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Recreational Boating Facilities Scheme Application Form

Thank you for your interest in the Recreational Boating Facilities Scheme (RBFS).

The RBFS is a State Government grants program administered by the Department of Transport (DoT) and is funded directly from recreational boat registration fees.

The RBFS provides grants to eligible authorities for the planning and construction of public boating infrastructure benefiting WA's recreational boating community.

How much can you apply for?

Funding for approved projects is available for up to 75 per cent of the estimated total cost of the project up to \$750,000. The minimum grant is \$15,000 for a works application and \$10,000 for a planning application. All costs in the application form and funding submission must be exclusive of GST. Funds from other sources may be included as part of the applicant's funding contribution including in-kind contributions; see RBFS User Guidelines.

Eligible project types

- Works project for the construction of public recreational boating facilities and infrastructure. It is recommended that you have detailed engineering drawings and cost estimates; if you do not already have these, consider applying for a planning grant.
- Planning project that will produce a set of engineering design drawings, strategic boating plans, detailed cost estimates, level of demand reports, construction approvals or a combination of the above.
- Maritime facilities include ramps, jetties, moorings, breakwaters, navigation aids and new channels.
- Land based infrastructure includes trailer parking, toilets, waste-facilities, signage regarding marine safety and fishing information.

What will not be funded?

Applications for the following types of projects will not be eligible:

- General maintenance and maintenance dredging.
- Private facilities or those associated with private clubs.
- Facilities which are not used primarily by recreational boat users, such as fishing platforms or toilets serving recreational parks.
- Maritime facilities that are commercial rather than recreational.
- Projects which have already commenced or are completed.

Applications for the Round 29 Recreational Boating Facilities Scheme funding must be received by 2pm on Friday, 13 September 2024

Completing the application

It is recommended that you commence your application as soon as possible, ensuring you have enough time to obtain any quotes or approvals.

- Before you begin, you will need to download a copy of the RBFS Round 29 guidelines. Visit the RBFS website www.transport.wa.gov.au/imagine/recreational-boating-facilities-scheme-rbfs-grants.asp for a copy of the guidelines, grant timeline and further information.
- Download the application form to your computer and complete electronically. All sections within this application form must be completed prior to submitting the application.
- Your responses to the questions are not space limited - provide as much relevant information as you feel is necessary to fully answer the question. Bullet points are acceptable. All questions must be answered.
- Photos, engineering drawings, reports etc should be included as attachments and not uploaded to the application.
- Provide all information requested in the application form.
- Remember, your application will be evaluated according to the criteria.

Submitting the application

- Email your completed application and attachments to RBFS@transport.wa.gov.au If this is not possible, contact the RBFS Officer before the closing date. Applications submitted on paper will not be accepted.
- Please Note: There is a 20MB size limit for emails. If your application exceeds this size, contact the RBFS officer before the closing date to consider other digital submission options. If emailing, ensure that each email is sequentially marked with the total number provided, for example: Email 1 of 3.
- Before submitting the application form, review the Checklist and ensure all supporting documentation is included in the application.
- Applications for the Round 29 Recreational Boating Facilities Scheme funding must be received by 2pm on Friday, 13 September 2024.
- Applications or attachments received after the closing date and time will not be accepted.

If you are successful

- You will be required to enter into a legally binding agreement signed between your organisation and the Minister for Transport (Minister) to provide a RBFS grant to contribute to the cost of the project for recreational boating facilities.
- The grant will only be paid on completion of the project, providing certain requirements in the funding agreement are met.
- Prior DoT approval is mandatory for all public announcements relating to the project.
- You may be eligible for an initial part payment up to 50 per cent of the grant fund subject to certain conditions being met.
- You will need to provide evidence that you've acknowledged in the resulting (planning) documents that a RBFS grant was provided or for a works project erect signage.
- You must provide a progress report every six months on request by DoT.

Before the project commences

Prior to the project commencing the following must be provided:

- A schedule of expected progress and the completion date.
- A document that sets out the activity/s that make up the project i.e. tender brief or scoping document/s.

Once approved this becomes the "approved project program" you cannot commence on the project until DoT has approved this, failure to do this may result in the termination of the funding agreement and loss of the grant.

The Minister has delegated her responsibilities to the Maritime Infrastructure Design Branch of the Department of Transport (DoT). If you have any queries with regards to this application, contact the RBFS team via RBFS@transport.wa.gov.au.

Project Outline

Project description

Give a detailed description of your proposed project, including all proposed maritime and land-based development/ planning components and deliverables. What are the deliverables?

If the project is for land-based infrastructure only you must demonstrate that the associated maritime infrastructure has been maintained at an appropriate standard

(Please include photos as separate attachments where applicable).

