2015-16 Public Reserves Management Fund Program – Application Instructions

March 2015

Purpose

These instructions provide guidance on the completion of an online application to the 2015-16 Public Reserves Management Fund Program (PRMFP).

Contents

Part 1 – How to login
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Notes

Applicants must familiarise themselves with the 2015-16 PRMFP Fact Sheet (available through the Crown Lands website) before commencing an application.

The applications process will close at 5pm on Friday 10 April 2015. The system will not allow the submission of applications after this time.

Further Assistance

Access

For login and password issues to the CRRS portal, please contact the CRRS helpdesk
E | crrs@crownland.nsw.gov.au

Application

For questions about the PRMFP process, application form, or technical issues please contact the Crown Lands Funding Programs Team on:
P | 1300 886 235 option 7
E | cl.PRMFP@crownland.nsw.gov.au
Part 1 – How to Login

This part provides guidance on accessing the web-based form via the Crown Reserve Reporting System (CRRS).

If you are a Crown reserve manager you should already have your login details. Please proceed to Step 2 below.

Step 1: Request a CRRS Login

If you do not have a CRRS login, or have forgotten your password, please contact the Crown Lands Reserves Team via email: crrs@crownland.nsw.gov.au.

- If you are a Crown reserve manager, please provide your username, reserve number/name and contact details (phone number and email address)
- If you are not a Crown reserve manager, please advise the Team that you require a login to access the PRMFP. You should also advise the address of the reserve/property, the name of your organisation (if relevant), and provide contact details (phone number and email address)

For urgent enquiries (only), you may call the Team on 1300 886 235 option 4 then option 1.

Step 2: Log into CRRS to Make an Application

1. Open the SIX portal (Spatial Information Exchange):

2. Enter your username and password in the boxes at the top right of the screen (‘LOGIN TO SIX’) click on the agree to terms and conditions box and then LOGIN

3. Select the “Services tab” at the top left hand corner of the screen

4. Select “Crown Services” from the menu on the left

5. Select “Crown Reserve Reporting” from the drop down menu on the left

6. Press the F5 key to refresh the page

7. Select “Click here to launch PRMFP” from link at the bottom of the page
PART 2 – General Guidance

This Part provides general information on the online application process.

Privacy policy
When you first login you will be presented with a ‘pop-up’ box which provides a summary of the department’s privacy policy. Please read the information presented and click on “I Agree” if you wish to continue to the application process.

Assistance
If you require assistance, click on the “Help” link at the top of each page within the PRMFP module to access the contact details. A link to the “Application Instructions” (this document) is also at the top of each page.

Home
The “Home” button takes you to your list of applications (in progress or submitted).

Commencing a new application
You can start a new application by clicking on the “New PRMFP Application” link at the top of the Home page. Please ensure you have read the ‘PRMFP Fact Sheet’ before commencing the application (refer the link at the top of the ‘Reserve Details’ section).

Deleting an application
You can delete an application on the home page by clicking in the delete box next to application status. You will be asked to confirm if you wish to take this action. Once you have deleted an application you will no longer see it or be able to access it.

Navigating through your application
Once you have commenced an application, move between pages using the “Prev” and “Next” buttons at the bottom of the online application web pages (the ‘form’). You can also use the section heading links on the left of the form. Important Note – do not use your internet browser back buttons as this may cause you to lose work.

Saving
Your application will be automatically saved every 10 minutes. You are able to leave a partially completed application and return to it later by saving and exiting the form ("Save & Exit" at the bottom of the form).

Printing your Application
You can print your application at any stage by clicking on “Print” at the bottom of the form. Note – some users may need to disable pop – up blockers (usually found in the tools menu of your internet browser).

Mandatory questions
Most questions are mandatory. The fields on the form that require input are marked with an asterisk * Note - you will be unable to submit your application until all mandatory fields have been answered.
While there is no specific character limit for most input fields, please ensure your responses are relevant and concise – under 600 characters for each field (as a guide). Note there is a 250 character limit to the following question (under the ‘Activity Details’ section): “Describe the activity in one sentence.”

‘Un-do’ function
If you accidentally delete something you can ‘un-do’ the deletion by pressing the following buttons simultaneously:
- ‘Ctrl’ and ‘z’ (Windows)
- ‘⌘’ and ‘z’ (Apple)

Numbers and dates
Do not use decimal points, dollar signs or other symbols when entering numbers. Use digits only e.g. “10000”, not “$10,000.00” or “ten thousand”. The amount/s should also be in whole dollars (round up to the nearest dollar amount where required).

All dates are in the format DD/MM/YYYY.

Uploading documents
To upload a document, click on the "Browse" button and follow the steps. Please ensure that you don’t use an ‘&’ in the file name of your document (Note – attaching quotes and authority from the Reserve Manager are compulsory).

