



# 2017-2018 Community Sports Infrastructure Fund

## Application Guidelines

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Available at [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants)

(1604012)

# Message from the Minister for Sport, John Eren



Sport and recreation is the heart and soul of our communities, bringing families and locals together.

The Victorian Government is committed to ensuring that more people can improve their health, get active and involved with sport and recreation at local clubs, using community facilities across the state.

With the state's population on the rise, we're proud to invest in a range of initiatives that ensure grassroots sports facilities are modernised and developed consistent with growing community demand and expectations.

I'm delighted that the *Community Sports Infrastructure Fund* is open for the 2017-18 round. The *Community Sports Infrastructure Fund* continues exciting new developments that will meet the needs of the Victorian sporting community.

Over the next three years, sporting organisations and clubs, working with their local councils, can apply for funding through a range of traditional and new program categories that support upgrades to existing facilities or the development of new facilities.

Eligible projects include local aquatic upgrades, sports pavilion developments, sports surfaces and sports lighting installations, play spaces and feasibility studies.

I'm particularly proud that the *Community Sports Infrastructure Fund* has again been extended to include the categories that implement our significant commitments to female friendly and cricket facilities.

The Female Friendly Facilities category gives local councils funding to build new and upgrade existing, out-dated change facilities at sports clubs around the state that cater for female sport, with a focus on promoting female and family friendly environments.

The Cricket Facilities category forms part of the \$12.4 million *Community Cricket Program: On Common Ground*, a partnership with Cricket Victoria and Cricket Australia to provide local councils with the ability to upgrade and develop new buildings, grounds, training facilities and cricket specific club infrastructure.

The fund supports the Victorian Government's determination to address the growing demand for local cricket facilities, female change rooms at local grounds and the need for more modern and accessible community sports facilities that can be enjoyed by everyone, regardless of their age, background, gender or ability.

The program reflects our major commitment to health, wellbeing, and community sport as well as boosting the capacity of communities to attract and host local and regional competitions and events.

I'm confident that by working together we can make sport more inclusive, increase local participation and the accessibility of sport, stimulate local economies and create new jobs and volunteer opportunities.

I look forward to seeing new and exciting projects benefitting even more Victorians as part of the *Community Sports Infrastructure Fund*.

A handwritten signature in black ink that reads "John Eren". The signature is written in a cursive, slightly slanted style.

**Hon John Eren MP**  
Minister for Sport

# Contents

<b>Message from the Minister for Sport, John Eren</b>	<b>3</b>
<b>1. What is the Community Sports Infrastructure Fund?</b>	<b>6</b>
1.1. Why is the Victorian Government funding these grants?	6
<b>2. Who can apply?</b>	<b>7</b>
<b>3. What types of activities might be funded?</b>	<b>7</b>
3.1. What will not be funded?	8
3.2. Past performance	9
<b>4. Partnership approach</b>	<b>9</b>
<b>5. What is the application process?</b>	<b>9</b>
5.1. Process for clubs	9
5.2. Process for councils	9
Step One: Contact Sport and Recreation Victoria	10
Step Two: Project Proposal	10
Step Three: Notification	10
Step Four: Full Application	10
<b>6. Timelines and assessment</b>	<b>11</b>
<b>7. Resources and additional information</b>	<b>11</b>
<b>8. Conditions that apply to applications and funding</b>	<b>13</b>
8.1. Funding Agreements	13
8.2. Acknowledging the Victorian Government’s support and promoting success	14
8.3. Payments	14
<b>9. Better Pools</b>	<b>15</b>
9.1. Better Pools – Full Application assessment criteria	16
9.2. Better Pools Application Checklist	17
<b>10. Major Facilities</b>	<b>18</b>
10.1. Major Facilities assessment criteria	19
10.2. Major Facilities Application Checklist	20

<b>11. Small Aquatic Projects</b>	<b>21</b>
11.1 Small Aquatic Projects assessment criteria	22
11.2 Small Aquatic Projects Application Checklist	23
<b>12. Minor Facilities</b>	<b>24</b>
12.1 Minor Facilities assessment criteria	25
12.2. Minor Facilities Application Checklist	26
<b>13. Cricket Facilities</b>	<b>27</b>
13.1. Cricket Facilities assessment criteria	28
13.2. Cricket Facilities Application Checklist	29
<b>14. Female Friendly Facilities</b>	<b>30</b>
14.1. Female Friendly Facilities assessment criteria	31
14.2. Female Friendly Facilities Application Checklist	32
<b>15. Planning</b>	<b>33</b>
15.1. Planning assessment criteria	35
15.2. Planning Application Checklist	36

# Program description and objectives

## 1. What is the Community Sports Infrastructure Fund?

The *Community Sports Infrastructure Fund* is a Victorian Government funding program that helps provide high quality, accessible community sport and recreation facilities across Victoria by encouraging:

- increased sport and recreation participation for all Victorians
- increased female and junior participation
- increased access to sport and recreation opportunities
- better planning of sport and recreation facilities
- innovative sport and recreation facilities
- environmentally sustainable facilities
- universally designed facilities.

