Cowra Shire Council



Private Bag 342

Cowra NSW 2794

Phone: 02 6340 2000

council@cowra.nsw.gov.au www.cowracouncil.com.au

Access Incentive Scheme Grant: Application Form

**Guidelines for applicants**

**Refer to the Cowra Access Incentive Scheme Grant – Funding Guidelines Policy for full application details of the Scheme and terms and conditions.**

**What is the Access Incentive Scheme Grant?**

The scheme assists property owners/lessees by providing funding assistance to upgrade their premises to enable people with disabilities to access and use their premises.

**Who can apply?**

* Not-for profit community organisations
* Local Incorporated Community groups, clubs & progress associations
* Local businesses
* Local Community Service Providers

**What type of projects can be applied for?**

The types of projects that may be applied for include;

* Improve access to building, such as - automated doors, access ramps, lifts, hand rails, tactile markers
* Improve access to Disability facilities, such as – doorways, hand rails, tactile indicators, signage, fitouts
* Improving the Visual access to and in buildings - defining doorways with colour contrasting materials, tactile markers, signage, etc
* Improving Auditory access to and in buildings

The project must

* be located in the Cowra Shire and must be completed within 12 months of approval of the application
* Be for premises used by the local community/general public
* Conform to Australian Standard 1428.1 Design for Access and Mobility, and Australian Premises Standard

**Ineligible**

Funding will not be provided for the following:

* Projects that have already commenced or completed.
* Activities that are considered the core business of Commonwealth, State or Local Government
* Ongoing operational or administrative costs of an organisation. This includes purchase of capital equipment.
* Individual pursuits
* Gifts and prizes
* Private residential properties and/or properties not accessed by the public

**How to apply?**

You must submit your application using this below form, and;

* Ensure all questions are answered
* May use dot points to convey your message effectively.
* Ensure written approval from the property owner is obtained
* Provide current quotes of all works required to support the budget
* Site plans and photos of the project area

Documents that may be included to support and strengthen your application include:

* Location maps
* Detailed plan
* Letters of support from organisations your project partners with

Additional information may be requested by the assessment panel to support your application.

**Assessment**

All applications will be assessed by the Access Committee and will then be tabled to the next Council meeting for approval. All applicants will be notified in writing of the outcome of their application and an agreement form provided which is to be submitted within 6-weeks of approval.

**Contacts**

Contact Cassandra Gailey or Larissa Hackett at Cowra Council for any assistance in completing your application on 6340 2048 or by email at: council@cowra.nsw.gov.au

**Certification**

By submitting this application, I acknowledge that I have read and understood the information made available by Cowra Shire Council regarding the Access Incentive Scheme Grant and to the best of my knowledge, the information provided in this application is true and correct.

I also acknowledge that this application is submitted with both the full awareness and authority of the organisation under which it is submitted (if applicable).

Yes

|  |  |
| --- | --- |
| Signature |  |
| Please print name |  |

|  |  |
| --- | --- |
| **Applicant Details** | |
| Contact Name |  |
| Name of Organisation applying on behalf |  |
| Mailing Address |  |
| Contact number during office hours |  |
| Email |  |

|  |  |
| --- | --- |
| **Project Site details** | |
| Property/Business Name |  |
| Property address |  |
| Location on site where project will be completed (e.g. front entrance) |  |

|  |  |
| --- | --- |
| **Property Owners Consent – owner of property where project is to be completed** | |
| Owners Name |  |
| Owners Contact address |  |
| Owners contact number |  |
| Owners contact email |  |
| Owners signature below (under seal if applicable) or  Owners consent attached (under seal and/or letterhead) | |
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|  |  |
| --- | --- |
| **Project Details** |  |
| Project Name |  |
| Estimated Timeframe | Project will commence:  Project will be completed by: |
| Funding amount requested | $ |
| What is the Aim of the project?  *Example: Install complying ramp to enable access for wheelchairs to front entrance.* |  |
| Present use of the premises |  |
| What improvements are to be made? |  |
| How will the project benefit the community? |  |
| How will the project be managed? |  |

|  |  |  |
| --- | --- | --- |
| **Budget** | | |
| **(A)** What are the individual budget items/works for your project that are being requested to be funded by the Access Incentive Scheme Grant?    (additional fields and spaces may be inserted as required) | | |
| **Item Description** | **Estimated cost** | **Amount requested to be funded** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total (A)** |  | **$** |

**Application Checklist**

**Have you:**

Checked that your eligible to apply?

Ensured all appropriate persons (property owners, committee members, etc) are aware that this application is being submitted?

Attached detailed quotes or advertising brochures from suppliers?

Completed all sections of the Application Form?

Kept a copy of this Application Form for your records?

Attached owners’ consent, if necessary?

Attached any additional documents if applicable (e.g. Site plan, photos, proposed project plans)?

**Submitting Your Application**

#### Email to: council@cowra.nsw.gov.au

Include a subject line of: Application – Access Incentive Scheme Grant – *your organisation*

Alternatively complete a paper copy of the application and deliver to:

Environmental Services

Cowra Shire Council

Private Bag 342

Cowra NSW 2794

Contact the Director-Environmental Services or the Director-Environmental Services Personal Assistant at Cowra Council for any assistance in completing your form on 6340 2048 or by email at: council@cowra.nsw.gov.au