

2018–19 Public Reserves Management Fund Program

This document provides guidance on applying for funding under the Public Reserves Management Fund Program. All applicants must read the *Information guide* and *Applications instructions* **before** submitting an application. All guidance documents can be found on the NSW Department of Industry—Lands & Water website: www.crownland.nsw.gov.au/crown_land/crown_reserves/funding/PRMFP.

Note: You are required to submit your online application by **5 pm on Friday 9 March 2018** (there are **no extensions**).

When will the 2018–19 PRMFP be open for applications?

The funding round will open at **9 am on Monday 5 February 2018** and will close at **5 pm on Friday 9 March 2018**. Please make sure you give yourself enough time to complete the application as no extensions will be given.

How do I submit an application?

Applications will be made through the Crown Reserves Reporting System (CRRS) online portal, crrs.crownland.nsw.gov.au. Detailed instructions can be found in the *Application instructions*, available on our website (link at top of this document).

How much funding can I apply for?

There is no set limit for a funding application. In previous rounds, the funding requests have ranged from \$500 to \$2 million. Each application (regardless of the amount requested) is assessed against eligibility and the assessable criteria, which is detailed in the *Information guide*.

Examples of projects that have previously been funded are available in the fund yearly reports for 2013–14, 2014–15 and 2015–16, available from the PRMFP page on our website (link at top of this document).

Am I eligible to apply?

You must be, or have written authorisation from, a manager of a NSW Crown reserve, showground (including freehold), caravan park, state park, school of arts (excluding freehold) or common. Authorised persons are listed in the table below.

Reserve trust manager type	Authorised persons
Trust board	Chair, secretary or treasurer
Council-managed trust	General manager or director
Corporate-managed trust	CEO, CFO or general manager
Freehold showground or school of arts	President, secretary or treasurer
Other	Appointed administrator, Crown lands director or area manager

How do I ensure I submit the strongest application possible?

Before beginning your application, make sure that you read the *Information guide* and *Application instructions*, which can be found on the department's website (link at top of this document). Key items to note from these include:

- ensure application addresses one or more of the PRMFP objectives
- ensure all eligibility criteria have been met
- ensure applicable assessable criteria have been addressed
- upload all relevant supporting documentation.

What supporting documentation do I need to submit?

Given the ever-increasing competition for available PRMFP funds, supporting documentation can strengthen your application. Examples include, but are not limited to:

- photographs
- letters of support including letters from the community
- supporting financial information
- business plans
- maps
- shapefiles (spatial data).

How do I request a loan and what terms are offered?

Loans will only be considered for amounts over \$100,000. Applicants can specify the preferred loan term, up to 10 years. Note that whilst interest rates are subject to change, it is anticipated that an interest rate of 3.5% p.a. will be offered for non-income generating projects, with 5% p.a. offered for income generating projects.

If you would like to request a loan or combination of grant and loan, you will be required to indicate this when completing your online application form. Loan applicants also need to provide a profit and loss statement and balance sheet as supporting documentation. This financial information will be used to assess the ability of the trust to adequately service proposed loan repayments.

Can I have an extension to submit my application late?

No. To ensure a fair and transparent process, no extensions can be provided. Applications must be submitted by **5 pm Friday 9 March** to be considered.

In exceptional circumstances, an extension to submit supporting documentation only may be requested. You must send an email request to cl.prmfp@crowland.nsw.gov.au prior to the round closing. The PRMFP team will email you back with its decision of which you will need to upload and attach to your application when you submit. If extension for supporting documentation submission is approved, you will only have one additional week to submit all documents.

NOTE: Completed application form must still be submitted online by 5 pm Friday 9 March.

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