

## 2019–20 Crown Reserves Improvement Fund

This document answers some frequently asked question on applying for funding under the Crown Reserves Improvement Fund Program (CRIFP). 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 webpage: [www.industry.nsw.gov.au/lands/reserves/funding/improvement-fund](http://www.industry.nsw.gov.au/lands/reserves/funding/improvement-fund)

**Note:** You must submit your online application by **5 pm on Friday 22 March 2019** (there are **no extensions**).

### When will the 2019–20 CRIFP be open for applications?

The funding round will open at **9 am on Monday 11 February 2019** and will close at **5 pm on Friday 22 March 2019**. Make sure you give yourself enough time to complete the application as no extensions will be given.

### How do I submit an application?

Make an application online via the link on the Crown Reserves Improvement Fund webpage: [www.industry.nsw.gov.au/lands/reserves/funding/improvement-fund](http://www.industry.nsw.gov.au/lands/reserves/funding/improvement-fund)

You will find detailed instructions in the *Application Instructions* document, available from the webpage.

### 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 for eligibility and against the assessable criteria, which is detailed in the *Information Guide*.

The fund yearly reports for 2013–14, 2014–15, 2015–16 and 2016-17, available from the CRIFP web page, give examples of projects that have previously been funded.

### Am I eligible to apply?

You must be, or have written authorisation from, a Crown land manager, showground (including freehold), caravan park, state park, school of arts (excluding freehold) or common. Authorised persons are shown in Table 1:

**Table 1. List of authorised persons eligible to apply for funding.**

Crown land manager type	Authorised persons
Statutory Crown land manager board	Chair, Secretary, Treasurer or appointed Administrator
Council Crown land manager	General Manager or Director
Corporate Crown land manager	CEO, CFO or General Manager
Freehold showground	President, Secretary or Treasurer
Other e.g. Government agency	Director or Area Manager

### How do I ensure I submit the strongest application possible?

Before beginning your application, read the *Information Guide* and *Application Instructions*, which can be found on the department's website ([www.industry.nsw.gov.au/lands/reserves/funding/improvement-fund](http://www.industry.nsw.gov.au/lands/reserves/funding/improvement-fund)). Key items to note from these are that you should:

- ensure your application addresses one or more of the CRIFP objectives
- ensure you meet all eligibility criteria—especially the quotes requirement
- ensure you address applicable assessable criteria
- upload all relevant supporting documentation.

### What supporting documentation do I need to submit?

Supporting documentation can strengthen your application. Examples of thing you should attach to you application include, but are not limited to:

- photographs
- letters of support, particularly 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. You can specify the preferred loan term, up to 10 years. While 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 must indicate this when completing your online application form. Loan applicants also need to provide a profit and loss statement, balance sheet and bank statements as supporting documentation. This financial information will be used to assess the ability of the land manager to adequately service proposed loan repayments.

### Can I have an extension to submit my application late?

No. To ensure a fair and transparent process, we will not provide any extensions. Applications must be submitted by **5 pm Friday 22 March 2019** to be considered.

In exceptional circumstances, you can request an extension to submit supporting documentation only. Send an email request to [reservefunding@crowland.nsw.gov.au](mailto:reservefunding@crowland.nsw.gov.au) prior to the round closing. The funding team will reply with its decision. If the extension for supporting documentation submission is approved, you will need to attach the approval email to your application, and you will then only have one additional week to submit all documents.

**NOTE:** Completed application form must still be submitted online by **5 pm Friday 22 March**.