The *Community Sports Infrastructure Fund* provides grants for planning, building new, and improving existing facilities where communities conduct, organise and participate in sport and recreation. Funding is available under the following categories\*:

- **Better Pools** – Grants of up to \$3 million are available to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres.
- **Major Facilities** – Grants of up to \$650,000 (where the total project cost is more than \$500,000, excluding GST) are available to develop or upgrade major district and regional sport and recreation facilities.
- **Small Aquatic Projects** – Grants of up to \$200,000 are available to improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces.
- **Minor Facilities** – Grants of up to \$100,000 for any one project (where the total project cost is up to \$1,000,000 excluding GST) are available for community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities.

- **Cricket Facilities** – Grants of up to \$100,000 are available to assist local councils, cricket associations and local cricket clubs to upgrade and develop cricket specific club infrastructure including new buildings, grounds, and training facilities.
- **Female Friendly Facilities** – Grants of up to \$100,000 are available to build new and upgrade existing, outdated change facilities at sports clubs around the state that cater for female sport, with a focus on promoting female and family friendly environments.
- **Planning** – Funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning, including:
  - grants of up to \$30,000 for projects focusing on recreation planning or facility feasibility in one municipality
  - grants of up to \$50,000 for regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities
  - grants of up to \$30,000 for female participation strategies.

\*For specific details on the number of applications that can be submitted under each category please refer to sections 9-15.

### 1.1. Why is the Victorian Government funding these grants?

Strong, active and healthy communities need high-quality, accessible, well-designed and managed facilities for sport and recreation activities. Developing new facilities or improving the quality of existing facilities to increase participation and wellbeing is a priority for the Victorian Government.

Construction of new or improved facilities also stimulates the local economy and creates a range of employment and volunteer opportunities, from construction and facility management, through to coaching and officiating.

## 2. Who can apply?

Only local government authorities can apply directly to the Department of Health and Human Services for funding from this program.

Councils are required to discuss their project(s) with their Sport and Recreation Victoria representative before submitting their Project Proposal(s) or Application(s).

Community organisations can only seek access to support from the fund through the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories by submitting an *Expression of Interest Form for Community Organisations* directly to their local council. Community organisations are advised to contact their local council about timelines for expressions of interest.

## 3. What types of activities might be funded?

A wide variety of sport and recreation planning and infrastructure projects will be considered for funding.

Improving participation outcomes is a key objective of the program. Applications must clearly demonstrate how the projects will improve participation outcomes.

Specifically, proposals should demonstrate how the project:

- will increase or maintain participation
- encourages participation by females, juniors, people living in growth areas and communities experiencing disadvantage
- improves health and wellbeing of the community
- encourages development of multi-use, shared and co-located facilities
- collaborates with schools and community groups
- collaborates with state sporting associations or relevant peak bodies
- improves environmental sustainability
- applies or demonstrates principles of Universal Design.

Priority will be given to communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing strong population growth.

Councils should make contact with peak bodies, local leagues/associations, state sporting associations and regional sports assemblies (where appropriate) to seek their support and input into the planning and design of facilities along with developing participation/programming initiatives.

Councils are encouraged to explore funding models that demonstrate stakeholder commitment to the project.

Staged components of a larger facility development, providing the particular stage meets the program criteria are eligible.

Projects on private land are eligible, but will be subject to the establishment of a legally binding agreement between the organisation and local council to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in the Full Application.

Projects on school land are eligible subject to a completed Community Joint Use Proposal (to the Department of Education and Training) which is completed by the applicant and the school. (Schools can access this document from the Department of Education and Training website.) Applicants must allow sufficient time to complete this document and obtain the necessary endorsement from the Department of Education and Training at both the regional office and central office.

Proposals may include project management fees of up to 5 per cent of the total project cost.

Councils wanting to undertake Design and Construct projects are eligible. Councils will need to demonstrate appropriate levels of planning and are still required to submit schematic designs and costings with full applications.



