



## Circular 085:07:07

**To:** Club Presidents  
Club Treasurers  
Club Secretaries

**cc** District Officers  
Regional Officers

**From:** Greg Scott - Support Officer, Lifesaving Services

**Date:** 27 July 2007

**Subject:** **Community Safety Emergency Support Program (CSESP)  
Grants 2007 – 1st Round**

**Action:** Applications close Friday 28 September 2007

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The Brack's government has committed to extending the highly successful CSESP program for another four years, with Life Saving Victoria affiliated clubs being guaranteed a minimum of \$250,000 in the first round. Note that there has also been an increase in the funding limits for projects, as per the application form.

Attached is the CSESP Application Form. If the club is applying for building works the CSESP (Building) Grant Application Form needs to be completed and submitted with the CSESP Application Form.

Clubs should note that the CSESP does not fund recurrent expenditure such as repairs or maintenance.

Suggested items for inclusion would be lifesaving gear and equipment and building refurbishment/renovation as distinct from building maintenance.

The following selection criteria will be applied when evaluating and prioritising each application:

- The asset falls within the organisation's core responsibility.
- The asset will enhance operational capability.
- The organisation has the appropriate resources to operate and maintain the asset.
- The organisation has the appropriate capacity to resource the asset.
- The asset will be of net community benefit.
- If the asset is significant, a risk assessment.
- Funding for the asset has not been received under another program.
- The organisation can meet their matched formula contribution, unless exceptional circumstances apply.
- The relevant organisation supports the application.

LSV has set the following priorities for applications:

1. OH&S
2. Lifesaving Equipment
3. Building Works
4. Other

It would assist evaluation of the applications if the above classification is included on the application form.

### **Timeframe**

Applications will need to be returned to:

**Attention: Greg Scott**  
CSESP Grant Applications  
PO Box 353  
South Melbourne DC, VIC 3205

By close of business Friday 28 September 2007.

**For additional detail on this Circular contact: Greg Scott, Support Officer – Lifesaving Services**

Email [greg.scott@lifesavingvictoria.com.au](mailto:greg.scott@lifesavingvictoria.com.au) or by phone: **03 9676 6935**  
Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)

Address: PO Box 353 South Melbourne DC 3205

# COMMUNITY SAFETY EMERGENCY SUPPORT PROGRAM

## APPLICATION FORM

<b>1. Return Address:</b>  <b>Life Saving Victoria</b> <b>200 The Boulevard</b> <b>Port Melbourne 3207</b> <b>PO Box 353</b> <b>South Melbourne 3205</b> <b>Fax: (03) 9681 8211</b>	<b>2. Office Use:</b> Application Number: <input style="width: 100px;" type="text"/> Program Number: <input style="width: 100px;" type="text"/> Region Priority: <input style="width: 100px;" type="text"/> Date ..../..../..... State Priority: <input style="width: 100px;" type="text"/> Date ..../..../..... CSESP Panel Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>3. Applicant Details</b>			
LSV <input type="checkbox"/> AVCG <input type="checkbox"/> (Please tick one)			
Name		Position	
Club/Flotilla		Telephone (Business)	
Address		Telephone (Home)	
		Facsimile	
		Mobile	
		Email	

/ /

(Signature) (Date)

<b>4. Project Information</b>	
The following information should be supplied in detail. Attach additional pages if there is insufficient space.	
Name of Project: .....	
Description of Project: .....	
.....	
Project Start Date:      /      /	Project End Date:      /      /

<b>5. Financial Information</b>	
Projects up to \$75,000	\$2 CSESP to \$1 Applicant funds
The balance of project costs to a CSESP maximum of \$100,000	\$1 CSESP to \$1 Applicant funds
Applicant Contribution: \$..... CSESP Grant Applied for: \$..... Total Project Cost: \$.....	
Please attach evidence of Club/Flotilla funding capability (for example bank statement, audit report, trade-in etc.)	
Benefit to Community: .....	



## CSESP Building Grant Application Guidelines

Please find attached forms and information relating to applications through the Community Safety Emergency Support Program (CSESP) that involve building works.

In order to ensure that funds are expended properly within the financial year, the following procedures will be followed:

1. Application must be submitted by the due date
2. Applications will not be considered unless all relevant supporting documents are attached to the application
3. All grant monies must be claimed within 12 months (unless otherwise arranged)
4. The following documentation must be supplied to support the application
  - i. Current bank statements (copies)
  - ii Treasurer's report and financial statement from last AGM (copy)
  - iii Copy of plans (where applicable)
  - iv. Copy of permits obtained (or written advice on what permits may be required)
  - v Copy of quotes, tax invoices or receipts (as applicable)
  - vi Any other relevant information which may enhance your application.

### CSESP (Building) Grant Application

#### Important Preliminary Notes

- The primary function of this information is to assist clubs that wish to apply for Building works through the CSESP Grant.
- Please complete the attached form in **BLOCK CAPITAL** letters or type.

#### Conditions of Grants

1. Grants to clubs will be in line with the CSESP Application Guidelines
2. Grants can only be approved which fall within the following Guidelines –
  - 2.1 The purchase of, the erection of new or repairs to existing Lifesaving Clubhouses. This does not include 'ordinary' or routine maintenance.
  - 2.2 Voluntary labour cannot be valued on works program for inclusion in applications.
  - 2.3 The replacement of the floor, walls or ceiling is considered building repairs,
  - 2.4 Painting is acceptable, but only the material is acceptable if voluntary labour is used.
  - 2.5 Lifesaving gear, amplifying equipment whether new or repairs cannot be included in claims.

- 2.6 Rewiring of electrical installations can be included but replacement of burnt out lamps, for instance, cannot be accepted.
  - 2.7 Rebuilding of the kitchen can be included.
  - 2.8 Claims for concrete surrounds to buildings are limited to entrance approaches.
3. If works are not completed within the year of the grant allocation funds may be reallocated. If the club is having difficulty they must notify the General Manager of Lifesaving Operations with the specifics of issues affecting the expenditure of the grant.
  4. No guarantee can be given of grants to support works undertaken by Clubs unless prior approval has been notified
  5. No grants will be allocated to cover solely costs of plans and/or associated documentation that are in conjunction with the completion of any physical building works.
  6. No monies will be handed over unless a Club substantiates its claim by presentation of official receipts or tax invoices.
  7. Based on past experience it is essential that Clubs allow sufficient time for all Council permits and other authority approvals to be issued. It is recommended that Clubs make early contact to ensure there is no delay in their building program
  8. For any works proof that appropriate permits have been allocated will be required before the payment of any grants are made.
  9. Clubs found supplying false or misleading documentation, including receipts will be banned from receiving any future allocation of funds from the state association for a minimum period of three years.
  10. Clubs being offered grants will be required to maintain in a serviceable condition any works for which the monies have been allocated.

**CSESP (Building) Grant Application Form  
2007 Round 1**

Name of Club: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Ph: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed Building Works**

1. Outline of proposed works or completed works \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Has appropriate planning, building permit or other appropriate approvals been obtained?

Yes/No            If no, when will this be obtained?            If yes, copy attached.

\_\_\_\_\_  
\_\_\_\_\_

3. Has work commenced?

Yes/No            If yes, give details of costs and invoices and attach copies.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If work has not commenced approximately when will it start?

\_\_\_\_\_

5. Estimated date of completion \_\_\_\_\_

6. Total cost of works (attach quotes/receipts) \$ \_\_\_\_\_

7. Plan of Works - Attach copy of the plans for works.

8. Outline funding for the building works

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_