

2021-22 Community Support and Infrastructure Grant (CSIG) 2021-22 Community Support and Infrastructure Grants (CSIG) Application Form

Application [redacted] From Macquarie Primary School P&C

Form Submitted 28 Jan 2022, 9:03pm AEDT

Form Explanation

Introduction

Dear Applicant,

Before commencing an application please read the 2021-22 Community Support and Infrastructure Grants (CSIG) Guidelines, which are available at <https://www.communityservices.act.gov.au/home/grants>

If you require assistance completing this form please contact the Community Relations and Funding Support team by email CSDGrants@act.gov.au

Eligibility Requirements

* indicates a required field

This application form must be submitted by **5:00pm, Monday 7 February 2022.**

Is your organisation *

- a not-for-profit incorporated organisation
 - a not-for-profit organisation with other legal status (please specify below)
 - a not-for-profit organisation in an auspice arrangement with one of the above
- For more information please refer to Item 5 of the Guidelines

Does your organisation operate in the ACT, or are you able to demonstrate the program being delivered will benefit residents of the ACT community? *

- Yes
- No

Does your organisation or your auspice organisation have any outstanding reporting requirements for any previous ACT Government Grants? To be eligible, these must be acquitted and accepted before submitting this application. *

- Not Applicable
- Yes
- No
- Unsure

If your organisation has previously received an ACT Government grant and you are unsure if acquittal obligations have been met, then please check with the ACT Government area you received the funding from to confirm whether obligations have been met.

Please provide details of any grants received in the last two years

2020/21 - ACT Volunteering Supplementary Grant - \$3,800 to purchase picnic tables for an outdoor gathering area

2020/21 - Supporting Parent Engagement Grant (joint application between Macquarie Primary School P&C and Macquarie Primary School) - \$19,887 to create a parent and community garden

2021 - Community Connections Grant Round 2 - \$500 to purchase bilingual books

2021 - DSS Community Grants Hub 2021 Volunteer Grant - \$4,000 to upgrade IT equipment to enable the P&C to livestream meetings

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Applicant Organisation Contact Details

* indicates a required field

Contact details of the organisation that will deliver the project

Name of organisation *

Macquarie Primary School P&C

Primary (physical) address *

46 Bennelong Cres
Macquarie ACT 2614 Australia
Must be an Australian post code

Postal address (if different from above)

Australia
Must be an Australian post code

Website

https://www.macquarieps.act.edu.au/our_community/parents_and_citizens_association
Must be a URL

Name of CEO/Chair/President or equivalent of applicant organisation *

[redacted]

Position title of CEO/Chair/President or equivalent *

A/g President

Contact number of CEO/Chair/President or equivalent *

[redacted]
Example 02 62036008 or mobile

Email address of CEO/Chair/President or equivalent *

[redacted]
Must be an email address

Does your organisation have Public Liability cover? *

- Yes
- No
- Unsure

Successful applicants may be required to demonstrate that they have appropriate level of insurance. If required evidence of current insurance will be requested in the Letter of Offer

Are you providing a copy of your organisation's current Certificate of Currency in this application? *

- Yes
- No

Please upload here if providing a copy of your current Certificate of Currency or evidence that your insurance is being renewed.

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Filename: MPS P&C Insurance - Certificate of Currency.pdf
File size: 344.6 kB

Details of project contact person

Name *

Position *

Grants Officer

Phone Number *

Example (02) 62000008 or mobile

Email *

Must be an email address

Is your organisation incorporated? *

- Yes
 No

IA or ACN Number *

A.749

Incorporated Association or Australian Corporation Number

**Please upload a
copy of Certificate of
Incorporation**

Filename: MPS P&C Certificate of Incorporation.pdf
File size: 16.9 kB

Does your organisation have an ABN? *

- Yes
 No

ABN *

43 499 892 005

Information from the Australian Business Register	
ABN	43 499 892 005
Entity name	MACQUARIE PRIMARY SCHOOL P & C ASSN INC
ABN status	Active
Entity type	Other Incorporated Entity