### 3.1. What will not be funded?

The *Community Sports Infrastructure Fund* will not fund:

- projects where contributions from funding partners are not confirmed in writing or underwritten by council
- tenant clubs that have failed to resolve a breach of the *Victorian Code of Conduct for Community Sport*
- projects that do not strongly meet the assessment criteria
- projects that do not meet the eligibility criteria
- projects that do not align with the objectives of the program
- Minor Facility projects that exceed the maximum total project cost of \$1,000,000 (ex GST)
- projects that do not meet relevant Australian standards (e.g. lighting projects or netball court dimensions)
- projects that are deemed by Sport and Recreation Victoria as not ready to proceed
- applications submitted after the closing date, unless written approval from Sport and Recreation Victoria has been obtained before the closing date which will only be granted under exceptional circumstances (e.g. significant technology disruptions)
- requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to, site clearing, earthworks and building works)
- the purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, or land held for public purposes by trustees)
- facilities where little or no public access is available
- applications where the recipient organisation/s receive revenue from electronic gaming machines will generally be given a lower priority
- facilities designated for electronic gaming machine operations
- in general, areas designated as licenced areas within a proposed facility will not be eligible for funding. The Department of Health and Human Services may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as child care or access by young people
- routine or cyclical maintenance works
- repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be covered by insurance
- requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities
- costs associated with the purchase of transport or any other type of vehicle
- upgrading or redeveloping kitchen or toilet facilities, except as part of a larger project that meets the objectives of the funding program
- purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out)
- projects previously funded by Sport and Recreation Victoria, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes
- the replacement of like-for-like surfaces (e.g. tennis hard-court surface replaced by a similar hard-court surface) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is being introduced. Additional use should be confirmed through letter of support. Exceptional circumstances may be considered where a safety and/or standard/compliance issue is evident
- projects that do not demonstrate how the principles of Universal Design and Environmentally Sustainable Design principles have been incorporated
- costs for the design of sport and recreation facilities only.





### 3.2. Past performance

Sport and Recreation Victoria will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. Poor past performance will be taken into account when assessing applications and may be reason for projects not being supported.

This assessment will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by Sport and Recreation Victoria (within appropriate timeframes)
- organisations have overdue incomplete projects funded by Sport and Recreation Victoria and whether they have requested a variation
- organisations have completed projects funded by Sport and Recreation Victoria and whether they have submitted required final acquittal documentation.

## 4. Partnership approach

To strengthen the potential outcomes from the *Community Sports Infrastructure Fund* for communities, councils are required to engage Sport and Recreation Victoria and other appropriate major stakeholders as early as possible to develop proposals that strongly align with the fund.

This includes engaging with Sport and Recreation Victoria in the development of a project, rather than just in the development of an application. Sport and Recreation Victoria will provide guidance on how project ideas or proposals align with the fund prior to developing an application.

Once funded, projects are required to fulfil specific obligations to maintain funding commitments to projects. These obligations are outlined in the Funding Agreements. Project Managers are required to be familiar with these obligations.

To ensure appropriate support is provided to meet these obligations, Sport and Recreation Victoria is requiring all councils to provide a Project Governance Framework (template provided on [www.sport.vic.gov.au](http://www.sport.vic.gov.au)) that outlines the governance model for delivery of projects from the Better Pools, Major Facilities, Small Aquatic Projects and Planning categories.

The Project Governance Framework will provide Sport and Recreation Victoria with confidence that appropriate engagement will occur during the project's development, particularly design phases where particular project circumstances may diminish the original intent of a project or diminish the rationale for its support from the fund.

## 5. What is the application process?

### 5.1. Process for clubs

Only local councils are able to submit applications directly to Sport and Recreation Victoria. Community organisations can seek access to support from the fund through the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories by submitting an *Expression of Interest Form for Community Organisations* directly to their local council.

Any clubs wishing to discuss a project should contact their local council who will provide further advice.

### 5.2. Process for councils

The application process will require the submission of both a Project Proposal and Full Application for all categories.

This approach gives applicants the opportunity to receive advice on their proposals earlier and supports clubs and local groups to work more closely with their council to develop project proposals for funding, while reducing the work involved in developing full applications.

## Step One: Contact Sport and Recreation Victoria

Council must discuss project ideas with a Sport and Recreation Victoria representative before submitting a Project Proposal. They will provide:

- advice on the most appropriate form of support for your project
- guidance on the development of those proposals that have merit, that align with program objectives and that are ready to proceed
- high-level design advice.

## Step Two: Project Proposal

Project Proposals can be submitted via Grants Online at [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants) by **11.59 pm Wednesday 8 June 2016**.

Project Proposals will be assessed by the alignment of the project's proposed outcomes and the program objectives, criteria, and project readiness.

A concept or schematic plan should be submitted at the Project Proposal stage, if available.

## Step Three: Notification

Sport and Recreation Victoria will advise councils (via email) of Project Proposals supported to Full Application stage from **Monday 18 July 2016**.

## Step Four: Full Application

Councils notified of supported Project Proposals in Step Three will be invited to submit a Full Application via web link. Full Applications may only seek an amount equal or lesser than that approved in Step Three and should not change in scope.

