

Boating Safety and Facilities Program 2020-21

Boating Infrastructure Application Form



Section 1 Contact Information

PART A

Applicant Organisation Details

Name of Organisation:				
Postal Address:				
Town/Suburb:	Postcode:			State:
Main Street Address: (if different from above)				
Town/Suburb:	Postcode:			State:

Contact person

Title:	First name:	Last name:
Position:		
Telephone:	Mobile:	
Email:		
If your organisation is associated with a Parent body please state its name:		
Type of Organisation:		
Local Government, Incorporated, Association, Other (please specify):		
Your organisation's Australian Business Number (ABN), if you have one:		

Is your organisation registered for GST? ☐ yes ☐ no

Is your organisation non-profit as defined by the ATO? ☐ yes ☐ no

Do you need an auspice for this application?

- ☐ Yes, I need an auspice organisation for this application (Complete Part B: Auspice Organisation details)
- ☐ No, I do not require an auspice organisation for this application

PART B

Auspice Organisation details

Name of Auspice Organisation:				
Postal Address:				
Town/Suburb:	Postcode:			State:
Main Street Address: (if different from above)				
Town/Suburb:	Postcode:			State:

Authorised person

Title:	First name:	Last name:
Position:		

Telephone:	Mobile:
Fax:	Email:
Type of Organisation:	
Local Government, Incorporated, Association, Other (please specify):	
Auspice organisation's Australian Business Number (ABN):	

Is your organisation registered for GST? ☐ yes ☐ no

Has the auspice organisation agreed to manage the grant on your behalf? ☐ yes ☐ no

Is your organisation non-profit as defined by the ATO? ☐ yes ☐ no

Section 2 Project Overview

Project name (We will use this name on all correspondence. Please use 10 words or less.)

Project description (Describe the project in 50 words or less. We will use this in reports and other publications.)

☐ New Facility ☐ Upgrade to existing Facility ☐ Study/Design

Where will your project happen?

(Please provide the address/location of where most of your planned activity will take place including town/suburb and postcode).

Address/Location:
Local Government area:
Waterway Name and Type (Inland/Coastal):
Map reference (e.g. Melway/VicRoads – page and grid reference):

Section 3 Additional Questions

- Have any previous grants for upgrade been provided for this facility? ☐ yes ☐ no
- Is it expected that commercial vessels will use the proposed facility? ☐ yes ☐ no

If yes, please describe what financial contribution they will make towards the works?

- Is it expected that Search and Rescue operations will use the facility? ☐ yes ☐ no

If yes, please detail the organisation.

- Where is the nearest similar facility located?

- Provide a map reference.

6. Is the facility to be available to the public at all reasonable times? ☐ yes ☐ no

7. Please detail any restrictions to availability?

8. Who will be responsible for ongoing management and maintenance of the facility?

9. Has the facility manager provided written confirmation that they will continue to manage the facility? ☐ yes ☐ no

10. If more than one quote is required and you have not selected the lowest quote please explain why.

11. If the required number of quotes has not been provided please explain why.

12. Provide details of all permits that have been obtained or are required.

13. Detail any connection by way of membership or any other means between the organisation and any person/company supplying a quotation.

Section 4 Project Details that address the Assessment Criteria

Please indicate how your project addresses the following assessment criteria: Why? How? Who? And What?
Refer to the program guidelines and assessment criteria to help you answer the questions.

Why is this project needed?

– Please describe the demand for this project.

For existing facilities, provide details of the number of times the facility is currently used and tell us what type of crafts use the facility (i.e.. size, power, purpose, etc.). For new facilities, provide an estimate for demand and vessel type and show how these figures have been derived. Detail which relevant strategic planning documents were addressed in this application.

How will the project be delivered?

- Describe the proposed works (include plans as an attachment).
- Provide details of your project planning to date. Attach any documents that demonstrate how you have developed the project to date.
- Include details of risk assessment and mitigation.

Section 5 Key tasks and timeframes

Please identify the key tasks for your project and an indicative timeframe

Task:

Expected Start Date:

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Expected Finish Date:

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Section 6 Project Budget

*Please refer to the Program Guidelines for more information on quotations and supporting evidence requirements. For projects under \$25,000 please supply one written quote. For projects costing \$25,000 and above you should provide three written quotes or appropriate detail to establish the accuracy of your costings.

Note: Projects in excess of \$150,000 may be required to conduct a competitive tender process.

**The breakdown of costs should itemise all major costs, including costs for infrastructure construction, drainage, power supply etc.

Show quoted costs of the project. Where work is to be done using your own "in house" resources, show your calculations. Attach additional sheets if necessary.

Total cost (GST exclusive):

\$

Total cost of project:
(preferred quote)*

A

\$

Your organisation's contribution:

\$

Any other government funding:

\$

Any other funding:
(e.g. Commercial operator contribution)

\$

Total contributions:
(must be at least 20% of A)

B

\$

Outstanding balance:
(subtract B from A)**

C

\$

Grant amount sought:
(lesser of C or 80% of A)

D

\$

What project income is confirmed? Please indicate whether income from your organisation, other government, community, business or other contributions is confirmed.

Declaration

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify Better Boating Victoria of any changes to this information and any circumstances that may affect this application. I acknowledge that the Department of Transport may refer this application to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. I understand that the Department of Transport is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, the Department of Transport will consult with the applicant before any decision is made to release the application or supporting documentation. I understand that this is an application only and may not necessarily result in funding approval.

Signature:

Date:

Print name:

Position:

(To be signed by a person with delegated authority to apply – i.e. Chief Executive Officer or Board Chairperson.)



Supporting documents

Please submit the following documents with your application:

- Current plans and photos of the existing (if any) facilities at the site including parking availability
- Plans for the future site
- Quotes for costs where appropriate
- Planning permits (if available or a letter from issuing Authorities as to their support in principles)
- Letters of support from other organisations that clearly define their involvement or anticipated benefit from the project.



Submit your application

Submit your application to Better Boating Victoria by email: BBV.Communications@ecodev.vic.gov.au no later than 11.59pm, Monday 15 March 2021.

For further information contact: free call 1800 337 222.