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Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	2614 ACT

Information retrieved at 2:56am yesterday

Must be an ABN

Project Details

* indicates a required field

What categories are you applying for? *

- Community Support and Capacity Building
 - Non-fixed Infrastructure and Equipment
 - Minor Capital Works and Fixed Infrastructure
- Can be one or more

Does your project benefit one or more of the priority areas? Please tick as relevant. *

- Aboriginal and Torres Strait Islander
- ACT Health and Wellbeing
- COVID-19 Recovery

Project Title *

Macquarie Community Hub

What is the expected starting date of your project? (note: funding will not be provided for projects that have commenced) *

01/02/2022

Must be a date

What is the expected end date of your project? *

30/09/2022

Must be a date

Please provide a brief description of the project *

To create a welcoming and accessible community hub, including a kitchen and gathering space, within the grounds of Macquarie Primary School. This space will be an important gathering place to rebuild social connection following almost two years of COVID-related restrictions on in-person connections. Although it will be located at Macquarie Primary School, the Community Hub will be accessible to the broader Macquarie community including outside of school hours.

Access to the space will be subject to COVID restrictions - our hope is that we will be able to construct the space during the first part of the year so that it is ready to launch in late

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2022, when restrictions re parents and community members on school grounds will have (hopefully) eased and the Community Hub will be able to be used to its fullest potential.

If your organisation is offered a grant less than the amount you have requested, would you be able to proceed with your project? *

- Yes
 No

Why and how is the project important for your community/target group? *

The COVID-19 pandemic has severely restricted the ability of the Macquarie Primary School P&C, and community more broadly, to gather and connect. Challenges around building community connections, and therefore resilience, will continue into 2022 given that (at least initially) parents and community members continue to be largely prohibited from entering school grounds. Already, key community events planned for Term 1 have been cancelled, including the P&C Welcome BBQ and the Term 1 Working Bee.

The P&C has worked to maintain social connections as best as we can, including via online meetings, however this has been challenging particularly given the linguistic diversity of the school community (over 36 native languages are spoken amongst the school's 360 students) and because of the number of families who lack access to reliable technology / IT literacy to engage effectively online.

The community needs a safe, accessible and non-threatening space to (re)engage and reconnect - the Community Hub will address this need. It will require considerable effort to rebuild connections following years of reduced or prohibited engagement; having a dedicated space will be very important to our community and will enable us to do this.

To the best of our knowledge, there is not a similar community space in the suburb of Macquarie, with the closest being at the former Cook Primary School. Other public school primary schools have developed facilities similar to our proposed hub, with the support of grant funding, to great celebration within their communities. In addition to the feedback we have from the Macquarie community, the experience of other P&Cs across the ACT provides us with clear evidence that the community needs to be able to come together, that it needs a space to do so, and that where P&Cs are able to provide this space and facilitate regular engagement, it is successful. One example of this is The Nest Cafe at Evatt Primary School.

Tell us how your project is important? For example, is there request by the community, no support in the local area or a need this project is addressing?

Please provide an outline of how the project has the potential to improve the organisation's capacity and or facilities. *

The project has the potential to improve the P&C's ability to facilitate social connection across the community and directly addresses two priority areas: the ACT Health & Wellbeing Priority Area; and the COVID-19 Priority Area.

We know from the ACT Wellbeing Strategy that social connection is a key part of wellbeing in a community - and this community hub is intended to create opportunities for connection (in COVID-safe ways). More specifically, the project will enable the P&C to directly address four domains from the ACT Government Wellbeing Framework: Access and connectivity, identity and belonging, education & lifelong learning and social connection. Rebuilding connections and promoting wellbeing in 2022 and beyond will require safe, non-threatening spaces such as the proposed Hub.

The project represents a significant improvement in the P&C's capacity to host community/engagement events - at present, there is no suitable location for this. The project would also represent a significant improvement in the P&C's capacity to partner with other local not-for-profit and community organisations via use of the shared space.