All supporting documentation should be emailed to [csif@sport.vic.gov.au](mailto:csif@sport.vic.gov.au) copying in your Sport and Recreation Victoria representative. Please quote your category and project name in the subject line of your email (e.g. Minor – Smith Reserve Lighting). Attach all documents to one email, zipping the files if required.

You can also send attachments on a CD or USB, quoting your project name, to:

### Community Infrastructure and Regional Facilitation Group

Sport and Recreation Victoria  
Department of Health and Human Services  
GPO Box 4057  
Melbourne, Victoria 3001

Full Applications will be assessed against the *Community Sports Infrastructure Fund* assessment criteria and the required documents. The more effort applied to providing and addressing these questions and providing relevant supporting documentation, the more likely the project will attract grant funding.

Application(s) addressing all criteria and including all additional information must be submitted by **11.59 pm on Wednesday 31 August 2016**.

If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30 am and 5 pm weekdays.

## 6. Timelines and assessment

There are a number of common features in successful applications. Good applications are well planned, involve co-ordination and collaboration with Sport and Recreation Victoria, involve other relevant stakeholders, and are clear about what issue they are trying to address. Answering each of the assessment criteria questions will help applicants develop a more thorough project proposal.

Questions about Project Development, Strategic Justification, Stakeholder Engagement and Participation are incorporated under the assessment criteria section for each category. The percentage weightings allocated to each criterion represents the importance of the different weighting Sport and Recreation Victoria will use to assess project applications.

Program opens	12 April 2016
Project Proposals closing date	8 June 2016
Notification of successful Project Proposals	18 July 2016 onwards
Full Applications closing date	31 August 2016
Funding Announcements and Notification of Outcomes	November 2016 onwards

## 7. Resources and additional information

Sport and Recreation Victoria has consolidated a number of helpful tools and resources to assist with application development that can be found at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

### Planning guides

Sport and Recreation Victoria and other industry stakeholders, have developed a series of planning guides for sport and recreation facility development which include:

- Design for Everyone Guide
- Community Sporting Facility Lighting Guide
- Community Cricket Facility Guidelines
- AFL Preferred Facility Guidelines
- Netball Australia National Facilities Policy
- Tennis Facility Planning Guide

- Skate Facility Guide
- Good Play Space Guide
- Indoor Aquatic and Recreation Facility Development Guidelines
- Pool Concourse Guidelines
- Healthy Choices: policy guidelines for sport and recreation centres
- Open Space Planning Guide
- Artificial Grass for Sport Guide.

### Project Support

In addition to these planning guides, a range of project resources are also available to support the development of projects that incorporate best practice.

### Universal Design Principles fact sheet

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost.

## **Environmentally Sustainable Design**

Proposals are encouraged to incorporate Environmentally Sustainable Design initiatives in project designs.

## **Capital Replacement Planning**

A Capital Replacement Plan is a tool that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is recommended by Sport and Recreation Victoria where facilities need to be periodically replaced or renewed.

## **Schedule of Use**

A Schedule of Use is a list of all the sport and recreation activities, highlighting the extent to which the proposed facility development will be used. The schedule summarises the type and duration of the activity over a period of time and is a valuable tool to measure participation outcomes. Councils can use the Schedule of Use as provided or adapt and/or provide their own.

## **Voluntary Labour and In-kind Support**

Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities, Female Friendly Facilities and 25 per cent of Major Facilities and Small Aquatic Projects.

## **Victorian Code of Conduct for Community Sport**

The facility tenant club(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport* or related State Sporting Association Code of Conduct. More information can be obtained from [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

## **SunSmart Online Shade Audit Tool**

This online tool helps determine whether existing shade at a site is adequate and provides practical recommendations to improve both built and natural shade. For more information [www.sunsmart.com.au/shade-audit/](http://www.sunsmart.com.au/shade-audit/)

## **Competitive Neutrality Policy**

Under the Council of Australian Governments' Competition Principles Agreement, Victoria is a signatory to the Council of Australian Governments' Competitive Neutrality Policy.

## **Crime Prevention Through Environmental Design Principles**

Proposals are encouraged to incorporate Crime Prevention Through Environmental Design Principles in planning and designing projects. The Safer Design Guidelines provide guidance for designing safer environments that minimise the opportunity for crime to occur and promote safe, accessible and liveable places that encourage community participation. For more information [www.crimeprevention.vic.gov.au/home/resources/safer+design+guidelines+for+vic](http://www.crimeprevention.vic.gov.au/home/resources/safer+design+guidelines+for+vic)



## 8. Conditions that apply to applications and funding

### 8.1. Funding Agreements

Successful applicants must enter into a Funding Agreement with Department of Health and Human Services. Funding Agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applications review the Department of Health and Human Services standard terms and conditions before applying.