Scope of project for a planning project:

Will the project result in (tick all relevant boxes)

Detailed engineering drawings

Pre-tender brief

Detailed cost estimates

Level of demand report

Environmental and other approvals

Results of community consultation, e.g. survey results

Recommendations for proposed facility

Environmental impact report e.g. on coastal processes

Marine Safety review

Other (*specify*) _____

Or:

Scope of project for a works project:

Indicate which of the following components are included in your project's scope (tick all relevant boxes)

Boat ramp

Boating jetty

Trailer parking

Vehicle turning area

Rigging/de-rigging bays

Ramp lighting

Marine safety signage

Other signage

Groyne

Revetment wall

Ablution block

Waste facilities

Universal access path

Universal access jetty

Moorings

Fish cleaning facilities

Channel for new facilities

Other (*specify*) _____

Project area

A. Location:

- Identify the exact location of the site, e.g. district, suburb, nearest road etc.
- Provide an overview of the coastline or waterway.
- Are there any existing recreational boating facilities in the area? For example, upgraded boat ramp, old toilet block, sealed parking area, no ramp lighting.
- Include a plan or map (*as a separate attachment*) with the location clearly marked.

Is the recreational boating facility consistent with current local planning scheme requirements? Yes No

B. Tenure:

- What is the tenure of the proposed site and surrounding area?
- Has approval from the landowner been sought?
- Provide a copy of the Title or Management Order (*as a separate attachment*) for the site or approval from the landowner.

Jetty number (if applicable): _____

Competitive Assessment Criteria

Applications will first be assessed for eligibility. Applications determined as ineligible will not be progressed and proponents will be provided feedback.

RBFS grant applications that meet the eligibility criteria will then be scored competitively by an assessment Panel against a set of weighted criteria. The panel consists of two DoT Officers and up to seven independent representatives. Panel members will individually score applications prior to a consensus meeting where successful projects will be recommended to the Minister for endorsement.

An application may be rated more highly if it is demonstrated that appropriate planning and design measures have been considered, if the project's schedule is realistic and if it would be able to be completed within the RBFS time limit (sixteen months from the commencement date).

Where funding is constrained, the priority order for grant funding is:

Maritime facilities → Essential land-based facilities → Desirable land-based facilities.

You are required to complete all questions in the application form and demonstrate how your project meets the assessment criteria. It is important that you provide us with a comprehensive description of your project, remembering the assessment panel does not have the same understanding of your project as you do.

1. Demonstrated Need (30%)

Provide a clear justification for the need for this project.

1.1 Project aim

Clearly articulate the primary goal of the project. Explain the necessity of the project by referencing any relevant studies, strategic plans, or needs assessments. Consider the following aspects:

Problem resolution: Does the project address a specific issue or problem?

Safety enhancements: Will the project contribute to the safety of recreational boating activities?

User accommodation: Is the project designed to support an increase or shift in user demographics?

Strategic alignment: How does this project align with long-term strategic objectives?

Community input: Has there been a request or expressed need for this project from the community or stakeholders? Detail the reasons behind these requests.

Environmental impact: Will the project lead to improvements in coastal and environmental management?

(Please provide separate attachments with further information where applicable).

1.2 Usage

Current utilisation: Describe the present use of the facility and the methodology used to estimate this usage. This could include:

Boat registration analysis: Examination of boat registrations within the service area.

Observational studies: Reports from direct observation of the facility's use.

User surveys: Summaries of surveys conducted to assess the needs of boat users.

Visitation data: Statistics on boat visitation patterns and the reasons for these visits.

Future demand: Provide projections of future usage and explain how the project will meet the anticipated needs of recreational boaters.

Comparative facilities: Detail the presence of any similar facilities in the vicinity, including their distance and capacity.

Operational challenges: Discuss any operational difficulties currently faced at the facility.

(Please provide separate attachments with further information where applicable).

2. Benefits (40%)

Provide a clear demonstration of benefits to recreational boaters. Preference may be given to proposals which provide a wide range of community and economic benefits, are accessible to a substantial proportion of recreational boat users and which are consistent with an endorsed strategy or plan.

2.1 Will the project solely benefit recreational boating? **Yes** **No**

If 'No' provide details of non-recreational activities and what percentage. Why do you consider the project should be funded by the RBFS?

2.2 Describe the potential benefits of this project.

For example:

- how will the project benefit recreational boating?
- will the project reduce the risk of property damage or injury to users?
- will it reduce congestion?
- will it encourage visitors to the area?
- will it facilitate universal access or improve accessibility?
- is there a known conflict that will be resolved?
- will this project benefit the environment?