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In relation to the COVID-19 priority area: the pandemic has severely impacted the P&C's ability to host community events. A number of planned P&C events in 2020 and 2021 were cancelled, including P&C Working Bees. The pandemic has also negatively impacted the P&C's fundraising capacity as we have not been able to hold all the fundraising events as per pre-COVID years.

Therefore a community space which would be ready to launch in mid-late 2022, when parents and community members will hopefully be once again permitted on school grounds, would significantly enhance the P&C's capacity to host gathering/community-building and fundraising events later in 2022 and beyond.

The project is very sustainable - once established, the Community Hub will be managed by P&C volunteers and school staff. Ongoing utility costs (electricity, water) will be covered by the school. The P&C usually has an active annual fundraising program which can be used to cover other incidental expenses (e.g. milk, tea, coffee). Some community groups who use the space may also be asked to provide a small donation to help cover costs - e.g. \$10/hour - depending on their capacity to cover this.

Tell us how your project meets the Priority Areas and how your project can be sustainable beyond the Grant period.

Please outline how the project will build capacity within the community to carry the project aims beyond the 12 month funding period. *

The Community Hub will enable community connections - and therefore wellbeing - well beyond the 12 month funding period. Once established, the space will be available in an ongoing way, with no significant maintenance / upgrade / repair expected to be required for at least 10 years (if not longer).

In addition to being a safe and accessible space for the broader Macquarie Primary School P&C community to gather and connect, this project will also create a much-needed community space in the Macquarie area. At present, there are community spaces in the neighbouring suburbs of Belconnen and Cook, but not, to our knowledge, in Macquarie. If successful, the P&C will develop a media and marketing strategy to promote the space to our local community.

To that end, the P&C and school have agreed that, once completed, the Hub will be made available to other local community groups to e.g. provide free English lessons to the community's significant EAL/D population. Other community groups, who already work with the school and school families, will also be invited to use this space. This includes The Smith Family and Capital Region Community Services.

Tell us how your project will benefit the wider ACT community or a particular group. Are you working in collaboration with other community groups/organisations.

Evidence of need. The need for the project in the target community is demonstrated. Evidence of target group needs and priorities is included. Consultation with the target community may be documented. *

Our community clearly needs a space to help us reconnect after long periods of COVID-19 related restrictions on social engagement. This is evident from feedback provided by the P&C, and school, as outlined in the earlier sections of this grant application.

The COVID-19 pandemic has severely restricted the ability of the Macquarie Primary School P&C, and community more broadly, to gather and connect. Challenges around building community connections, and therefore resilience, will continue into 2022 given that (at least initially) parents and community members continue to be largely prohibited from entering school grounds. Already, key community events planned for Term 1 have been cancelled, including the P&C Welcome BBQ and the Term 1 Working Bee.

To overcome these challenges, and to really turbo-charge the rebuilding of connections

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across the community, we need a location which is safe, accessible, and welcoming to all (another key domain of the ACT Wellbeing Strategy).

The proposed MPS P&C Community Hub will address this need. It's proposed location, adjacent to and directly accessible from, the Parent & Community Garden will also increase the utility of the space. For example the P&C could host 'Garden to Plate' cooking classes to both build community connections and upskill families in this important area; fresh produce from the garden could be harvested and then directly used in the community kitchen.

Tell us how important your project is in the community.

Project Timeframe

Milestone Description	Completion Date
	Must be a date.
Identify whitegoods required and furniture	18/02/2022
Purchase whitegoods and furniture	30/06/2022
Install whitegoods	29/07/2022
Launch Community Hub with a community event	30/09/2022

Partnerships and Consortiums

Projects that might involve more than one group or organisation may submit an application as a partnership or consortium.

Please refer to item 5.3 of the Grant Guidelines for more details.

Will the project be undertaken as a partnership or consortium? *

- Yes
- No

Budget Information

* indicates a required field

Total amount of grant funding requested (GST Exclusive) * \$8,907.00
Must be a dollar amount and no more than \$10,000

Total project cost (GST Exclusive) * \$39,000.00
What is the total budgeted cost (dollars) of your project?