- The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding. It is recommended that you view the terms and conditions available at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)
- A Schedule is required to be executed (signed) by both parties. The Schedule sets out the:
  - activity details
  - funding amounts
  - agreed actions and payments
  - reporting requirements
  - acknowledgement and publicity requirements
  - other activity specific requirements
  - notices.
- Funds must be spent on the project as described in the application and outlined in the Schedule, unless changes are agreed to in writing.
- Minor Facilities, Cricket Facilities, Female Friendly Facilities and Planning projects are to be completed and funds claimed by **31 December 2018**
- Better Pools, Major Facilities and Small Aquatic Projects are to be completed and funds claimed by **31 May 2019**
- The facility tenant club(s) or association(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport*. The Victorian

*Code of Conduct for Community Sport – Forms for Tenants* must be completed and signed by each facility tenant club and submitted with the Full Application to Sport and Recreation Victoria. Applications without this form will not be considered for funding. More information about the *Victorian Code of Conduct for Community Sport* can be obtained from [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

- A request to vary the timing or scope of an approved project must be discussed with your Sport and Recreation Victoria representative before submitting your request or commencing new works. Variation approval is at Sport and Recreation Victoria's discretion and may lead to a reduction or cancellation of the grant depending on the change in scope.
- Councils must inform the participating organisation(s), where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the Schedule.
- Councils are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects as outlined in the Schedule.
- The principles of the Victorian Industry Participation Policy should be observed throughout relevant projects.  
For further information go to:  
<http://dsdbi.vic.gov.au/our-department/strategies-and-initiatives/victorian-industry-participation-policy>
- A local government officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
  - a Project Governance Framework must be completed and submitted with the Full Application for Better Pools, Major Facilities, Small Aquatic Projects and Planning
  - a Project Management Framework\*\* must be completed and submitted with the Full Application for all Better Pools, Major Facilities, Small Aquatic and Planning projects

- through a process of appropriate engagement in the governance of a project, councils must secure Sport and Recreation Victoria’s endorsement of key documents such as schematic plans and architectural/ planning briefs prior to work commencing. Projects must not commence or be tendered until endorsement is provided. Sport and Recreation Victoria may not make milestone payments if endorsement is not secured in a timely manner
  - councils must provide project acquittal documentation as required
  - councils are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or Department of Health and Human Services publications, 12 months after project acquittal.

\*\*A Project Management Framework is a statement/spreadsheet that includes the name of the local government officer responsible for the project, project activities and project timelines. The Project Management Framework Fact Sheet, along with a basic Project Management Framework template, can be obtained from [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants)

## 8.2. Acknowledging the Victorian Government’s support and promoting success

Successful applicants need to acknowledge the Victorian Government’s support through the *Community Sports Infrastructure Fund*. Acknowledgement and publicity guidelines form part of the Activity Schedule and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material, and placement of a permanent Victorian Government endorsed sign/plaque at the site of completed infrastructure activities.

The Minister for Sport is to be given the opportunity to participate in any formal activity associated with the progress or completion of a facility or to officially open or launch the project. Openings and launches of *Community Sports Infrastructure Fund* projects are to be coordinated through the Office of the Minister for Sport. Councils considering staging an opening or launch must give adequate notice.

Acknowledgement and Publicity Guidelines can be found at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

## 8.3. Payments

Upfront payments for funded projects may be made if/when:

- a Funding Agreement has been signed by both parties and any special conditions have been met
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

For all grants at least 10 per cent of the total funding is paid in arrears on evidence of satisfactory completion of the activity.



## 9. Better Pools\*

### Objectives

To enable:

- development or redevelopment of aquatic leisure facilities supported by comprehensive planning, in consideration of regional aquatic needs and demands
- councils to meet the needs of current and future aquatic leisure centre users
- new or redeveloped spaces that create participation and programming opportunities for the entire community.

### What type of projects might be funded?

- Projects that provide new or redeveloped aquatic leisure facilities.
- Redevelopments that focus on increasing participation and access to aquatic activities.

### Funding details

Maximum grant	Local government authority	Funding ratios
Up to \$3 million No maximum Total Project Cost	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

\*Only one project can be submitted under the Better Pools, Major Facilities, and Small Aquatic Projects categories.

## 9.1. Better Pools – Full Application assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing and confirmation of funding sources.
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria), safety, risk management, Universal Design Principles, Environmentally Sustainable Design.**
	How does the project demonstrate economic impact during construction and operation, including employment during and after construction?
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence how the project is strategically supported by local or regional aquatic or major facility planning and/or state sporting associations/peak body plans.
	Respond to current market demand and trends in aquatic leisure provision.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
	Will the project be managed by an appropriately qualified team?
	Has consideration been made regarding inter-municipal linkages and issues where appropriate?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe the project's regional/district and multi-purpose benefits.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.