(Please provide separate attachments with further information where applicable).

2.3 What level of consultation has been undertaken with stakeholders?

Identify the stakeholders, issues raised, and the level of support for the proposal.

Describe how the wider community and stakeholders will be involved (stakeholders may include local community, boating groups, coastal groups and Aboriginal groups). List any letters of support for this project and submit with the application.

(Please provide separate attachments with further information where applicable).

3. Project Approach (30%)

3.1 Project approach

Provide a clear demonstration that the organisation has the capacity to undertake the project.

Questions to address:

- Who will undertake the project (is there an internal resource / consultant / contractor available)?
- Has there been any planning or research into this project?
- Have you explored any sustainability or innovative ideas in your project?
- Describe your planned approach.
- Have you considered the relevant Australian Standards (AS4997, AS3962, AS1428).
- Is the project to be staged over several years / grant rounds or is it another stage of a larger project previously funded by RBFS? Provide details including:
 - the RBFS grant round
 - expenditure to date
 - expected completion date
 - an explanation for delay if applicable

Note, a successful application for one stage does not guarantee other stages will be funded.

(Include reference to any relevant studies or plans and provide separate attachments where applicable).

3.2 Approvals

List all approvals and licences that will be required for your proposed project e.g. Environmental Protection Act Part V, Aboriginal Heritage Act S18, Swan River Statutory Approval, Development approvals etc.

(If approvals have already been granted, attach evidence as a separate attachment).

3.3 Project schedule

Demonstrate the project can be completed.

List all key milestones relevant to your project and the estimated completion dates.

Show that the proposed timeframe is realistic in procuring consultants, obtaining approvals, assessing tenders or construction works etc.

| Project activity (Table 3.3) | Planned dated |
|---|---------------|
| Sign funding agreement | January 2025 |
| | |
| | |
| | |
| Submit project update request form to DoT | April 2025 |
| | |
| | |
| | |
| Submit project update request form to DoT | November 2025 |
| | |
| | |
| | |
| Project acquittal | April 2026 |

3.4 Grants history

List any previous successful RBFS grants in the last five years (you may combine summaries of multi-year projects).

Each summary should describe the performance of that project including whether acquitted on time.

Year: _____ Project title: _____ Total grant value \$ _____

Was the project completed within the RBFS time frames? Yes No

If 'No' provide details below:

Year: _____ Project title: _____ Total grant value \$ _____

Was the project completed within the RBFS time frames? Yes No

If 'No' provide details below:

Year: _____ Project title: _____ Total grant value \$ _____

Was the project completed within the RBFS time frames? Yes No

If 'No' provide details below:

3.4 Financial arrangements

The panel will consider if your funding request is realistic given the size of the project and will look at the intended approach to ensure that the costs are competitive. There must also be a demonstrated commitment to the ongoing operation and maintenance of the facility.

Planning projects:

Questions to address for planning projects:

- What is the amount of the RBFS grant you are applying for (GST exclusive)? \$ _____
- What is the estimated total cost of planning project (GST exclusive)? \$ _____
- On what do you base this estimate? Attach a cost estimate breakdown.

(Attach a cost estimate breakdown as a separate attachment).

Or:

Works projects:

Download and complete the RBFS Works Table 3.4

Be as accurate as possible with your cost estimates. Consider CPI increases for works that will be constructed more than one year in the future. Exclude GST from all amounts.

If your application is successful, the amount the panel grants you will be based on this table.

Questions to address for works projects:

- What is the amount of the RBFS grant you are applying for (GST exclusive)? \$ _____
- Does the amount you are applying for, represent the maximum grant entitlement? Yes No
- Does your budget include any in-kind value? Provide details.

- Does your budget include any contributions from third parties? Provide details.

- Does your table include expenditure items over \$20,000? Yes Attach quotes
- Will the operation of the completed facility earn any income? Yes No If yes provide details.

Checklist

Attachments (if applicable):

- Proof that associated infrastructure has been maintained
- Plan or map showing location
- Copy of Title or Management Order
- Landowner approval
- Letters of support
- Concept plans for future stages
- Evidence of approvals
- Table 3.4 (Works) or cost estimates (Planning)
- Financial information including details of in-kind contributions and other sources of funding
- Quotes
- Engineering drawings or plans
- Photos (attach as jpegs – 6 in total)
- Relevant documentation including documents from previous planning
- Other (specify below)

Have you:

- Completed cover details
- Confirmation box is ticked (see page 3)
- Answered every question and ticked all relevant boxes
- Completed Tables 3.3 and 3.4 (Works Project only)

Email to RBFS@transport.wa.gov.au

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