

## Form explanation

### Introduction

Dear applicants,

Welcome to the Sport and Recreation on-line grant application service. This site will allow you to apply for the Nature Play Grants Program (NPGP).

Before commencing an application please read the 2020 Nature Play Grants Program (NPGP) Guidelines which are available at: <http://www.sport.act.gov.au/grants>

To be eligible for a grant, an applicant must:

1. provide a minimum of one quote (preferably two) outlining all costs associated with the proposed project;
2. be a not for profit organisation;
3. be incorporated in the ACT under the *Associations Incorporation Act 1991*, **or** a company registered under the *Corporations Act 2001 (Commonwealth)* with its principal place of business in the ACT;
4. be an accredited early childhood education and care centre or out of school hours program;
5. deliver programs within the ACT;
6. have current Public Liability Insurance coverage to a minimum level of \$10,000,000. Applicants (or auspice organisations) without current insurance must provide evidence of a public liability insurance quote;
7. have an Australian Business Number (ABN). Applicants (or auspice organisations) which do not have a current ABN must provide evidence they have applied for one;
8. be registered for the Goods and Services Tax (GST) if applicable (if turnover is greater than \$150,000 per annum);
9. have compliance requirements under *the Associations Incorporation Act 1991* up to date; and
10. **have satisfactorily acquitted all previous grants** provided by Sport and Recreation (except for current year's funding), including financial acquittals for any other ACT Government agency grant.

If you have any questions in relation to this program please contact the Sport and Recreation on (02) 6205 0344 or email: [elle.greet@act.gov.au](mailto:elle.greet@act.gov.au)

If you are having difficulty in accessing the online application form or if an error occurs, please contact the Business Services Team on (02) 6207 1080 or on [EconomicDevelopmentBusinessServices@act.gov.au](mailto:EconomicDevelopmentBusinessServices@act.gov.au)

## Eligibility Requirements

**\* indicates a required field**

***Please Note: Unincorporated associations, and other entities with no legal status must have an auspice with legal status, to take legal and financial responsibility for any funding.***

**Does your organisation need to be auspiced by a legal entity to satisfy the applicant General Eligibility (refer to Guidelines 5.1)? \***

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- Yes  
 No

**Please Note:**

**If your organisation/auspice does not comply with the following eligibility requirements, your application will not be assessed for funding.**

**Is your organisation/auspice a not-for-profit entity? \***

- Yes  
 No

**Does your organisation/auspice operate in the ACT? \***

- Yes  
 No

**Is the proposed project being delivered in the ACT? \***

- Yes  
 No

**Is your organisation/auspice incorporated in the ACT under either the Associations Incorporation Act 1991 or the Corporations Act 2001 (Commonwealth)? \***

- Yes  
 No

**Is your organisation/auspice up to date with compliance requirements under the Associations Incorporation Act 1991, or the Corporations Act 2001 (Commonwealth)? \***

- Yes  
 No

All applicants must have compliance requirements under the relevant Act up to date.

**Does your organisation/auspice have Public Liability Insurance? \***

- Yes  
 No

Public Liability Insurance coverage to a minimum level of \$10,000,000.

**Does your organisation/auspice have an ABN? \***

- Yes  
 No

**Please provide your organisation ABN.**

73 469 961 467

| Information from the Australian Business Register |   |
|---|---|
| ABN   | 73 469 961 467  |
| Entity name                                       | Village Of Hall And District Progress Association Inc |
| ABN status  | Active  |

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|                                       |   |
|---------------------------------------|---|
| <b>Entity type</b>                    | Other Incorporated Entity                     |
| <b>Goods &amp; Services Tax (GST)</b> | No  |
| <b>DGR Endorsed</b>                   | No  |
| <b>ATO Charity Type</b>               | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>              | No  |
| <b>Tax Concessions</b>                | No tax concessions                            |
| <b>Main business location</b>         | 2618 ACT                                      |

*Information retrieved at 3:08pm today*

Must be an ABN.

**Does your organisation/auspice have any outstanding reporting requirements for any previous Sport and Recreation or ACT Government Grants? \***

Yes

No

If your organisation have previously received an ACT Government grant and you are unsure if acquittal obligations have been met please check with the ACT Government area you received the funding from.