**\*\*Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.**



## 9.2. Better Pools Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan / aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Quantity Survey, tender price or independent qualified expert report
- Project Governance Framework
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcome' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of council reports/plans/ strategies/community consultation to support the project (please do not attach entire documents)
- Facility Management Plan
- Detailed Schedule of Use
- Environmentally Sustainable Design report(s) and budget
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)



## 10. Major Facilities\*

### Objectives

To enable the development of major community sport and recreation facilities that are high quality, accessible, innovative, effectively managed, sustainable and well used.

Major Facilities encompasses projects with a total project cost of more than \$500,000 (GST exclusive).

### What type of projects might be funded?

The development of new, or redevelopment of existing multi-purpose facilities that cater for a range of activities and user groups with regional significance. Examples include the development of multi-sport precincts.

The development of single purpose regional or sub-regional facilities, which usually include:

- a catchment of more than one municipality
- users who are likely to travel some distance to participate
  - regionally significant projects for the sport(s) or activity
  - facilities for regional or representative training, competition and events.

### Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$650,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Major Facilities. Councils must approve and underwrite any in-kind contribution.

\*Only one project can be submitted under the Better Pools, Major Facilities, and Small Aquatic Projects categories.



## 10.1. Major Facilities assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing, quotations/internal cost estimates and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria) that address site considerations, safety, risk management, Universal Design Principles, Environmentally Sustainable Design.**
	How does the project demonstrate economic impact during construction and operation, including employment during and after construction?
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities?
	Provide evidence how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
	Will the project be managed by an appropriately qualified team?
	Has consideration been made regarding inter-municipal linkages and issues where appropriate?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe the project's regional/sub-regional and multi-purpose benefits.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.

**\*\*Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmentally Sustainable Design budget in the Full Application.**

## 10.2. Major Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan / aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quantity Survey, tender price or independent qualified expert report
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Project Governance Framework
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcome' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Facility Management Plan
- Detailed Schedule of Use
- Environmentally Sustainable Design report(s) and budget
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)

## 11. Small Aquatic Projects\*

### Objectives

To enable the renewal, redevelopment and modernisation of aquatic leisure facilities, including installing water play spaces and provide minor upgrades to year-round aquatic facilities and outdoor seasonal pools to improve access, sustainability and usability.

### What type of projects might be funded?

The Small Aquatic Projects category will prioritise proposals that focus on increasing participation and access to aquatic activities.

Examples of possible projects that may be funded include:

- increasing the amount of leisure water and aquatic play features
- development of outdoor water play spaces
- upgrades/redevelopments of outdoor seasonal pools
- environmentally sustainable infrastructure initiatives
- works to raise water temperatures
- improving amenities such as better change areas and shelter/shade
- improving accessibility to aquatic spaces and change facilities.

### Funding Ratios

Maximum grant	Local government authority	Funding ratios
Up to \$200,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$2:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Small Aquatic Projects. Councils must approve and underwrite any in-kind contribution.

\*Only one project can be submitted under the Better Pools, Major Facilities and Small Aquatic Projects categories.

## 11.1 Small Aquatic Projects assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing, quotations/internal cost estimates and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include confirmation of funding sources and contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	How does the project address issues of safety, risk management, Universal Design Principles and Environmentally Sustainable Design?
	Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST).
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintains) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.

## 11.2 Small Aquatic Projects Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan / aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Quotes, internal cost estimates
- Quantity survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Environmentally sustainable design report(s) and budget
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcomes' section of the assessment criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)



## 12. Minor Facilities\*

### Objectives

- To encourage participation in sport and recreation through innovative facility initiatives.
- To encourage involvement of community organisations in planning and developing facilities.
- To encourage cooperation between Sport and Recreation Victoria, councils, state sporting associations/peak bodies and local sports clubs and organisations.
- To strengthen communities through the development of sustainable sport and recreation facilities.
- To encourage greater participation by females and juniors and by disadvantaged population groups and communities.

### What types of projects might be funded?

- Unisex accessible change facilities.
- Sports surfaces – new and/or improved surfaces that increase use or safety.
- Sports lighting that improves participation opportunities and safety.
- Play spaces, skate parks, BMX tracks or youth recreation facilities.
- Multi-use recreation/meeting spaces.
- Shared paths and trails.
- Projects that result in energy or water efficiency, such as warm season grass conversions.
- Multipurpose training facilities.

### Funding Details

Maximum grant	Local government authority	Funding ratios
\$100,000 with a Total Project Cost not exceeding \$1,000,000***	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.

