

Community Facility Fund

Project Brief 2025-2026

The Community Facility Fund (CFF) assists incorporated not-for-profit organisations within the Shire of Murray to deliver well-planned sport, recreation and community infrastructure projects that contribute to a vibrant inclusive and healthy community.

Organisations seeking funding through the CFF are required to complete this Project Brief, which captures key information and provides the foundation for your application.

The completed Project Brief will be reviewed by relevant Shire Officers who will provide feedback, advice, and guidance to help strengthen your proposal. This feedback will be communicated back to the applicant for consideration prior to submission of a full application.

Contact Details

Name of Organisation:

Contact Name:

Contact Number:

Contact Email:

Position:

What is your project? Please tick what applies

<input type="checkbox"/>	A new building
<input type="checkbox"/>	Building additions, improvements, and major refurbishments
<input type="checkbox"/>	Supporting infrastructure (eg. shelters, sheds)
<input type="checkbox"/>	New sporting infrastructure (eg. cricket nets, goals)
<input type="checkbox"/>	Forward planning / feasibility study / needs analysis

*** Please provide a site map and/or picture of your project (if applicable)**

Project Details

Project Name:

Location (facility, reserve):

Tell us about your project (minimum 200 words)

Do you lease or manage this facility from the Shire?

Yes

No

Why is this infrastructure important for your venue and community?

Who is your preferred contractor – if already sought?

What will the role of the contractor be?

Will volunteers be involved in the project and what role will they have?

Approximate cost of the project? (ex. gst)

What percentage of financial contribution will the organisation be providing?
e.g 30% of total project cost

Are you considering applying for the Department of Local Government, Sport and Cultural Industries; Community Sport and Recreation Facility Funding (CSRFF)?

Yes

No

Once approved, how soon will your organisation be ready to proceed with your project?

Immediately

1 – 2 months

2 – 6 months

6 – 9 months

Project briefs must be submitted to the Shire of Murray before close of business on the first Monday in August.

Submit completed form to:

Email: mailbag@murray.wa.gov.au

Post: PO Box 21, Pinjarra WA 6208

In Person: Shire Administration Office, 1915 Pinjarra Rd, Pinjarra

OFFICE USE ONLY

Internal Review / Feedback Summary

This section is to be completed by Shire Officers following internal review of the submitted Project Brief. The feedback below is intended to provide applicants with guidance prior to submitting a full grant application.

Compliance and Approvals Required

Yes No

Details (if yes):

Shire Policies / Procedures applicable:

Potential Conflicts or Constraints

Yes No

Details:

Technical and Operational Comments

Comments on design, safety, location, access or materials:

Maintenance/resource implications for the Shire:

Yes No

If yes, please explain:

Alignment with Shire infrastructure plans or standards:

Yes No

Comment:

Community Impact:

Positive

Negative

Neutral

Details:

Recommendation and Summary

Support in Principle – Proceed to Application stage

Further information required

Not Recommended

Additional Notes / Guidance to Applicant

Reviewed by:

Position:

Signature:

Date: