



2016-17 Public Reserves Management Fund Program – Application Instructions

March 2016

Purpose

These instructions provide guidance on the completion of an online application to the 2016-17 Public Reserves Management Fund Program (PRMFP).

Contents

Part 1 – How to login

Part 2 – General guidance

Part 3 – Specific guidance

Notes

Applicants must familiarise themselves with the *2016-17 PRMFP Fact Sheet* (available through the PRMFP page of the Department of Primary Industries - Lands website) before commencing an application.

While all eligible reserve managers can apply, it should be noted that the PRMFP process is highly competitive – last year more than 700 applications were received. It is therefore essential that your application is clear, easy to understand and contains all the required information (e.g. right number of quotes). Prospective applicants should also consider discussing their project ideas with their local Department of Primary Industries – Lands office (refer to 'Further Assistance' at the end of this document).

The applications process will close at **5pm on Friday 8 April 2016**. The system will not allow the submission of applications after this time.



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 CRRS Helpdesk via email: crrs@crowland.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](http://six.lands.nsw.gov.au/wps/portal) (Spatial Information Exchange):
 - <http://six.lands.nsw.gov.au/wps/portal>
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' message 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. Applicants are also encouraged to periodically save the form manually ('Save' at the bottom of the form). 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, if they are not the applicant, 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 PRMFP 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 8 April 2016**.

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 PRMFP Team at cl.PRMFP@crowland.nsw.gov.au

IMPORTANT: If you do not receive the confirmation message and email then your application has not been successfully 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 PRMFP Team (1300 886 235 option 7 or cl.PRMFP@crowland.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 refresh your browser 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*

If your application is covering multiple reserves, please select the primary reserve first (i.e. the reserve where the majority of the project will take place). This will be the reserve that will be used to identify your application. All other applicable reserves should then be selected after this primary reserve (in any order).

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' message will appear where you can click on the 'Create' button. A new box will then appear which will ask you to input details of the reserve for which you are applying. 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 DPI – Lands 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 *PRMFP Fact Sheet* for more information on eligibility.

Applicant Details

This Section identifies the entity which manages the reserve and provides contact details, should DPI – Lands need to discuss your application. This Section may be prepopulated based on your identified Crown Reserve Number. If you have used the 'Create' function in the 'Reserve Search' section you will need to manually fill in this section.

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

Financial Details

This Section identifies the banking details for the authorised 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 Manager. If you are applying with the authority of the Reserve Manager (see below) you will need to arrange disbursement of the funds with the Manager if you are successful with your application.
- The Reserve Manager's ABN needs to be provided (generally 11 digits long). If you are unsure of your ABN number you can search for it at: <http://abr.business.gov.au/>.
- GST – You need to nominate if your business is registered for 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, the reserve manager's project PRMFP project report/s must be up to date. They are due to DPI – Lands within 14 months of the date the grant/loan funds were credited to the manager's account. Please email cl.PRMFP@crowland.nsw.gov.au if you require a reporting 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 report/s before the application closing date** in order to be eligible. They should be submitted to the PRMFP Team (cl.PRMFP@crowland.nsw.gov.au) referencing the application number of this year's application.

While you may request an extension to the due date for your report from the PRMFP Team, **your request must be received prior to the closing date for applications** – written authority will be provided if your request is accepted (this must be uploaded with your application). Any application submitted with unauthorised overdue project report/s 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 question that asks you to outline how the outcomes will be achieved, list the key actions that will be taken to complete the project. These actions will normally be used as the basis for the individual 'Activity Elements' referred to in the next Section.

If your application is for pest or weed management, you will be required to answer additional questions. These questions will automatically appear when you select 'Pest' or 'Weeds' in response to the "What type of activity are you proposing" question.

