



CRICKET NSW

Supporting Documentation Resource -

When applying for the Australian Cricket Infrastructure Fund (ACIF), it's essential to provide clear, concise, and well-organised documentation. This is the only information the evaluation panel will use to assess your application.

The ACIF provides equal opportunity for funding for all applicants from volunteers to professional grant writers, with the evaluation focusing on the need of the application more professionalism of the application. There is a minimum standard expected for the applications and the notes below outline this standard

Due to the number of applications in each round, Cricket New South Wales (CNSW) may not have the opportunity to conduct site visits or follow up for missing details prior to making the assessment.

Please contact CNSW to discuss your application prior to lodging to ensure compliance with all relevant requirements and guidelines. Contact your local Cricket Staff [here](#) for more information.

Providing the right documents in the right format helps the panel:

- Understand your project clearly,
- Assess its readiness and feasibility,
- Confirm community need and benefit,
- Ensure value for money and proper planning.

To give your project the best chance of success, take the time to ensure each required item is included and well-presented.

When starting your application in Submittable there is an option to include collaborators, this can include other members from you club, association or council. Your CNSW contact can also be included as a collaborator and assist in reviewing the application. This resource is available as a guide, as CNSW is part of the evaluation panel CNSW staff will not be able to complete the application on your behalf. Locate your CNSW contact [here](#)

Below is a guide to help you understand why each document is needed and what a good example looks like.



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1. Plans / Design Documentation

Why it's required:

- Demonstrates that the project is well thought out and professionally planned.
- Confirms project feasibility and alignment with local building codes or regulations.
- Helps assess the scope and potential community benefit of the project.

Good example includes:

- Professionally drawn architectural or engineering plans.
- Clear site layout, dimensions, elevations, materials to be used.
- Concept drawings or artist impressions for upgrades or new builds.
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2. Final Cost Estimate / Quote

Why it's required:

- Confirms the total funding required and helps validate the requested grant amount.
- Demonstrates financial planning and prevents underestimation of costs.
- Helps assess value for money and cost-efficiency of the project.

Good example includes:

- Quotes from multiple suppliers on the same scope of works.
- Itemised quotes from qualified contractors or suppliers.
- Clear breakdown of materials, labour, contingency, and GST.
- Dated and addressed quotes, ideally recent (within last 3–6 months).

3. Photos of Existing Facility



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Why it's required:

- Provides visual context to support the need for funding.
- Helps assess the current condition, deficiencies, or usage of the facility.
- Supports the case for improvement or new infrastructure.

Good example includes:

- High-quality, well-lit images of all relevant areas (inside and outside).
- Captions noting what is shown and why it's relevant to the proposed project.
- Photos that show damage, wear, poor accessibility, or space limitations.

4. Landowner/ Manager Consent

Why it's required:

- Confirms permission to carry out works on the site if it is not owned by the applicant.
- Prevents legal or land use issues later in the project.
- Demonstrates proper governance and accountability.

Good example includes:

- A signed letter or form from the landowner (e.g. local council, department of education).
- Statement clearly giving consent for the proposed project and timeframe.
- Reference to any conditions of the consent, if applicable.

5. Letters of Support & Confirmation from Funding Sources

Why it's required:

- Shows that additional or matched funding is secured or being actively pursued.
- Indicates broader community or stakeholder support.
- Adds credibility to the project's financial and social backing.

Good example includes:

- Letters on official letterhead from organisations or government bodies including contact information.
 - Specific reference to the amount and purpose of funding or in-kind support.
 - Endorsement of the project's benefit to the community.
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6. School/Community Facility User Agreements

Why it's required:

- Demonstrates the facility will be actively used and benefit cricket groups.
- Provides evidence of ongoing or future community use, ensuring sustainability.
- Helps assess community reach and inclusion.

Good example includes:

- Signed agreements or MOUs with user groups, clubs, or organisations.
- Details of how often and for what purpose the facility will be used.
- Evidence of long term access or cricket benefit.

7. Project Delivery Schedule

Why it's required:

- Outlines a realistic and structured plan to complete the project on time.
- Helps assess readiness to begin and monitor progress milestones.
- Ensures accountability and alignment with funding timelines.

Good example includes:

- Gantt chart or simple timeline with key dates and milestones.
- Phases such as planning, approvals, construction, completion.
- Identification of responsible parties for each stage.