

# BETTER BOATING PROGRAM INFORMATION KIT



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## 1. INTRODUCTION

The Better Boating Program (BBP) is a State Government grants program aimed at providing waterways infrastructure for the benefit of the boating community and the marine sector on New South Wales waterways.

The BBP provides individual grant contributions to proponents such as Local Government, State agencies, boating organisations and community groups for the development of public boating infrastructure.

NSW Maritime utilises revenue raised from registration and licence fees to fund its contributions to the grants program.

Under the BBP, up to \$5 million is available annually, across three categories to assist in the funding of approved projects.





## 2. ABOUT THE PROGRAM

The BBP is made up of three funding categories. The following guidelines have been established to ensure that the available funds are spent to maximum benefit.

Across all categories, funds will be allocated on a priority basis taking into account issues raised by the boating community and will include assessments of safety, environmental impact, amenity and socio-economic benefits.

### 2.1 Projects Eligible for Consideration

Consideration for BBP funding will only be given to those projects that are:

- principally infrastructure works of a lasting nature
- intended to greatly improve current amenities (or address the lack thereof)
- located in a readily accessible public area with unrestricted public access
- for use of or available to, a broad cross-section of the public boating community
- situated either on public land or land owned by the Local Council, the Crown or NSW Maritime
- able to be commenced within 6 months of the approval of the grant and be completed within 18 months from this approval date. It should be noted that any funding grants not utilised within that period may be withdrawn
- supported in writing by key stakeholders, including the Local Council
- able to meet the Program's criteria for assessment and are submitted by the nominated closing date.

Examples of suitable projects are listed under each funding category in Section 4.

### 2.2 Examples of Projects Not Considered Eligible

BBP funding grants are not available for projects or activities such as:

- supporting overheads or running costs that are not directly related to the project
- funding for competitions, festivals or other promotional or social activities and events
- funding for salaries, equipment or running costs of infrastructure or an organisation
- funding for the development of private or commercial ventures
- funding for projects that have already started or have been completed for which retrospective funding is now sought
- replacement of funding already committed from other sources
- funding for individuals, private businesses that operate for profit and political organisations.

### 3. LEVEL OF ASSISTANCE AVAILABLE

The maximum financial contribution available for a grant varies across each category of funding. See Section 4 for details.

Applicants must be able to demonstrate their contribution of the total project cost. The value of voluntary labour, donated materials or work undertaken free of charge by private or public bodies on the project (calculated at standard commercial rates) is allowed as part of the applicant's financial contribution to the project.

A preference will be given to applications showing significant financial contribution and other support from State/ Local Government, the private sector, the local community or other sources.

BBP grant funding is available for capital infrastructure works only. Applicants must identify in their application any ongoing operation and/or maintenance funding required, the source of that funding and also provide evidence of this ongoing funding. An example is the ongoing cost of operating and maintaining a public sewage pump-out facility, where the initial infrastructure cost is partly funded through BBP.

#### CASE STUDY – GREENWELL POINT BOAT RAMP UPGRADE



**Before**



**New Boat Ramp & Pontoon**



**Completed Boat Ramp Facility**

In addition to funding smaller projects, NSW Maritime supports the development of larger/multi-purpose boating facilities.

NSW Maritime awarded Shoalhaven City Council \$332,000 in BBP funding for the upgrade of the Greenwell Point Boat Ramp, a project which cost almost \$900,000. Funding for the whole-of-site upgrade was staged over three years. Stage 1 involved the design and approvals process; Stage 2 included the construction of a two-lane concrete boat ramp and on-ramp pontoon; and Stage 3 completed the project with the formalisation of car/trailer parking at the site.



