

Community Infrastructure Projects Proposal Form



This Community Infrastructure Project Proposal (CIPP) form has been designed for organisations to provide a brief summary of the proposed Infrastructure Project to be undertaken on land owned or managed by City of Newcastle (CN).

Please ensure your application:

- ✓ **is signed by an appropriate person.**
- ✓ **includes all required documentation.**
- ✓ **is lodged electronically to parks&sportsgrounds@ncc.nsw.gov.au**

CN will notify all applicants in writing of the outcome of the assessment of their CIPP.

Section 1: Application Details			
Organisation Name			
Primary Contact			
Position			
Telephone		Email:	
Secondary Contact			
Telephone		Email:	
Section 2: Project Details			
Project Title			
Project Description			
Location of proposed project <i>Include facility name, location within facility and attach sketch to describe project</i>			
Justification of the project <i>Describe why the project is needed</i>			
Proposed timeframe for project delivery <i>When do you propose the project will commence and be completed</i>			
What other users will benefit from this project?			

Community Infrastructure Projects Proposal Form



Have you consulted/partnered with other users about this project? <i>Letters of support must be supplied prior to application for grant funding being lodged</i>	<input type="checkbox"/> Yes	Comments:
	<input type="checkbox"/> No	Comments:
Has your governing body (association) given approval of project? <i>If no or n/a, please state why?</i>	<input type="checkbox"/> Yes	Name of Contact:
		Telephone:
	<input type="checkbox"/> No	Reason:
		Name of Contact:
<input type="checkbox"/> N/A	Reason:	

Section 3: Estimated Cost of the Project

The proposed budget must give an accurate assessment of all costs associated with the proposed project including the costs of any personnel, supplies and activities.

A contingency budget must be included to safeguard against unexpected costs that may arise during the project. Most construction projects use a rate of 10% from the total budget to determine the contingency. If issues arise, having budgeting issues could delay the project and prevent work from being completed.

The project needs to be feasible within the budget presented. If major cost areas are omitted or underestimated, the project, as proposed, may not be considered feasible.

If tender process highlights variation in cost at significant higher level than available funding, CN reserves the right to withdraw from the process and advise club and funding body that the project is not financially feasible. Note: Given the time between initial QS and tender process there may be cost escalation. This will be reviewed case by case basis and will need to consider market factors.

Community Group cash contribution <i>Please attach proof of funds</i>		\$.....
Anticipated grant funding <i>Please name source</i>		\$.....
Estimated other funding sources <i>Please provide details</i>		\$.....
		\$.....
Contingency Budget <i>A contingency budget of 10% must be included against unexpected costs that may arise</i>		\$.....
Estimated total dollar value of project (incl. GST)		\$.....

Community Infrastructure Projects Proposal Form



Section 4: Supporting Information

The following information must be attached for your application to be considered

- ✓ Bank Statements verifying funding available (where applicable)
- ✓ Project specification drawings (where applicable)
- ✓ Quotations from suppliers – as per CN's Procurement Policy, the following minimum number of quotes must be obtained prior to purchasing or entering into a contract for goods, works and services:

Estimated Value	Requirement
Under \$3,000	No written quote required
Between \$3,000 and \$150,000	Two written quotes
Between \$150,000 and \$250,000**	Three written quotes
\$250,000 or more**	Tender or approved exemption

** A formal CN contract will be required

Section 5: Declaration of a Conflict of Interest

- On behalf of my organisation and its key members, I confirm that we DO NOT have a conflict of interest with the relevant City of Newcastle Representatives
- On behalf of my organisation and / or its key members, I confirm that we DO NOT have a conflict of interest with the relevant Governing Associations
- On behalf of my organisation and its key members, I confirm that we DO NOT have a conflict of interest with the relevant Contractors that may be associated with the delivery of the project

I declare the information provided in this Application is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand City of Newcastle or its agent, may check any of our statements for the purpose of assessing this application, and agree to provide any additional information requested.

I consent to the release of information in this application (excluding personal details) for non-commercial public information purposes.

If approved, the proposed project would be managed by CN staff to ensure all works are carried out in accordance with Australian Standards, Codes of Practice, WH&S and legislation.

I understand this is an application only and may not necessarily result in project approval.

Signature	
Name	
Position	
Date	

Office Use Only

Project Title		CN Reference	
----------------------	--	---------------------	--

Protecting Your Privacy

The City of Newcastle (12 Stewart Avenue, Newcastle) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and City of Newcastle's Privacy Management Plan.

Purpose: City of Newcastle will use the information to process your request. City of Newcastle will also send you updates and regarding your request.

Intended recipients: authorised City of Newcastle Officers and its contractors or agents.

Supply: voluntary.

Consequence of non-provision: City of Newcastle may not be able to process your request.

Storage and security: information will be stored in accordance with City of Newcastle's Record Management Policy.

Access: by contacting City of Newcastle by phone on (02) 4974 2000 or attending City of Newcastle.

Please email completed application to: parks&sportsgrounds@ncc.nsw.gov.au