Funding Details

This Section identifies the 'Activity Elements' (taken from the key actions above) and their cost (including GST), as well as the type of funding requested (e.g. grant or loan). Note that, if you are successful, you may not be funded for all of your 'Activity Elements'. Applicants are therefore encouraged to ensure they clearly describe each 'Element' and list them in order of importance. Further information on completing this Section follows:

- Activity Elements – the start/end dates can be approximate, with an assumption that funds will be credited to your account by August 2016 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, but **not** the amount you are requesting through this year's PRMFP.
 - Requests for PRMFP monies totalling \$50,000 or over require completion of the *Financial Summary Statement* (excel spreadsheet), which includes more detailed financial information about the reserve manager. Please download the template at the link provided in the application form, complete and then upload as instructed.
 - Grant (only) Requests – follow the instructions on the *GRANTS* tab of the *Financial Summary Statement*.
 - Loan and Combination Grant/Loan Requests – follow the instructions on the *LOANS – Input Data* tab of the *Financial Summary Statement*.
 - **Quotes or an acceptable cost estimate* must be uploaded for each 'Activity Element'**, with the number of quotes needed depending on the PRMFP funds requested for that element:
 - Activity elements less than or equal to \$30,000 require at least one quote
 - Activity elements between \$30,001 and \$249,999 require at least three quotes**
 - Activity elements \$250,000 or over require an acceptable cost estimate and a commitment (i.e. a strategy) to procurement via public tender

IMPORTANT – if you do not provide the required quotes/estimates your application will be ineligible for funding.

* 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 (hours, materials etc.) Contact the PRMFP Team on cl.PRMFP@crowland.nsw.gov.au for more information. Appropriately

detailed cost estimates or budget breakdowns may also be accepted from other reserve managers in certain cases by prior arrangement with the PRMFP Team – written authority will be provided if your request is accepted (this must be uploaded with your application)

**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 the PRMFP Team urgently if you wish to request this exemption – written authority will be provided if your request is accepted (this must be uploaded with your application)

- Refer the Supporting Documentation Section below for guidance on uploading documentation.
- 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.

IMPORTANT – guidance on what will be required of successful applicants in terms of their procurement actions is outlined in the *PRMFP Procurement Guidelines* document available on the PRMFP page of the DPI – Lands website.

Supporting Documentation

This Section is for the upload of files to support your application. Select the ‘Upload’ button to locate/select the file on your computer for upload. Key points to note:

- Documents uploaded in other sections of the application do not need to be uploaded again in this section (e.g. quotes and Financial Summary Statement)
- Please ensure that your file name does not include an “&” symbol
- When uploading multiple documents, please wait at least 10 seconds between each upload.
- A total of 10 files may be uploaded in the whole application, with each file up to 5Mb in size using any of the following file formats:
 - ‘jpg’, ‘doc’, ‘docx’, ‘xls’, ‘xlsx’, ‘pdf’, ‘png’, ‘jpa’, ‘tif’, ‘bmp’, ‘log’, ‘txt’, ‘wpd’, ‘wps’, ‘rtf’, ‘odt’, ‘csv’, ‘dat’, ‘xml’, ‘eps’, ‘sva’, ‘xlr’ or ‘svf’
- Examples of supporting documentation include letters of support, photos, maps etc.
- If you have more than 10 files, or a file larger than 5MB you should email them to cl.PRMFP@crowland.nsw.gov.au quoting the application number. Please also include the name of your reserve and your contact details.

Declaration of Authority to Apply

This Section provides confirmation that the authorised manager of the reserve supports the application. If you are an authorised person you will need to confirm this by providing your name and official title.

If you are not an authorised person you will need to provide the name and official title of the authorised person and upload correspondence (letter or email) from them authorising your application.

Note: payment will be made to the authorised manager, not the applicant. The applicant will need to arrange disbursement of funds with the manager if they are successful. The manager will be responsible for ensuring the project report is submitted to DPI – Lands.

IMPORTANT – if you are not an authorised person and do not provide acceptable evidence of authority, 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 to the best of your ability 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.

IMPORTANT – you should see a 'pop up' message that tells you your application has been successfully submitted and receive an email copy if you have completed it correctly.

- If you do not receive a copy of your submitted application (to the email address specified in the "Prepared by" Section) within an hour, please email cl.PRMFP@crowland.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.

Further Assistance

Access

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

Application

For questions about the PRMFP process, application form, or technical issues please contact the PRMFP Team on:

P | 1300 886 235 option 7

E | cl.PRMFP@crowland.nsw.gov.au

Project Ideas

To speak with your local DPI – Lands office about a PRMFP project idea, please call:
P | 1300 886 235 option 4, then option 1

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