**Please provide details of any ACT Government grants your organisation has received in the last two (2) years.**

## Contact Details

**\* indicates a required field**

### Contact Details - Organisation

**Organisation legal name \*** Village of Hall and District Progress Association

**Organisation physical address \*** Headmasters Cottage  
Victoria Street  
Hall ACT 2618 Australia  
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.  
eg: 1 Constitution Ave, City, ACT, 2601, Australia.

**Organisation postal address \*** VHDPA  
PO Box 43  
Hall ACT 2618 Australia  
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.  
eg: 1 Constitution Ave, City, ACT, 2601, Australia. If you need to use a PO Box as an address, please select 'Can't find address' in the drop down menu and type in the 'Address line 1' field.

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|   |   |
|---|---|
| <b>Project contact person *</b>                           | Mrs Olga Minion   |
| <b>Project contact position within the organisation *</b> | Secretary   |
| <b>Project contact primary phone number *</b>             | 0412 580 792<br>Must be an Australian phone number.<br>eg: 02 6207 0000 or 0431 000 000 |
| <b>Office phone number</b>                                | 0412 580 792<br>Must be an Australian phone number.<br>eg: 02 6207 0000 or 0431 000 000 |
| <b>Project contact primary email address *</b>            | olgaanddarrell1@bigpond.com<br>Must be an email address.                                |
| <b>Organisation website address</b>                       | <a href="http://www.hall.act.au">http://www.hall.act.au</a><br>Must be a URL.           |

## Required Supporting Documents

**\* indicates a required field**

The most recent documents must be provided in order to be considered for funding.  
Note: If you are in an auspice arrangement please provide your auspice organisation's documents below.

### 1. audited financial statement \*

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Filename: VHDPA Financial reveiw 2019.pdf  
File size: 39.5 kB  
Financial statement must include signed audit report

### 2. public liability insurance certificate \*

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Filename: Roundcube Webmail \_\_ RE\_ FW\_ Hall Association Public Liability Insurance & Voluntary Workers renewal Documentation.pdf  
File size: 225.3 kB  
(Your organisation must have public liability cover of \$10 million minimum for the period of funding)

## Project Details

**\* indicates a required field**

**Project Title \*** Hall Park Nature Play

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**Brief Project Description**

\*

A Hall community and TCCS project to upgrade the Hall Park to include nature play activities including rope swings, tree and other wooden balance and climbing activities, and, in consultation with indigenous groups, the establishment of a native garden. The upgrade is to provide an improved play space for the village children and residents as well and children from surrounding areas. This upgrade was identified in the 2002 Master Plan for the village so members of the community conducted a fund raising event to facilitate the improvement of the park amenity. We view this as a joint Government and community funded project, with TCCS providing in-kind assistance with the Government requirements and the Hall Village community providing the financial and other in-kind donations to assist the Government contractor to acquire and transport the various materials required for the project.

Must be no more than 200 words.

Provide a brief description of your project.

**Please attach Project Plan**

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Filename: Hall trail and play space endorsement pop-up results.pdf

File size: 113.1 kB

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Filename: Master Plan report excerpt.docx

File size: 13.4 kB

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Filename: Proposed Plan.pdf

File size: 6.8 MB

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Filename: Statement of Heritage Effect.pdf

File size: 1.6 MB

This includes key dates/timeline, activities of your project and any other specific program details.

**Does your project involve Capital Works? \***

Yes

No

**Project Location / Site**

**Block Number**

**Section Number**

**Division / Suburb**

**Physical Address**

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South of Intersection  
Victoria & Gladestone Street  
HALL ACT 2618 Australia

## **Land Ownership**

**Who is the Owner of the Land where the proposed project is to be located?**

- Organisation
- ACT Government
- Crown
- Private Property
- Other:

**If 'Other' is selected, please provide details of who owns the land**

**Please attach a letter from the Owner of the Land supporting your application.**

*No files have been uploaded*

**Does your organisation currently lease or sub-lease the Land?**

- Lease
- Sub-lease
- License
- Other: ACT Govt Land

## **Development Application (DA)**

**Has your organisation had a Development Application (DA) approved for this proposed project by the ACT Planning and Land Authority (ACTPLA)?**

