

## Frequently Asked Questions

---

This document answers frequently asked questions about applying for funding under the Crown Reserves Improvement Fund (CRIF).

---

All applicants must read the *Guidelines* and *Applications Instructions* **before** submitting an application. All guidance documents can be found on the [CRIF webpage](#):

**Note:** You must submit your online application by **5pm on Friday 3 June 2022** (there are no extensions).

### When will the 2022–23 CRIF be open for applications?

The funding round will open at **9am on Monday 2 May 2022** and will close at **5pm on Friday 3 June 2022**. 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 [CRIF webpage](#). Detailed instructions for the online application form are in the *Application Instructions* available on the [CRIF webpage](#).

### How much funding can I apply for?

There is an upper limit of \$2 million for general projects however, in the CRIF rounds between 2018 and 2021 the range awarded to:

- 1) council Crown land managers was \$52,967 to \$188,106
- 2) non-council Crown land managers was \$40,149 to \$141,280

Each application (regardless of the amount requested) is assessed for eligibility and against the assessable criteria, which is detailed in the *Information Guide*.

### Am I eligible to apply?

Projects must be on Crown land (including showgrounds, caravan parks, state parks or on a common). Applications for freehold showgrounds will also be accepted.

The person entering the online application must be either:

- 1) an authorised person of the reserve's Crown land manager (CLM) (see table 1 below), or
- 2) an interested party of the reserve (e.g.: a CLM member not on the authorised list below, or a member of a user group on the reserve).

**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, perpetual lease	Crown Lands director or area manager

NOTE: To ensure your application is eligible the person entering the application must be either:

- 1) an authorised person of the Reserve's Crown land Manager, OR
- 2) an interested party AND submit written evidence of authorisation to apply signed by an authorised person from the list in table 1.

**Applications that do not comply with the above will be ineligible.**

Applicants deemed to have submitted ineligible (for authorisation) applications may be given limited additional time (maximum 1 week) to submit further information to establish eligibility at the discretion of the Coordinator Funding Programs. Additional information will be accepted for administrative oversight purposes only. Applicants will not be allowed to submit information that enhances their application after the closing date - this is to ensure probity of process is maintained.

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

Before beginning your application, read the *Guidelines* and *supporting documentation* which, can be found on the [CRIF website](#). Key items to note are that you must:

- meet all eligibility criteria
- address applicable assessable criteria
- address one or more of the CRIF objectives
- upload all relevant supporting documentation.

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

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

- photographs
- maps and/or shapefiles (spatial data).
- business plans (including plans of management or master plans; need for change statements)
- supporting financial information
- letters of support, particularly letters from the community

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

Low interest loans will only be considered for amounts over \$100,000. You can specify the preferred loan term, up to 10 years.

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 or statement of comprehensive income, balance sheet or statement of financial position 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 **5pm Friday 3 June 2022** to be considered.

In exceptional circumstances, you can request an extension to submit supporting documentation only. Send an email request to [reservefunding@crowmland.nsw.gov.au](mailto:reservefunding@crowmland.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 5pm Friday 3 June 2022.