Have you applied for any other grants or do Yes
 No

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In the table below please provide a breakdown of the items you will spend the grant funding on. All amounts shown must be GST exclusive.

Expenditure Description	Category	Funding source	Funding Amount
Please refer to Item 7 of the Guidelines for exclusions on the use of grant funding	Please choose the category the expenditure relates to		
Initial capital works -electrical rewiring, plumbing changes, purchase and installation of fixtures such as cabinetry	Minor Capital Works and Fixed Infrastructure *	Other: Canberra Stronger Communities Grant	\$17,000.00
Demolition of existing space, preparation for plumbing/electrical, layout design incl drawings, installation of fixtures	Minor Capital Works and Fixed Infrastructure	In-Kind Contributions	\$13,093.00
Purchase of appliances and furniture as per attached quotes	Non-fixed Infrastructure and Equipment	2021-22 Community Support and Infrastructure Grants (CSIG)	\$8,907.00
			\$
			\$
			Total: \$39,000.00

Total Expenditure

Total Expenditure Amount

\$39,000.00

This number/amount is calculated.

Quotes

Purchase of non-fixed or fixed infrastructure/capital works must include at least one (1) quote for the proposed purchase.

Quotes may take the form of catalogue price lists or similar and may be scanned and uploaded as part of the application.

Applications for any Capital Works must:

1. Demonstrate matched funding on a dollar for dollar basis.
2. Must include at least one (1) quote for the proposed works.
3. Must have all the relevant planning and building permissions being applied for. This is critical where community organisations lease ACT Government properties which may be subject to existing repairs and maintenance or minor capital works programs.

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Upload Quotes *

Filename: Whitegoods price list November 2021.docx
File size: 3.8 MB

Please provide any additional information that may support your application

In principle approval for changes to the space have been provided by Macquarie Primary School and will be funded by sources other than this current grant. The proposal is for this grant funding to be used for the purchase of non-fixed infrastructure.

Please upload any additional documentation that may support your application

No files have been uploaded

Feedback, Review and Submit

* indicates a required field

Certification Applicant Organisation

This declaration MUST be completed by the CEO/Chair/President or equivalent of the applicant organisation.

I certify that to the best of my knowledge the statements made within this application are true and correct.

I understand that if the Community Services Directorate approves the grant, I will be required to accept the terms and conditions of the grant as outlined in the grant application and Letter of Offer.

I understand that all applications submitted to the Community Support and Infrastructure Grants (CSIG) Program are accepted in confidence.

I understand the Community Services Directorate may liaise with other ACT Government agencies regarding this application.

Certification must be of an authorised officer of the organisation. E.g. President, Chair, CEO or equivalent.

I agree *

- Yes
 No

Name CEO/Chair/
President or equivalent *

Position title *

A/g President

Date *

28/01/2022
Must be a date

Privacy Notice

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In compliance with the *Information Privacy Act 2014* (the Act) personal information on this form may be stored in the Community Services Directorate records and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

For a copy of the Act, please visit: <http://www.legislation.act.gov.au/a/2014-24/>

Legislative Framework:

- The *Public Sector Management Act 1994*;
- The *Information Privacy Act 2014* (including the *Territory Privacy Principles* at Schedule 1 of the Act which set out rules for handling and managing personal information including collection, storage, use and disclosure);
- The *Health Records (Privacy and Access) Act 1997* (which provides for privacy and access rights to personal health information whether it is held in the public or private sector);
- The *Workplace Privacy Act 2011* (which regulates when an employer may conduct surveillance on an employee); and
- The *Human Rights Act 2004* (which outlines a person's rights to privacy).

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

We would value any feedback you may have regarding our online grants application process.

Please indicate how you found the online application process.

- Very easy
- Easy
- Neither
- Difficult
- Very difficult

How long did it take you to complete this application?

5 hours

Please provide us with any improvements and/or additions to the application process/form that you think we need to consider.