

FINANCIAL ASSISTANCE Application Form

SECTION 1: APPLICANT'S DETAILS – all applicants complete this section

The name of Your Project	General Maintenance for buildings within the Hartley Recreation Reserve
Name of the Organisation or person seeking financial assistance.	Hartley Recreation Reserve Land Manager
Address	Old Hartley School and Community Hall Great Western Highway, HARTLEY NSW 2790
Postal Address	79 Glenrock Place HARTLEY NSW 2790
Name and position of the contact person	Tina Campbell committee member (endorsed by Michael Combs, Chairman)
Telephone and Email Address	Telephone: Nil
	Fax: Nil
	Mobile: 0407296697
	Email: msky@live.com.au
What legal status does your organisation have? (e.g. Incorporated Association etc)	Appointed by the Minister to manage Crown Reserves
Australian Business Number (ABN) *	89436942035
Australian Company Number (if applicable)	
General Description of your Organisation	Land Manager for Crown Reserves in the area entrusted to manager, care and preserve the reserves for future generations. Our aim is to make the facility more usable and accessible to the greater community.
Is your insurance, including a minimum of \$20m for public liability insurance, current? Please state policy numbers. (Council may request a copy of certificates of currency.)	Policy No. MF101120 for properties and MF100909 for volunteers and MF100906 for public liability for \$20 million etc with the Department of Planning, Industry and Environment – Crown Lands
What is the time frame of your project?	Start Date: September, 2020
	End Date: September, 2021

- If you don't have an ABN, please attach a copy of the Australian Taxation Office form "Statement by a supplier". Applicants with an ABN DO NOT need to complete the Statement by a Supplier form.

AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:

\$3,500 (inc GST)

Must agree with amount stated in this application's budget in section 3) (amount EXCLUSIVE of GST)

SECTION 2: APPLICATION / PROJECT DETAILS – all applicants to complete.

Briefly describe your request/project. If required, attach additional details.

The Hartley Recreation Reserve is a trust that manages the Old Hartley School and Community Hall. We are a trust that is appointed by Crown Lands to manage this reserve which includes an Historic School, A Community Hall, toilet block and old tennis courts. The only money that we get is from renting the facilities to the community. Due to the bush fires and COVID-19 this has really limited the use of the reserve and was closed for a few months under direction of NSW Crown Lands. We are a new committee that was appointed early this year and we would like to ensure this reserve is available for the community to use.

The buildings need some repairs and whilst the committee volunteer their time to fix things and do general maintenance there are still materials that need to be purchased. We are proposing a maintenance budget to ensure the maintenance can be completed to the infrastructure within this reserve to stop any further damage. There have been no general maintenance completed on the reserve for the last few years.

Is your project new? Select one

YES

If you answered no, please provide some information that illustrates the new part of an existing project that you are seeking funding for.

What are the aims of the request/project?

The aim of this proposal is to be able to maintain the infrastructure within this reserve, so it is available for use by the greater community. We want to ensure there are no safety issues or hazards so the reserve can be used by the community without risk of injury.

Examples of work that is needed includes the following:

- Security sensor light
 - Repair barge boards
 - Gutter repairs
 - Rotted timber repairs
 - Fencing repairs
 - Stabilise water tank beside school building
 - Repainting of picnic tables
 - Cleaning of gutters
-

How will your request/project assist members of the Community?

Having the money to ensure all maintenance is performed on the reserve will ensure that the community are able to still use the facilities. It will enable the infrastructure within the reserve to continue to be used and available to the whole community.

What outcomes and benefits will your project have for the community?

With proper maintenance and having the ability to be to do the needed maintenance when necessary, the community will continue to utilise this valuable space for all types of community pursuits.

Demonstrate how your project promotes community development and participation by connecting people, increased opportunity and building community capacity.

We are looking at increasing the usage of the Heritage school house and Community Hall with proper children play equipment, barbeque facilities, proper heating and cooling systems and revamping the existing tennis courts. Unfortunately, unless maintenance is carried out on a regular basis the buildings fall into disrepair which means that the Community do not have the use of proper facilities.

What community consultation has confirmed the need for this program?

There have been discussions with the Lithgow City Council, Hartley District Progress Association, Crown Lands and friends/volunteers of the area concerning the need for money to do general maintenance of the facility. Due to COVID-19 the facility has been closed as directed by Crown Lands. We are hoping to have an open day later in the year or early next year to re-introduce the reserve to the greater community so more people are aware of this reserve and can come and see what the reserve has to offer. We have recently installed a children's playground using a small grant from Lithgow City Council and we have worked hard in the last month to tidy up the grounds and fix some of the fencing. We are excited to show the community the work that has been done and the new children's playground. We would also like to install a built in BBQ, replace the old gas heaters with reverse cycle, install solar panels to reduce electricity costs and eventually replace the rundown surface of the tennis courts with a multi-purpose surface. These plans will make it a reserve that people of ages will be able to use and enjoy.

List the organisations actively involved in the project / program.

ORGANISATION	CONTACT PERSON	Contact telephone number
Community based project with volunteers from area		



TIP

You can submit supporting documentation with your application to show how other organisations support your project.

SECTION 3 : BUDGET – IMPORTANT – all applicants must complete this section.

You should include estimates of the cash and in-kind contributions you are making to the project and any other income you are applying for/expecting to receive from other grant sources. You may submit your budget as a separate attachment if you prefer.

Proposed Income: No income as community project for the enhancement of community facilities for the general public	Amount
Proposed Expenses: <ol style="list-style-type: none"> 1. Shelter shed near tennis court – fix rotten timber 2. Repair security sensors 3. Repair barge boards 4. Gutter repairs 5. Rotted timber trim on school building and community hall 6. Re-stabilise water tank near school 7. Fencing repairs 8. Re-painting existing picnic tables 	Amount \$5,500
TOTAL COST OF PROJECT	\$5,500
TOTAL COST OF FUNDING SOUGHT	\$3,500

If you are purchasing equipment or are planning a capital improvement to an asset, 2 quotations for the goods/ services need to be attached to your application.

SECTION 4: IMPLEMENTATION SCHEDULE

Detail your plan for project development, implementation and project management.

KEY MILESTONE	TIME FRAME
Ongoing maintenance for the next 12 months	12 months
<ul style="list-style-type: none"> • do a full inspection and list all work needed and prioritise 	
<ul style="list-style-type: none"> • start with repairs needed for safety 	
<ul style="list-style-type: none"> • work through priority list 	

SECTION 5: DECLARATION – ALL applicants to complete this section.

On behalf of: Hartley Recreation Reserve Land Managers
(name of the organisation, if applicable)

I declare that the information provided above is complete and correct.

Signed: 

Print Name: Tina Campbell

Position in organisation: Committee Member

Address: 79 Glenrock Place NSW 2790

Contact telephone numbers: 0407296697

Email address: msky@live.com.au

Date: 8 July 2020