\*Councils may apply for the maximum grant amount for up to three projects from the Minor Facilities and Cricket Facilities categories, with a maximum of two applications from any single category.





## 12.1 Minor Facilities assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing, quotations/internal cost estimates and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include confirmation of funding sources and contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	How does the project address issues of safety, risk management, Universal Design Principles and Environmentally Sustainable Design?
	Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST).
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.

## 12.2. Minor Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan / aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quotes, internal cost estimates
- Quantity survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the assessment criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)



## 13. Cricket Facilities\*

The Cricket Facilities category is a major initiative of the Community Cricket Program a significant four year partnership between the Victorian Government, Cricket Victoria and Cricket Australia to improve cricket participation opportunities for all Victorians.

Cricket Australia recently released their Community Cricket Facilities Guidelines, which should be referred to in the development of applications to help plan, design and cost cricket facility projects.

### Aim

The Cricket Facilities category will provide funding towards the development of new and upgrade of existing cricket facilities at clubs around the state.

### Objectives

- To strengthen communities through the development of sustainable cricket facilities
- To encourage and provide opportunities for female, multicultural, Aboriginal and all-abilities participants in cricket through facility development

- To encourage involvement of community organisations in planning and developing facilities
- To encourage collaboration between councils, Sport and Recreation Victoria, Cricket Victoria, associations/leagues and local sports clubs to actively promote inclusive cultures and programs that increase cricket participation
- Increase the ability of clubs to build capacity and provide for current needs through the delivery of appropriate high quality cricket facilities.

### What types of projects might be funded?

- Pavilion upgrades including change room upgrades for players and officials.
- Training facilities including multipurpose training facilities, indoor training facilities, turf and synthetic off-field training wickets.\*\*
- On-ground improvements such as co-located synthetic/turf wickets, and ground surface conversions and improvements including irrigation and drainage.

\*\* All training net facilities must include public access



### Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$100,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong.	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.

\*Councils may apply for the maximum grant amount for up to three projects from the Minor Facilities and Cricket Facilities categories, with a maximum of two applications from any single category.

## 13.1. Cricket Facilities assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include confirmation of funding sources contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	Include quotations/internal cost estimates for projects with a total project cost under \$500,000. Includes project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of over \$500,000.
	Include site specific schematic plans (developed with stakeholder input including Cricket Victoria and Sport and Recreation Victoria) including issues of safety, risk management, Universal Design Principles, Environmentally Sustainable Design and Cricket Australia's Community Cricket Facilities Guidelines.
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local cricketing facilities.
	Provide evidence how the project is strategically supported by local or regional planning and/or Cricket Victoria plans such as Cricket Victoria's facility strategy "Common Ground".
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, Cricket Victoria, associations/leagues, clubs and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in cricket. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in cricket activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.

## 13.2. Cricket Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.
- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Cricket Victoria, Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quotes, internal cost estimates
- Quantity survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the assessment criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)



## 14. Female Friendly Facilities\*

### Aim

The Female Friendly Facilities category will provide funding to build new and upgrade current, outdated change facilities to improve access for female participants and officials.

### Objectives

- Increase access, equality and opportunities for existing and emerging female participants and officials in sport and active recreation.
- To encourage greater female (junior and senior) participation in female sports.
- To encourage female participation in sport and active recreation through more accessible and safer facility design.
- To encourage greater involvement of females in planning and developing facilities.

- To encourage collaboration between Sport and Recreation Victoria, councils, state sporting associations/peak bodies, regional sports assemblies, local sports clubs and organisations to actively promote inclusive cultures, policies and initiatives that promote female participation.
- To strengthen communities through the development of sustainable participation opportunities for females.

### What types of projects might be funded?

- Build new unisex accessible change rooms to facilitate female participation.
- Redevelop or refurbish current change facilities to cater for female participants.
- Develop new or redevelop/refurbish existing change rooms for female officials.

### Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$100,000*** No maximum total project cost	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong.	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

Applications from emerging non-traditional female sports will be highly regarded.

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.

\*Councils may apply for the maximum grant amount for up to two projects from the Female Friendly Facilities category.

## 14.1. Female Friendly Facilities assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include confirmation of funding sources contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	Include the provision of quotations/internal cost estimates for projects with a total project cost under \$500,000 or includes project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of over \$500,000.
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria) including issues around safety, risk management, Universal Design Principles and Environmentally Sustainable Design.
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities for existing or emerging female participants.
	Provide evidence how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) female participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional female programming opportunities identified and planned to increase (or in certain cases maintain) female participation in sport and active recreation.
	How does the project provide sustainable participation for females by improving the inclusiveness of sports clubs and facilities demonstrated through new or developing policies, initiatives and programs?
	How does the project encourage the broadest possible female participation in sport and active recreation activities?