How many applications to submit
Please apply the following rules when considering how many applications you need to submit:

A. There should only be one application per reserve (refer also Rule B below). If you have multiple projects/activities for a single reserve, combine them into one application.
   - Example – include construction of an access ramp, roof repairs and landscaping in the one application

B. The only exception to Rule A is that separate applications are required when you have a project/activity for pests or weeds management.
   - Example – submit one application for the spraying of weeds on a reserve, and another application for the repair of a hall or access road on that same reserve

C. If you manage multiple reserves and want to make applications for several of them (for distinctly different projects), you will need to create a new application for each one.

D. Submit only one application if your specific project/activity encompasses multiple reserves
   - Example – a reserve manager seeking to install play equipment from the same supplier at 3 reserves under their control could submit one application.
   - Example – a project to spray for weeds across 5 adjoining reserves could be submitted as one application
Hardcopy applications
Hardcopy applications will only be accepted under exceptional circumstances. Please contact the Crown Lands Funding Team (1300 886 235 option 7) to discuss your specific situation.

Submitting your online application
You will receive a confirmation message on your screen and an email copy of your completed application if it has been submitted correctly. Your application will also be listed on the home screen of the PRMFP application module showing the status as COMPLETED. You must submit your application by **5pm on Friday 10 April 2015**.

Note that you will not be able to open or edit your application once it has been submitted. Should you wish to make a substantial change, please email the Coordinator, Crown Lands Funding Programs at cl.PRMFP@crownland.nsw.gov.au

If you do not receive the confirmation message or email, your application has not been submitted. It is likely that you have not completed all mandatory sections and will need to do this before submitting your application. Please contact the Crown Lands Funding Team (1300 886 235 option 7 or cl.PRMFP@crownland.nsw.gov.au) if you do not receive a confirmation message and/or email and need further advice.

PART 3 – Specific Guidance
This Part provides specific guidance (by Section) on the completion of an online application. Please ensure you have refreshed your page by hitting F5 once before you commence your application.

Reserve Details
This Section identifies the reserve/land to which your application relates. If you have Crown Reserves that are associated with your user account they will be displayed in the Suggested Reserve/s box. If you don’t have any suggested reserves you will need to use the Reserve Search box. **Note – you cannot directly input data into the Selected Reserves box at the top of the page**

How to enter your Reserve details
If the Reserve you wish to apply for funding for is listed in your Suggested Reserve list click on the select button and it will populate the Selected Reserve box at the top of the page for you.

If the Reserve is not in the suggested list or you do not see the suggested Reserve box, you will need to enter any details that you know in the Reserve Search Box and click on the search button. If your details provide a match you will be given a list of search results. Click select on the relevant reserve and it will populate the Selected Reserve box at the top of the page.
If your details do not provide any search results, a pop up will appear where you can click on the Create button. A new box will appear which will ask you to input details of the Reserve you are applying for funding for. This option will be relevant for freehold showgrounds and school of arts halls ONLY. Applicants whose details do not provide any search results and are NOT applying on behalf of a freehold showground or school of arts should check with their local Crown Land Office to ensure the area they are wishing to apply for is eligible.

Eligibility
This Section assists in determining your eligibility to apply for PRMFP support. Please refer the Fact Sheet for more information on eligibility.

Applicant Details
This Section identifies the entity which manages the reserve and provides contact details, should Crown Lands need to discuss your application. This section may be prepopulated based on your identified Crown Reserve Number.

You will also need to provide the name, organisation and phone number of the person who is managing the project.

If you have used the Create function in the Reserve search section – you will need to manually fill in this section.

Financial Details
This Section identifies the banking details for the reserve manager. It is where the funds will be deposited if you are successful. Key points to note:

- This must be the official account of the Reserve Trust (or freehold showground or school of arts management entity). If you are an Organisation applying with authority of the Reserve Trust you will need to invoice the Reserve Manager for funds if you are successful with your application.

- The Reserve Trust ABN needs to be provided. An ABN number is generally 11 digits long. If you are unsure of your ABN number you can search for it at the following web address: http://abr.business.gov.au/. You need to nominate if your business is registered for GST.

- GST – All supporting quotes and cost estimates must clearly show the breakdown of net and GST amounts.
Reserve Purpose and Program Area
This Section identifies the purpose of the reserve and the Program Area to which it belongs. The majority of reserve purposes can be found in the list below:

- Camping
- Common
- Future Public Requirements
- Infrastructure or Government Services
- Public or Community Building or Facility
- Public Recreation or Conservation
- School of Arts
- Travelling Stock

Governance Criteria
This Section provides information on the management of the reserve, as well as the objectives and priorities that the project/activity will address.

Note: to be eligible to apply, your project PRMFP project report/s must be up to date – they are due to Crown Lands within 14 months of the date the grant/loan funds were credited to your account. Please email cl.PRMFP@crownland.nsw.gov.au if you require a report template.

If you receive an error message in this section stating that you have overdue Project Reports, you can continue with your application but you must submit your project report/s before the application closing date in order to be eligible. Reports can be submitted via email to the PRMFP address and you should reference your application number in the email.