## 4. FUNDING CATEGORIES

The BBP provides grant funding opportunities across three main categories:

### Better Boating – Regional Infrastructure Grants

<b>Funding allocated</b>	Up to \$2.5 million per year
<b>Funding ratio</b>	Up to 50% of eligible total costs
<b>Outcomes</b>	Better public recreational boating infrastructure across NSW

### Better Boating – Sharing Sydney Harbour Access Program (SSHAP)

<b>Funding allocated</b>	Up to \$0.5 million per year
<b>Funding ratio</b>	Up to 50% of eligible total costs
<b>Outcomes</b>	Improvements to water-based public access to Sydney Harbour and its tributaries for the people of and visitors to Sydney

### Better Boating – Sydney Harbour Boat Ramps

<b>Funding allocated</b>	Up to \$1.5 million per year
<b>Funding ratio</b>	Up to 100% of eligible total costs
<b>Outcomes</b>	Improved public boat ramp facilities in Sydney Harbour

Eligible applicants may include Local Government, other State Government agencies, registered boating groups located on public land and registered clubs who regularly use waterway infrastructure (e.g. fishing clubs).

Note that the funding commitment only applies where there are suitable eligible projects.

An additional \$0.5M in the annual budget is retained for redistribution across all categories subject to demand or additional assistance and may include:

- funding of facilities identified by NSW Maritime as having a significant strategic value
- funding for projects outside the assessment period or criteria (e.g. development projects such as boating

facilities studies, master plans or emergency funding for damaged facilities)

- additional funding assistance (up to 75%) for selected projects in high demand/strategic areas or disadvantaged council locations
- contributions toward projects on NSW Maritime lands which have a significant recreational boating component.

**Any proposed submission for additional assistance must be discussed with the Infrastructure Grants Manager prior to the submission of any application. Contact [grants@maritime.nsw.gov.au](mailto:grants@maritime.nsw.gov.au) for more detail.**

## 4.1 Better Boating – Regional Infrastructure Grants

The Regional Infrastructure Grants aim to assist in providing improved recreational boating facilities on waterways across NSW (outside of Sydney Harbour).

Up to \$2.5 million is available per annum for up to 50% of the total cost of the proposed project.

Applications for these grants are generally called in June/July and are advertised in major regional publications as well as on the NSW Maritime website.

These grants are subject to the Eligibility Criteria below and other conditions outlined in the Better Boating Information Kit and Application Form.

Detailed eligibility for funding is as follows:

Eligible
Upgrade or provision of boat ramps
Upgrade or provision of public wharves/jetties or pontoons
Provision of public sewage pump-out facilities
Installation of public moorings
Dinghy storage facilities
Recreational boat trailer parking
Wash-down facilities at boat ramps
Minor works directly associated with or facilitating recreational boating facility upgrades such as lighting, access, landscaping and other foreshore improvements
Feasibility and development studies for recreational boating infrastructure projects (incl. engineering design and approvals)

Not Eligible
Funding for facilities not available to the general public
Facilities on privately owned land
Supporting overheads or running costs that are not directly related to the project
Funding for competitions, festivals or other promotional or social activities and events
Funding for salaries, equipment or running costs of infrastructure or an organisation
Funding for the development of private or commercial ventures
Retrospective funding for projects already commenced or completed
Replacement of funding already committed from other sources
Funding for individuals or private businesses that operate for profit and political organisations
Dredging works
Ongoing maintenance of a facility
Land based structures such as club buildings or storage sheds



## 4.2 Better Boating – Sharing Sydney Harbour Access Program (SSHAP)

The Sharing Sydney Harbour Access Program (SSHAP) is a joint grants program administered by the Department of Planning and Infrastructure and funded by the Department of Planning and Infrastructure, Sydney Harbour Foreshore Authority and NSW Maritime.

SSHAP aims to improve public access to Sydney Harbour and its tributaries for the people of and visitors to Sydney. NSW Maritime’s contribution to SSHAP is directed specifically at water-based projects (such as jetties, pontoons, dinghy storage or inter-tidal access) that achieve this outcome.

Up to \$0.5 million is available per annum for up to 50% of the total cost of the proposed project from NSW Maritime for water-based facilities.