- Yes
- No

**If Yes, attach approval document**

*No files have been uploaded*

**If No, please provide explanations.**

This project is being developed under the auspice of TCCS who have carried out any development requirements

## **Assessment Criteria**

**\* indicates a required field**

**Please describe the need of the project for the targeted community. (Consultation with the targeted community may be considered). \***

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The condition of the Hall Park has been an issue for the community for a number of years. The need to improve the amenity of the park was identified in the 2002 Hall Master Plan and has been the subject of a number of consultation processes involving a report by Michael Pilbrow (2018) and also the current Hall Park Upgrade Committee involving TCCS, members of the Hall Progress Association, Hall Rotary Club and representatives from within the community who raised \$10,000 from a fund raising event in 2016.

Must be no more than 200 words.

Describe the specific issue or need for this particular project.

**Please describe your project, including its aims and objectives, and how it contributes to the primary objectives and outcomes of the NPGP? \***

This project directly supports the objectives of the NPGP by significantly increasing opportunities for participation in outdoor recreation, play and adventure activity in Hall Village. The site is currently used by large numbers of children of all ages - including bus-loads of school children who use the park while they transit through the Village each school day, the many park visitors (the park is a very popular venue for birthdays and barbecues) and the families of Hall Village and surrounding area residents. Through this project, the traditional structured play facility (which is not relevant to a broad age range) will be complemented with a variety of adventure play activities in a natural environment setting. The activities include climbing, exploring, swinging, walking, balancing and running. The ten new playground activities have been selected based on extensive community consultation so we are confident that they will be well received and extensively used. The inclusion of a native "Bush Tucker" garden (developed in consultation with a local Ngunnawal expert advisor) will provide an important cultural/environmental element to our upgraded park experience. The Hall Community has strongly supported this project by raising significant funds and implementation of the upgrade will strengthen social capital.

Must be no more than 200 words.

Describe what you want the project to achieve in terms of benefits for participants and/or others.

**How many participants (non employees) are expected to benefit from the project:**

| Male members      | Female members    |
|-------------------|-------------------|
| 1000              | 1000              |
| Must be a number. | Must be a number. |

**Please outline how you will manage your project, including indicative timeframes. If you have previous experience delivering similar projects, please describe. \***

The works will be done under the auspices of TCCS and, although ultimately a matter for them, we understand they will contract the services of Makin Trax who are an established and recognised provider of services to Government. Once completed, the project will be handed to the ACT Government as an asset. The time frame is expected to take approximately 6 weeks and will depend on the final level of funding available for the project.

Must be no more than 200 words.

Attach any further relevant information in the below 'Project Support' section.

## Project Support

If available, please provide additional documentation to support your application.

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Documents may include project timelines, letters of support, evidence of partnerships, works approvals, photographic evidence and any other information pertinent to your planned delivery of this project.

#### Supporting documents

Filename: REPLY RC Hall signed letter to G Bryce.pdf  
File size: 470.4 kB

## Project Budget and Value for Money

**\* indicates a required field**

**Prior to completing this section please refer to the NPGP Funding Guidelines for conditions regarding funding parameters, what may (or may not) be considered for funding, and the provision of quotes:**

- [NPGP Funding Guidelines](#)

#### Total amount requested (GST Exclusive) \*

\$15,000.00

Must be a whole dollar amount (no cents) and between 1000 and 15000.

What is the total financial support you are requesting in this application?

#### Total project cost (GST Exclusive) \*

\$60,000.00

Must be a whole dollar amount (no cents).

What is the total budgeted cost (dollars) of your project?

## Project income

Provide an itemised list of the income of the project (in whole dollars - GST Exclusive).

Project income includes:

- the amount of funding you are requesting through the NPGP;
- the amount of funding your organisation is providing; and
- any other sources of income for this project (e.g. other ACT Government assistance, Federal Government Assistance, Financial Loans, any in-kind support etc.).

| Income description  | \$Amount (GST Exclusive) |
|---|--------------------------|
| NPGP funding request  | \$15,000.00              |
| Hall Ball Community Fund Raising Event  | \$10,000.00              |
| VHDPA   | \$10,000.00              |
| The Hall Rotary Club  | \$12,000.00              |
| Various Hall residents (In-kind donations of equipment, materials and labour) | \$13,000.00              |
|   | Total: \$60,000.00       |

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|  |                                |
|--|--------------------------------|
| Identify each source of funding for the project. | Must be a whole dollar amount. |
|--|--------------------------------|

## Project expenditure

Provide an itemised list of the expenditure of the project (in whole dollars - GST Exclusive).

