

Community Initiated Infrastructure Program Application Form (Minor Equipment)

1. Applicant details	
Club/group name:	
Address:	
Is your club/group incorporated? <i>(An organisation must be incorporated, or auspiced by an incorporated body, to be eligible for the Community Initiated Infrastructure Program).</i>	<input type="checkbox"/> Yes (please attach copy) Date of incorporation: _____ <input type="checkbox"/> No
Is your club/group not-for-profit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your club/group have Public Liability Insurance to minimum value of \$20m?	<input type="checkbox"/> Yes (please attach copy) <input type="checkbox"/> No
Is your club/group registered with an Australian Business Number (ABN) or an Australia Registered Body Number (ARBN)?	ABN: _____ ARBN: _____
Is your organisation registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Contact details	
President	Project Manager
Name:	Name:
Phone:	Phone:
Email:	Email:

3. Project details	
Project description - Please describe the project and what is involved.	
Project cost - Please provide all the costs for the project, including donated materials and volunteer labour.	

Funding - Does the Club/Group have all the necessary funds for this project?

Project location

Reserve / Facility Name:

Address:

Is the facility leased, licensed, or hired from the City of Mandurah?

☐ Leased

☐ Licenced

☐ Hired

Please provide details (ie expiry of lease/licence etc):

Project delivery – who will carry out these works? Please describe their involvement and provide their contact details.
Please refer to the checklist on the last page for additional information that may be required.

Name	Phone	Email	Type of work

4. Authorisation

I declare that I am currently authorised to sign this document on behalf of the organisation.

Name:

Position:

Signature:

Date:

**Project Manager Name
(if applicable):**

Signature:

Date:

CIIP Application Checklist

Document/information	Supplied	
	Yes	No
Have you spoken with appropriate city staff to discuss project		
Have you read and understood the CIIP Guidelines		
Written quote/s or cost estimate from a reputable supplier, including itemised costs for separable components		
Written evidence of financial commitments from other funding sources (loans, donations, other users)		
Proposed timelines		
Concept plans (if building works)		
Insurance Certificate/s ✓ Public Liability Insurance (min value AUD\$20m) ✓ Workers Compensation Insurance (if employees of the Contractor are carrying out works) ✓ Personal Accident and Sickness Insurance (if the Contractor is the Owner/Proprietor, and not an employee) ✓ Motor Vehicle Insurance ✓ Professional Indemnity Insurance (min value AUD\$5m), if advice is being provided ✓ Product Liability Insurance (min value AUD\$10m), or product warranty information		
Contractor Qualifications/tickets, such as Working at Heights/Trade Qualifications (if applicable)		
Copy of committee meeting minutes, showing that works, application, and funding contribution, were approved		
Incorporation Certificate		
Insurance Certificate/s (including Public Liability (min value AUD\$20m) and Volunteer (if applicable))		
Letter of support from other user groups of the facility/reserve (if applicable)		
Site map (if applicable)		
Photographs of the facility relevant to the project (if available)		
Comments		