation via:

- Email (zipped file) to: recreation@ballarat.vic.gov.au

- Post to: ATT: Mitch Jenkins
Sport and Recreation
City of Ballarat
PO Box 655
Ballarat VIC 3353

Declaration

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify the City of Ballarat of any changes to this information and any circumstances that may affect this application.

Signature:	Date:
Print name:	Position:
(Note: This should be an authorised person, who is the person authorised by the organisation to make the application on their behalf, for example President, Secretary.)	

Section 7- Process after submission of form

- Your documents will be viewed by the Sport & Recreation business unit
- With approval from the Sport & Recreation team your proposal will be tabled to the Recreation Project Control Group (RPCG)
- Your club will then be contacted with any feedback on your proposal, additional requirements for the proposal or with the following steps required as part of the facility works process