



Department of
Local Government, Sport
and Cultural Industries



COMMUNITY SPORTING AND RECREATION FACILITIES FUND

2025-2026 February Small Grants Application Form

For projects up to \$500,000 to be acquitted by 15 June 2026

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Craig Vinic	Date: 01/02/2025	Office:
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Applicant's Details:

Organisation Name:	Midwest Kart Club				
Postal Address:	164 Horwood Road				
Suburb:	Geraldton	State:	WA	Postcode:	6530
Street Address:	805 Geraldton Mt Magnet Road				
Suburb:	Moonyoonooka	State:	WA	Postcode:	

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Joanne Maisey	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President		
Business Phone:	0418930483	Facsimile:	
Mobile Phone:	0418930483	Email:	Midwestkartclubwa@gmail.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input type="checkbox"/> No <input type="checkbox"/>	ABN:	
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Incorporation #:	
Bank details:	Bank: Bendigo Bank	BSB: 633000	A/c: 202062857

Local Government Authority Details:

LGA:			
Contact:		Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:			
Business Phone:		Facsimile:	
Mobile Phone:		Email:	

PROJECT DETAILS

Project Title (brief and specific): New medical Officials Room and Undercover Viewing			
Project Description: We would like to upgrade our undercover viewing area, We will also need to supply a medical room and a second Officials Office as per the new regulation from Karting Australia for all future meetings.			
How did you establish a need for your project? As of December 2025, Karting Australia require every club to have two Official room and a medical room. In doing this we need to upgrade our current Viewing area to incorporate the new facilities and be fit for purpose. The current structure was damage in Cyclone Seroja in 2021and has been patched up but now needing upgrade to make a safe view area for families. Over the past 12 month the Midwest Kart Club have doubled our membership with more and more drives attending the track for club runs and opens. With more Drivers we have had an increase in spectators at our club runs and opens. We would like to have a safe, child friendly area for families to come and watch the racing. Due to the location of the track we are always exposed to the wind, rain and heat during our meetings. The new area will be available for presentations, karting functions and also allow us to entertain other events such as bicycle training days and driver training days			
What alternatives were considered and why were they rejected (eg: cost, suitability, feasibility)? In the past we have used portable offices for stewards and medical rooms. Unfortunately, these were destroyed by cyclone Seroja in 2021. This also takes up a lot of additional room and does not allow incorporation into the current of proposed facilities.			
How will your project increase physical activity? The viewing area will encourage people to attend the track and have a safe area that families can watch the racing. Midwest kart Club being granted the 2026 State Titles this will encourage members of the public attend the track and watching some amazing racing. As more members of the public attend the track, we hope to encourage spectators into the sport, hoping they will become new members. As mentioned we will also entertain additional communities events that can utilise the track and facilities.			
Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created? If applicable, has child safeguarding been considered in the facility design? Midwest Kart Club is financially Sound, and we have ongoing income to help maintain the new facility. With being granted the 2026 State Tiles, this will not only bring many people into Geraldton for the weekend but also a very profitable for the club We also have in place a track and structure account set up and \$5 from every entry to race at the club goes into this account to help maintain the track and structure builds at the property. We feel the build we are requesting will be a very low maintenance facility that will require minimal maintenance over the next decade. Our club also has a number of trade qualified members that will assist in any minor repairs.			
Project location:	805 Geraldton Mt Magnet Road Geraldton WA 6532		
Land ownership:	Who owns the land on which your facility will be located? Geraldton Hotrod and Country Club Lease Expiry (if applicable): 21 st December 2027		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/>	__/__/__
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/>	__/__/__

Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If s		

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal) which must total 100%.

Sport/community organisation	% use of the facility	Hours per week
Karting	90	20
Super Motards	10	5
TOTAL	100%	

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2022/23	18	2023/24	21	2024/25	51
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Karting WA	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Alan Waddingham	Date of contact: 20/01/2025

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.	
Task	Date
Attainment of Council approvals	20/07/2025
Preparation of tender/quotes for the major works contract	30/07/2025
Issuing of tender for major works	30/07/2025
Signing of major works contract	30/07/2025
Site works commence	31/09/2025
Construction of project starts	31/10/2025
Project 50% complete	30/11/2025
Project Completed	15/01/2026
Project hand over and acquittal	30/01/2026

Are there any operational constraints that would impact the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.
 Our Season is February to October so the Project will not be effect by the sport

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant’s club name, sport, location, grant purpose and grant amount.