The 26 local councils in the Sydney Harbour catchment and registered recreational organisations, such as boating clubs, are all eligible applicants for grant

funding. Recreational organisations wanting to apply must have the written support of the local council.

Applications for these grants are generally called in March each year and are advertised in major Sydney publications as well as on the Department of Planning and Infrastructure website ([www.planning.nsw.gov.au/harbour/sydney\\_access.asp](http://www.planning.nsw.gov.au/harbour/sydney_access.asp)).

All SSHAP grants are subject to the Eligibility Criteria and Conditions outlined by the SSHAP Information Kit and Application Form.



**Applications for SSHAP funding should be submitted directly to the Department of Planning and Infrastructure – contact the Sharing Sydney Harbour Access Program Coordinator on (02) 9228 6256 or email [harbour@planning.nsw.gov.au](mailto:harbour@planning.nsw.gov.au) for more detail.**

### CASE STUDY – LITTLE MANLY

Applications that consider an entire site in the development of a facility are often well supported by the Grants Committee. The final development of the Little Manly boat ramp included not only the reconstruction of the boat ramp but also much needed dinghy and kayak storage. Grants totalling \$151,500 were awarded from NSW Maritime to Manly Council as part of the Sharing Sydney Harbour Access Program (SSHAP). Other land-based improvements (access pathways and landscaping) were also funded by the Department of Planning and the Sydney Harbour Foreshore Authority through SSHAP.



**Above: Boat ramp improvements Below: Dinghy storage**





### 4.3 Better Boating – Sydney Harbour Boat Ramps

The Sydney Harbour Boat Ramp grants aim specifically to improve boat ramps and associated facilities (pontoons, jetties, trailer parking) at boat ramp sites on Sydney Harbour.

Up to \$1.5 million is available per annum for up to 100% of the total cost of the proposed project.

Applications for these grants are generally called in June/July and are advertised in major Sydney publications as well as on the NSW Maritime website.

These grants are subject to the Eligibility Criteria below and other Conditions outlined in the Better Boating Information Kit and Application Form.

NSW Maritime is keen to discuss with Sydney Harbour Councils options or best ideas to improve facilities.

Detailed eligibility for funding is as follows:

Eligible
Upgrade or provision of boat ramps on Sydney Harbour
Upgrade or provision of public wharves/jetties or pontoons at boat ramp sites
Recreational boat trailer parking at boat ramps
Wash-down facilities at boat ramps
Minor works directly associated with or facilitating recreational boating facility upgrades such as lighting, access and landscaping at boat ramp sites
Feasibility and development studies for boat ramps on Sydney Harbour

Not Eligible
Funding for boating facilities not directly related to a recreational trailer boat ramp
Funding for projects outside Sydney Harbour
AND
Not Eligible Criteria listed in BBP Category – Regional Infrastructure Grants



## 5. APPLICATION PROCESS

Applicants must ensure that the completed BBP Application Form (signed by the appropriate authority) and all other required information are post-marked or emailed no later than 5pm on the advertised closing date for each category.

Details and locations for lodgement are provided in the BBP Application Form.

Incomplete applications may be excluded from consideration at the discretion of the BBP Assessment Committee.

NSW Maritime or the BBP will not be liable for any costs associated with or incurred by applicants in the preparation or submission of grant applications.

NSW Maritime takes no responsibility for any oral statements, explanations or instructions given by any of its representatives or officers prior to the acceptance of an application. Applicants shall be responsible for ensuring that any such oral advice be confirmed in writing prior to submitting their application.

### General information

NOTE: The Application and Assessment Process (Sections 5 and 6) may vary for BBP Category – Sharing Sydney Harbour Access Program, which is administered by the Department of Planning and Infrastructure.

See Section 4.2 for more detail. All other General Information (Sections 7 to 10) applies to all categories of funding.

Applicants may contact the Infrastructure Grants Manager on 02 9563 8748 or at [grants@maritime.nsw.gov.au](mailto:grants@maritime.nsw.gov.au) for application queries prior to submission or to confirm that their application was received.