### Guidelines, further information and research

Refer to [www.sport.vic.gov.au](http://www.sport.vic.gov.au) for guidelines, further information and research on developing Female Friendly Facilities including preferred guidelines for specific sports.

## 14.2. Female Friendly Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Quotes, internal cost estimates
- Quantity survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the assessment criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land use agreement for projects located on private land
- For those projects located on school land, a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)



## 15. Planning

### Objectives

The Planning category supports councils to provide a strategically planned response to community sport and recreation needs.

It encourages:

- integrated recreation planning linked to other local government planning processes, including land use, health and wellbeing and municipal
- recreation planning (particularly with state sporting associations and other peak bodies) and/or strategies for improving community participation
- sub-regional and regional facility planning and development
- feasibility studies for proposed major facility developments
- co-operation between neighbouring councils and/or state sporting associations.

### What types of projects might be funded?

Four types of planning activities are funded under this category:

- recreation planning
- facility feasibility
- regional planning
- female participation strategies.

Priority will be given to projects that demonstrate a municipal or regional benefit.

Regional planning projects that seek to investigate the provision of aquatic facilities and/or other major sporting infrastructure are encouraged and will be highly regarded.

External consultancy fees and costs associated with the production of the study report, such as printing expenses will be eligible for funding. Where council proposes to undertake a planning initiative in-house by an existing council staff member, that person must be assigned to the project full-time (to be demonstrated by a letter from council's chief executive officer to confirm the arrangement).

### Recreation Planning

Recreation planning can focus on a number of areas, such as:

- strategic municipal, sub-regional or regional recreation planning
- planning for specific geographic areas
- planning for specific facility types such as aquatics, indoor stadiums, etc
- specific sport/recreation activities or issues.

### Facility Feasibility

Facility feasibility studies should critically assess a proposal and allow councils to make informed decisions about whether to proceed with a project. This category covers studies into the feasibility of:

- developing new facilities
- redeveloping existing facilities
- consolidating similar facilities
- providing regional facilities.

### Regional Planning

Councils may also submit an additional planning application that seeks to address a recreation planning or facility feasibility issue that affects more than one municipality.

The application is required to be auspiced by one municipality and requires a financial contribution from more than one local government authority to be eligible.

Proposals that demonstrate partnerships with state sporting associations and peak bodies will be highly regarded. It is recommended that councils make contact with these organisations and their sport and recreation representative to discuss priorities and align project objectives.

Projects that consider the provision of aquatic facilities are encouraged and will be highly regarded.

### Female Participation Strategies

Female participation planning focuses on the development of policies that will increase equality, access and opportunities for girls and women to participate in sport and active recreation.

### What types of projects will not be funded:

The Planning category will not fund projects that are considered to be council's core business such as council policy development or pricing policies. The project must directly link to infrastructure development and/or support participation strategies.

### Funding Details

Funding amount	Local government authority	Funding ratios
<b>Recreation Planning and Facility Feasibility</b>		
Up to \$30,000 One application only	Metropolitan	SRV \$1:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local
<b>Regional Planning</b>		
Up to \$50,000 A second planning project may be submitted under Regional Planning where the scope and funding contributions extend beyond one municipality.	Metropolitan/Outer Metropolitan*	SRV \$1.5:\$1 local
	Regional City**/Rural	SRV \$2:\$1 local

\***Outer Metropolitan:** Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges

\*\***Regional City:** Ballarat, Bendigo, Geelong

## 15.1. Planning assessment criteria

Applications for the Planning category do not need to address the assessment criteria in the Full Application.

However, the high quality draft project brief will need to address the criteria as follows:

Strategic Justification	
<b>20%</b>	Does the project respond to identified community need and address current issues and is it supported by local organisations and/or state sporting associations/peak bodies planning?
Project Development	
<b>30%</b>	Clearly identify the project scope, methodology and proposed outcomes in a draft project brief.
	Encourage innovative approaches to address issues such as risk management, multi-use, Universal Design Principles, and Environmentally Sustainable Design.
Stakeholder Engagement	
<b>10%</b>	Will consult and collaborate with a variety of project partners and stakeholders.
	Considers inter-municipal linkages and issues (where appropriate).
Participation Outcomes	
<b>40%</b>	Proposed outcomes that would increase (or in certain cases maintain) participation in sport and recreation.
	Plans for projects that encourage the broadest possible community participation in sport and recreation activities.
	Considers multi-use and improves the quality and range of sport and recreation facilities and programming outcomes.

## 15.2. Planning Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- A high quality draft project brief
- Letters of support from organisations that clearly indicate how the group/individual will either support the project or benefit from the project scope
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, Letter from council CEO, club bank statements)
- Project Governance Framework

