Public Reserves Management Fund Program (PRMFP)

2015-16 Briefing
Overview

- The Public Reserves Management Fund Program (PRMFP) is administered under the *Public Reserves Management Fund Act 1987*

- It provides financial support for the development, maintenance and improvement of public reserves

- Financial support via grants & low interest loans

- More than $150m allocated over the last 10 years
2015-16 PRMFP – One Round

- The PRMFP program for 2015-2016 will be administered through a single funding round.
- Applications will open in early March 2015 (TBC).
- Applications will be open for 5 weeks, closing in early April 2015 (TBC).
- No extensions will be given for submission of applications.
2015-16 PRMFP Proposed Timeline

- Applications Open: Early March 2015
- Applications Close: Early April 2015
- Application Outcomes Announced: July 2015
Assessment Process

PRMFP Application Vetting → Local Office → Area & Regional → PRMFP Assessment Committee → Ministerial Approval

Applications >$500,000 Infrastructure Services Report

Financial Assessment for Loan Applications
Assessment Criteria

- All applications are considered against the Assessment Criteria
- There are two types of Assessment Criteria
  1. Eligibility
  2. Assessable
Eligibility Criteria

- Authorisation from Official Manager
- Quotes
- Final Project Reports
- Financial Details
Authorisation from Official Manager

- The persons listed below are authorised to apply for funding.
  - Trust board – Chair, Secretary or Treasurer
  - Council managed trust – General Manager
  - Corporate managed trust – CEO, CFO or General Manager
  - Freehold showground/school of arts/commons – President, Secretary or Treasurer
  - Other – appointed administrator, Crown Lands Director or Area Manager

- All other applicants must upload correspondence from an authorised person giving them permission to apply

- Failure to upload authorisation will result in the application being considered ineligible
Quotes

- Quotes must be provided as follows for each Activity Element (distinct task) in an application

<table>
<thead>
<tr>
<th>Value of Activity Element</th>
<th>Quote Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,000 or less</td>
<td>At least one written quote</td>
</tr>
<tr>
<td>$30,001 - $250,000</td>
<td>At least three written quotes*</td>
</tr>
<tr>
<td>Greater than $250,000</td>
<td>Detailed cost estimate and commitment to competitive public tender procurement</td>
</tr>
</tbody>
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*Reserve managers in remote locations may be granted an exemption in respect to the need for 3 quotes (at least 1 will be required).

- The exemption must be sought from Crown Lands (PRMFP Team) BEFORE the funding round closes – Crown Lands will provide written advice if the exemption is granted.
Final Project Reports

- All outstanding Final Project Reports for previously funded projects need to be completed BEFORE the funding round closes
- Evidence of completion and expenditure must be provided with the report e.g. photographs, copies of receipts and invoices
## Financial Details

<table>
<thead>
<tr>
<th>Total Value of Application</th>
<th>Financial Details Required</th>
</tr>
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<tbody>
<tr>
<td>Less than $10,000</td>
<td>No trust financial details needed</td>
</tr>
<tr>
<td>$10,000 - $49,999</td>
<td>Completion of table below</td>
</tr>
<tr>
<td>$50,000 +</td>
<td>Completion of Financial Summary Statement Spreadsheet</td>
</tr>
</tbody>
</table>

### Financial Details Required

<table>
<thead>
<tr>
<th>Gross Income</th>
<th>Operating Expenditure</th>
<th>Loan Repayments</th>
<th>Surplus or Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Financial</td>
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<td>Year</td>
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<td>Current</td>
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<td>Year</td>
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<td>Budget</td>
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<td>for New Year</td>
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Assessable Criteria

- Assessable Criteria consider the performance of the reserve manager and the merit of the proposed activity
- Key Assessable Criteria include:
  - Objectives and priorities addressed
  - Manager’s record in delivering projects
  - Benefits of activity to community
- Pest and weeds activities have additional assessable criteria
Scope of and Value of Applications

- A diverse range of applications are successful each round and include
  - Essential infrastructure (e.g. sewerage & electrical)
  - Improvement to amenities (e.g. camp kitchens and accommodation sites at Crown caravan parks)
  - Pests and weeds management
  - Maintenance of buildings and structures (e.g. community halls, walking tracks, restoration of monuments)

- Applications for funding of $500,000 or more are encouraged
Funding Type

Grant

• Applicants can nominate to accept a loan if grant funding is unsuccessful (optional)

Loan

• Loan interest helps sustain the PRMFP, so are strongly encouraged
• Low interest rate
• Loan term typically between 3 – 7 years
• Loans of $50,000 or more preferred

Combination

• Applicant nominates the grant/loan funding split that the trust prefers
• Loan conditions as above
Frequently Asked Questions

1. How much money can we apply for?
   - No set amounts
   - Diverse range of projects funded, from $500 to over $2,000,000

2. Do we have to commit to providing our own funds?
   - No, however contributions from reserve managers and/or the community are looked upon favourably during assessment

3. Do applications with a Work Health and Safety focus (WHS) receive priority?
   - Yes, however, WHS applications still need to meet all eligibility requirements in order to be considered

4. How long will we have to complete our project if we are successful?
   - 12 months from receipt of funds
   - Final Project Report due within two months of completion date.
Need Further Information?

[Website Link]

Contact Details

Contact the PRMFP team directly on:

[Email]

Or phone:

[Phone Number] (menu option7)