### 5.1 Multiple or Joint Grant Applications

Applicants may submit more than one grant application providing that each is submitted using a separate Grant Application Form and each application is complete in itself.

Multiple applications should be lodged at the same time, with the applicant indicating the priority of applications in the event of limited funding.

Joint or cooperative grant applications must designate one organisation as the delegated lead agency.

### 5.2 Confidentiality

All information provided in both successful and unsuccessful applications will be considered as having been submitted to NSW Maritime in confidence.



## 6. ASSESSMENT PROCESS

Applications for BBP funding grants will be evaluated against the assessment criteria detailed in this section. Different weightings may be applied to the criteria. During the selection process the strengths of each application will be compared with other applications under these criteria.

Geographic distribution may also be a factor in the overall assessment/selection of applications.

### 6.1 Essential Criteria

Applicants must address the following essential criteria in their application:

- **A Lasting Nature** Demonstrate the project involves infrastructure works which will improve the amenity on New South Wales waterways for a significant period of time.
- **Benefits** Demonstrate the project infrastructure is available to be used by a broad cross-section of the boating public with unrestricted public access.
- **Completion Date** Demonstrate that the project will commence within 6 months of the announcement of the funding grant and be completed within 18 months of this date.
- **Good Management** Applications must provide evidence of:
  - realistic budgeting for the project
  - suitable financial and project management capability of the applicant(s)
  - a well defined project scope and work plan
  - evidence of support from project stakeholders, including the owner of the site, the Local Council and the organisation who will be providing ongoing management of the facility.
- **Non BBP Project Funding** Demonstrate that the project costs not met by the BBP funding grant will be met through other viable means within an appropriate timeframe.

### • Ongoing Operation/Maintenance Costs

Demonstrate that where required, adequate ongoing operation/maintenance costs for the infrastructure works will be raised or made available.

### 6.2 Desirable Criteria

The following are desirable criteria, which will enhance an organisation's application for BBP grant funding:

- **Administrative Arrangements** Provide evidence of administrative arrangements/capacity to support the proposed project.
- **Community Support** Detail the level of recognition and support for the proposed project from the public boating and marine sector community.
- **Environmental Benefit** Identify any environmental benefits (e.g. a reduction in water pollution or noise) that will be generated through the completion of the project.
- **Socioeconomic Benefits** Provide details on any socioeconomic benefits (e.g. to local industry and/or tourism) that will be generated through the completion of the project.





## 6.2 Desirable Criteria (continued)

Applications will be assessed in three stages, as outlined below.

### Stage 1 Regional Office Appraisal

This stage will involve an initial assessment of applications by the Regional Manager at the appropriate NSW Maritime Regional Office. This will initially determine if each application is complete and will include an initial appraisal and prioritisation of applications.

### Stage 2 State Wide Appraisal

All applications will be forwarded from regional offices to the NSW Maritime head office to be included in the state wide assessment, prioritisation and selection of preferred projects by the BBP Assessment Committee.

This process will involve further detailed investigation of applications, which could include (if required) an interview(s) with the applicant and project stakeholders and site inspections, as well as obtaining advice or comment from other bodies.

### Stage 3 Approval

Recommendations for BBP funding will be submitted to the NSW Maritime Chief Executive for consideration and final approval of successful applications.



## 7. AWARDING OF GRANTS

All successful and unsuccessful applicants will be notified in writing of the results of their application.

If an application is unsuccessful then the applicant is invited to contact the Infrastructure Grants Manager who will be able to provide feedback on the assessment of their application, and where appropriate, provide advice on how the application could be improved in future rounds.

If the applicant is unsatisfied with the advice provided by the Infrastructure Grants Manager on the outcome of their application, they may write to the Chief Executive (or representative General Manager) of NSW Maritime to appeal the decision and request their application be reconsidered. The application should clearly state the basis for the appeal in this correspondence.

