

- 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.

Applications Close

Applications must be received by close of business

Friday 3 October 2008

and marked:

Attention: Richarda Goodwin
CSESP Grant Applications
PO Box 353
South Melbourne DC, VIC 3205

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

Email greg.scott@lifesavingvictoria.com.au or by phone: **03 9676 6935**
Circulars are also available at **www.lifesavingvictoria.com.au**

Address: PO Box 353 South Melbourne DC 3205

COMMUNITY SAFETY EMERGENCY SUPPORT PROGRAM

APPLICATION FORM

1. Return Address: Life Saving Victoria 200 The Boulevard Port Melbourne 3207 PO Box 353 South Melbourne 3205 Fax: (03) 9681 8211	2. Office Use: Application Number: <input style="width: 100px;" type="text" value="LSV 08"/> Program Number: <input style="width: 100px;" type="text" value="ROUND 2 2008"/> Regional Priority: <input style="width: 100px;" type="text"/> State Priority: <input style="width: 100px;" type="text"/> Date /...../..... CSESP Panel Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
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3. Applicant Details			
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)

4. Project Information			
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: _____ / /	Project Priority: 1 2 3 4	

5. Financial Information		
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 grant monies is 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
Round 2 2008**

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