APPLICANT’S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Joanne Maisey

Position Held: President

Signature: Joanne Maisey

Date: 2 Feb. 25

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to the CSRFF [webpage](#) by the cut off time and date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council meeting.

The following documentation **must** be included with your application. Applicants may wish to supply additional RELEVANT information.

<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Confirmation of Public Liability Insurance cover to \$10 million
<input type="checkbox"/>	Two written quotes. Quantity Surveyor costings will be accepted, however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant, based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statements for the current year and budget for the next financial year. (LGAs exempted).
<input type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of Council minutes or extract from endorsed Council budget . If a club is contributing financially, then evidence of their cash at hand must be provided.
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, a lighting design plan must be supplied showing lux, configuration and confirmation of sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on DLGSC staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF or CNLP grant in the past and have not satisfactorily acquitted that grant. In some cases, this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in April and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project elements to be supplied)	\$ Cost ex GST		\$ Cost inc GST	Quote used (list company name and quote number)
Drafting Fee	\$1,125.00		\$1,237.5	
Engineering and Certification	\$2,342.00		\$2,576.2	
Earthworks and small retaining wall to level out area	\$8,876.00		\$9,763.6	
Quote to construct 12 m wide 15 m long under covered area	\$50,095.00		\$55,104.5	
Build medical room Stewards room and overflow Kitchenette area	\$52,500.00		\$57,750.00	
Electrical and lighting to open area and enclosed rooms	\$6,120.00		\$6,732	
Install fake turf to floor of undercover area	\$13,350.00		\$14,685.00	
Donated materials (Please provide cost breakdown)	\$2,500 \$4000.00		\$2750 \$4400	Vinyl Flooring Donation of Material for Earthworks from Avalon
Volunteer labour (Please provide cost breakdown)	<ul style="list-style-type: none">• \$1,600• \$550	<ul style="list-style-type: none">•	1760 605	<ul style="list-style-type: none">• Labour for removal existing Structure \$40 per hour for 4 people at 10 hours• Truck hire for the removal for the existing structure at 5 hours at 110 per hour

Sub Total	\$143,058		\$157,363.80	
Cost escalation	\$10,000		\$11,000	<i>Extra cost of earthworks</i>
a) Total project expenditure	\$153,058		\$168,363.00	

- At least **two written quotes or QS estimate** required for each component.
- If your project includes a floodlighting installation or upgrades, please ensure that the power supply is sufficient, and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting design plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	\$38265.00	\$42,091.50	LGA cash and in-kind		
Applicant cash	\$29615.00	\$32,576.50	Organisation's cash	n	
Volunteer labour	\$2150.00	\$2365	Cannot exceed applicant cash and LGA contribution – maximum \$50,000		
Donated materials	\$6500	\$7150.00	Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request	\$76,528.00	\$84,180.80	Up to ½ project cost but capped at \$200,000	N	
b) Total project funding	\$153058.00	\$168,363.80	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

1. The club has funds allocated in a long term interest account that is available for this project and was held specifically for club upgrade to facilities.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note, depending upon the value of the project and/or grant, the ATO may require the organisation is registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

LOCAL GOVERNMENT PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project endorsement/approval.

Name of Local Government Authority:	City of Greater Geraldton
Name of Applicant:	Midwest Kart Club

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:

(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	Error! Bookmark not defined.	<input type="checkbox"/>	<input type="checkbox"/>
Community input	Error! Bookmark not defined.	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	Error! Bookmark not defined.	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	Error! Bookmark not defined.	<input type="checkbox"/>	<input type="checkbox"/>
Design	Error! Bookmark not defined.	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	Error! Bookmark not defined.	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	Error! Bookmark not defined.	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	Error! Bookmark not defined.	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of applications received	2 of 3 CSRFF applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan - Yes <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> <input type="checkbox"/> No
If no, what approvals are still outstanding?	To be obtained upon approval

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|----------|---|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant - Yes | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |

- E Idea has merit, more planning work needed
- F Not recommended

Please complete the following questions. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

2. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

3. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?

4. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

Signed

Position

Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **5pm on 31 March 2025**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

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CSRFF@dlgsc.wa.gov.au

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PILBARA

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