Following the issue of letters to applicants advising them of the results of their application, the following information will be made publicly available and may also be published in the press:

- name of successful applicant(s)
- project description and location
- total project value
- level of BBP grant funding provided.

## 8. CONDITIONS OF GRANT

Successful applicants will be required to comply with the *BBP – Conditions of Grant* (attached with grant offer) and return a signed copy of the grant acceptance.

A copy of the *BBP – Conditions of Grant* is available from the Infrastructure Grants Manager and it is recommended that it be read by applicants prior to the submission of a BBP funding application.

Funding is not usually available retrospectively. Applicants must not plan to begin a project dependent on a grant before receiving formal written notification that they are successful/unsuccessful and the level of BBP funding granted to their project.

BBP funding is dependent upon the project complying with all relevant Commonwealth, State and local authority environment, heritage and planning laws/regulations, as well as appropriate Australian Standards. The successful applicant must ensure that the project complies with all such requirements.

The provision of disability access is encouraged as part of the grant funding. In the case of gangways to pontoon facilities it is expected that the design will, as a minimum, incorporate assisted disabled access criteria and be supported by the local council access committee where appropriate.

BBP funding for joint public boating and club facilities is dependent on the facility providing unrestricted public access and being designed to meet appropriate Australian Standards for unrestricted public facilities. Contact the Infrastructure Grants Manager for more information.

The applicant will need to ensure that there is approval from the landowner for the project. On NSW Maritime lands this will require the applicant to obtain the appropriate landowners consent/agreement and entering into an Agreement to lease.

Grant funding will only be provided subject to meeting requirements as detailed in the *BBP – Conditions of Grant* and any additional conditions confirmed with each successful applicant on an individual basis. Generally, the successful applicant will be required to meet the following:

### 8.1 Project Management

Applicants are required to nominate the organisation who will take on the project management/contractual responsibility for the infrastructure works receiving BBP funding.

Costs for project management and related project control services may be incorporated into the project budget. Although not a mandatory requirement, it may be preferable that the Local Government Authority (Council) be the project manager for the project.

The works must be project-managed in a professional

manner, in accordance with acceptable contemporary industry practice and as detailed further in the *BBP – Conditions of Grant*. This would include the tendering of works and evaluation of tenders in accordance with Local Council procedures and guidelines. It will be the responsibility of the project manager to ensure that the infrastructure works meet all relevant Australian Standard, Code and Statutory requirements.

In some cases, a Project Steering Committee may be required to review the overall direction of the project – see the *BBP – Conditions of Grant* for details of these requirements.



## 8.2 Reporting requirements

**It is an essential requirement that project managers maintain regular contact with BBP staff and provide periodic updates on the progress of the project.**

Requests for updates or other information relating to BBP funded projects must be replied to in a timely manner. Failure to do so may result in termination of the grant.

## 8.3 Acknowledgment of Funding

It is a requirement of the grant that the NSW Government is recognised as a contributor to the project through appropriate recognition signage.

Draft signage must be discussed with the BBP at least three weeks prior to completion of the project. Final payment of grant funding or consideration of future grant applications may be deferred if appropriate recognition signage has not been installed.

NSW Government support must also be acknowledged in all other promotional material, including newsletters, official openings and press coverage associated with the project.

Use of the NSW Maritime logo and standard text of acknowledgement should be approved by the Infrastructure Grants Manager.

## 8.4 Project Variations

Any request for a variation to the agreed scope of the work must be approved by the Infrastructure Grants Manager and other funding bodies in writing prior to the variation works being undertaken or funding committed for the variation.

## 8.5 Termination of Grant Funding

The BBP grant funding may be terminated if it is considered, in the opinion of the Chief Executive (or representative General Manager) of NSW Maritime that the project is not being carried out competently, in accordance with the BBP – Conditions of Grant or the applicant fails to provide satisfactory information following reasonable requests by NSW Maritime.