If you will have difficulties in submitting the outstanding reports prior to the closing date due to extenuating circumstances you may request an extension from the Crown Lands Funding Programs Coordinator. No Project Reports will be accepted past the closing date if an extension has not been granted. Any applications that are submitted with overdue Project Reports that have not contacted the PRMFP team will be ineligible for consideration.

Activity Details
This Section describes the project/activity you are applying for, how it will be done and what it will achieve. In the section that asks you to outline how the outcomes will be achieved, list the actions that will be taken to complete the project. These actions will be what you will call activity elements in the next section.

Please note that if your application is for Pest or Weed Management, you will need to provide further activity details on either the Pest Management or Weed Management page.
Funding Details
This Section identifies the Activity elements (the actions as above) and their total cost (including GST), and the type of funding requested. The page is divided into 2 areas:

- Activity Elements – the start/end dates can be approximate, with an assumption that funds will credited to your account by August 2015 and you will have 12 months in which to complete the project. Key points to note:
  - Requests for PRMFP funding totalling between $10,000 and $49,999 require the provision of basic financial information including Gross income and operating expenditure. Note: include any grant funding received as income for previous financial years and budget for the amount you are requesting in current and new year income.
  - Requests for PRMFP monies totalling $50,000 or over require the completion of the ‘Financial Summary Statement’ (excel spread sheet), which includes more detailed financial information about the reserve manager. Please download the template at the link provided, complete and then upload as instructed.
  - Quotes or a cost estimate* needs to be uploaded for each activity element, with the number of quotes needed depending on the PRMFP funds requested for that element. Please note – if you do not provide the required quotes your application will be ineligible for funding.
    - Activity elements less than or equal to $30,000 require at least one quote
    - Activity elements between $30,001 and $250,000 require at least three quotes**
    - Activity elements greater than $250,000 require an acceptable cost estimate and a commitment (i.e. a strategy) to procurement via public tender

* Cost estimates will be accepted from Councils where they are the reserve manager and will be undertaking the work themselves. The document provided must clearly indicate this and provide a comprehensive breakdown of costs. Appropriately detailed cost estimates or budget breakdowns may be accepted from other reserve managers in certain cases (by prior arrangement with Crown Lands only – written confirmation will be provided)

**Reserve managers in remote locations may be granted an exemption in respect to the need for 3 quotes (at least 1 will be required). Please contact Crown Lands urgently if you wish to request this exemption – Crown Lands will provide written confirmation.

- If you have more than 10 files, or a file larger than 5MB you should email them to cl.PRMFP@crownland.nsw.gov.au quoting the application number you will receive after submission. Please also include the name of your reserve and your contact details.

- Funding Type – While loans for amounts greater than $0.100m are strongly encouraged, please consider your organisation’s current and future financial circumstances carefully when answering this question.
Supporting Documentation
This Section is for the upload of files to support your application. Select the “Browse” button to locate/select the file on your computer for upload. Key points to note:

- Please ensure that your file name does not include a & symbol
- A total of 10 files may be uploaded in this section, with each file up to 5Mb in size using any of the following file formats:
- Examples of supporting documentation include letters of support, business plans, photos, maps etc.
- If you have more than 10 files, or a file larger than 5MB you should email them to cl.PRMFP@crownland.nsw.gov.au quoting the application number you will receive after submission. Please also include the name of your reserve and your contact details.

Declaration of Authority to Apply
This Section provides confirmation that the manager of the reserve supports the application. You will need to indicate whether you are an authorised person. If you are an authorised person you will need to declare this by providing your name and official title.

It is possible for an organisation to apply for funding on behalf of the trust as long as they have written authority. If you are not an authorised person, you will need to provide the name and official title of the authorised person. You will also need to upload correspondence authorising your application. This correspondence can be a letter or email from the authorised person. Note that payment will be made to the Trust not the applicant. The applicant will need to arrange with the Trust disbursement of funds should the application be successful.

Please note – if you are not an authorised person and do not provide correspondence, your application will be ineligible for funding.

Prepared by
This Section provides contact details for the person completing the form.

Submit
To submit your application click the submit button at the bottom of the form. Please ensure all sections are answered and you have saved your work, as you will be unable to access your application once it has been submitted.
You will be returned to the application form if you have not completed one or more questions correctly. These sections will be highlighted in red. You will need to complete all sections in red and then resubmit. You will see a pop up message that tells you your application has been submitted and a copy will be emailed to you if you have successfully completed your application.

**Note:** If you do not receive a copy of your submitted application (to the email address specified in the “Prepared by” Section) within a few hours, please email cl.PRMFP@crownland.nsw.gov.au or call 1300 886 235 option 7.

You will also be able to see your application listed on the home screen of the PRMFP application portal and the status will say COMPLETED. You will not be able to re-open your application once it has been submitted.

You must submit your application by **5pm on Friday 10 April 2015.**