Note:

- A.** Please identify how the requested NPGP funding will be expended.
- B.** The total project income and the total project expenditure should match.
- C.** Please submit a minimum of ONE quote (preferably 2) for EACH ITEM of the application that has a clear and identifiable cost. Failure to submit this information may be cause for this application to be rejected.

| Expenditure description  | \$Amount (GST Exclusive)                  | Official quotes   |
|--|---|---|
| Design & Build including in-kind donations                       | \$60,000.00                               | Filename: Quote_00000200_from_Makin_Trax_Australia.pdf<br>File size: 107.4 kB |
|  |   | <i>No files have been uploaded</i>  |
|  |   | <i>No files have been uploaded</i>  |
|  |   | <i>No files have been uploaded</i>  |
|  |   | <i>No files have been uploaded</i>  |
|  | Total: \$60,000.00                        |   |
| Identify each expenditure item of NPGP funding will be expended. | Must be a whole dollar amount (no cents). |   |

## Budget Checking

### Total project income amount

\$60,000.00

This number/amount is calculated.

### Total project expenditure amount

\$60,000.00

This number/amount is calculated.

## Certification and Feedback

**\* indicates a required field**

### Certification

I (below name) certify that:

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- To the best of my knowledge the statements made within this application and the information provided is true and correct.
- I understand that Sport and Recreation is collecting information in this application and any other information I provide as part of my application to access whether my organisation is eligible for a grant under the Nature Play Grants Program (NPGP).
- I accept that Sport and Recreation may provide some or all of this information to other ACT Government agencies administering grant programs.
- I understand that information relating but not limited to this application may be used when assessing the eligibility of future grants for which my organisation might apply. If my organisation receives a grant, the performance and acquittal of the grant may also be taken into consideration by the ACT Government when assessing future grant applications that are submitted by your organisation.
- I understand and accept that should the application be successful, I will be required to accept the terms and conditions of the grant as outlined in the Grants Program Guidelines and Deed of Grant.
- By submitting this application, I acknowledge that each individual referred to in the application is aware that the information relating to the organisation may be disclosed and used. I give consent for the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) to use and publish photographic images and audio-visual recordings (the Material) of the project in this application for informational and promotional purposes. These include:
  1. CMTEDD promotional material and reports;
  2. External and educational publications;
  3. The Sport and Recreation website; and
  4. Social media.

**Certification \***  Yes, I have read and agree to the above conditions.

**Name \*** Mrs Olga Minion

**Position with the organisation \*** Secretary

**Day-time phone number / mobile number \*** 0412 580 792  
Must be an Australian phone number

**Email \*** [olgaanddarrell1@bigpond.com](mailto:olgaanddarrell1@bigpond.com)  
Must be an email address

**Date \*** 06/04/2020  
Must be a date.

## Privacy Notice

In compliance with the *Information Privacy Act 2014 (the Act)*, personal information on this form may be stored in CMTEDD's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Additional requirements outside of the provisions

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referenced above, personal or commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

You are now coming to the end of your application process. Please **REVIEW** your application to ensure you have included all the information required and then click **SUBMIT**. Once submitted, it will not be able to be retrieved to edit.

## Feedback

Please take a few moments to provide some feedback. We value any feedback you may have regarding our online grants application process.

### How did you find out about the 2020 Nature Play Grants Program (NPGP)?

- Social Media i.e Facebook or Twitter
- Word of mouth
- Internet browser
- Email
- Information session
- Website
- Other: TCCS representative on Hall Park Upgrade

### Please indicate how you found the online application process.

- Very easy
- Easy
- Neither
- Difficult
- Very difficult

### How much time did it take you to complete this application?

The process has taken me about two weeks, possibly 10 hours in total. I have had to discuss a number of items with other people and have had to gather supporting information from a variety of people.

### Do you have any recommendations and/or advice that could improve the application process?