Upon completion of the project or termination of the funding grant, grant funds that have not been expended or committed for expenditure on the project shall be recoverable by NSW Maritime.

## CASE STUDY – MID-NORTH COAST MARITIME MUSEUM



**Before**



**During construction**



**Nearing completion**

NSW Maritime strongly supports local community groups and registered clubs that are keen to develop recreational boating facilities available for use by the general public. The Mid-North Coast Maritime Museum completed construction of a new jetty at Port Macquarie in January 2009. The Museum was awarded \$62,000 from NSW Maritime for the project which incorporated a significant amount of volunteer labour for the actual construction of the facility.

## 8.6 Payment of Grant

Grants will be paid (in the ratio of funding as awarded) to the recipient on receipt of evidence of actual costs for completed works. This is to be provided through the completion of a **Certificate of Expenditure** and provision of a **Tax Invoice, photos (including recognition signage) and supporting documentation by the recipient.**

Applicants must comply with Federal Government GST requirements. Grants are awarded based on the GST exclusive cost for applicants registered for GST. Final grant payments made will be grossed up by the applicable GST amount (through a submitted tax invoice).

Grants to applicants NOT registered for GST will be

awarded inclusive of any GST component.

Applicants are also required to register for an Australian Business Number (ABN). In special circumstances where an ABN may not be required, the applicant must provide a signed Statement by a Supplier form. More information can be obtained by contacting the Infrastructure Grants Manager.

Grants can be claimed either as a progress payment claimed by the applicant or a single grant claim at the completion of the project.

Funding for certain projects may be provided on a progressive basis, with funding for each successive stage made available following the satisfactory achievement of a predetermined project milestone.

# 9. PROJECT COMPLETION

## 9.1 Statement of Compliance

At the completion of the project a statement of compliance must be provided, signed by an authorised officer of the applicant's organisation. The statement, which will generally be incorporated in the Certificate of Expenditure, should confirm that:

- the BBP funding grant has been used for the purpose for which it was provided; and
- the Conditions of Grant have been met.

## 9.2 Audited Financial Statement

Within 3 months of the completion of the project, the applicant must forward to the BBP team the following:

- A final Certificate of Expenditure (using the forms provided by NSW Maritime or similar) which will include a statement of receipts and payments, in respect of the project, certified by the chief financial officer (or equivalent) of the applicant's organisation.
- The Certificate should also reconcile receipts and payments against project items identified in the grant application (or subsequently approved budget). The final Certificate must also fully reconcile any previous progress claims or payment for the project.



## 10. CHECKLIST

To ensure that your application will be considered by NSW Maritime, please check that you have completed the following steps:

- ensured that you are applying for the category of funding for which you are eligible
- completed in full the appropriate Application Form (signed by an authorised officer) for your category
- addressed the required essential and desirable assessment criteria in detail
- provided all required supporting information including contact details, ABN number, letters of support, a clear concept sketch of your project and detailed costs EXCLUSIVE of GST (See section 8.6 for more detail on GST payments)
- ensured that your organisation will be able to meet the Conditions of Grant as detailed in the BBP – Conditions of Grant (provided by Infrastructure Grants Manager on request)
- Submitted your completed Application Form and all other required information by post, or email **no later than 5pm on the advertised closing date for each category.**

### CASE STUDY DENILIQVIN BOAT RAMPS



Before



After

Fluctuating water levels on inland rivers can be a challenge for those responsible for recreational boating facilities. Low river levels in Deniliquin exposed structural issues at the local town boat ramps.

A grant of \$9,700 was awarded from NSW Maritime to Deniliquin Shire Council to enable the upgrade of two boat ramps, completed in October 2008.

**For any further information contact the Infrastructure Grants Manager on 02 9563 8748 or at [grants@maritime.nsw.gov.au](mailto:grants@maritime.nsw.gov.au)**

**See the NSW Maritime website [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au) for further grant application information and examples of successfully completed projects.**