

2018-19 Female Friendly Facilities Fund Application Guidelines



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Available at the Sport and Recreation Victoria website **<www.sport.vic.gov.au/grants>**

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Message from the Minister for Sport, John Eren

From soccer to walking, participation for women and girls in sport and recreation is on the rise. The *Female Friendly Facilities Fund* is our latest initiative to keep it that way.

We're pleased to announce this new initiative is providing grants of up to \$500,000 to help clubs and communities, through their councils, develop local sports infrastructure projects that make a real difference for women and girls.

Whether it's introducing lighting to make training safer, improving grounds or upgrading change rooms for women and girls, by working together we can kick start infrastructure projects that can open doors and accommodate more women and girls.

The *Female Friendly Facilities Fund* supports the Victorian Government's determination to address the growing demand for more modern and accessible community sports infrastructure that can be enjoyed by everyone, regardless of their age, background, gender or ability.

The Fund is one of a suite of infrastructure programs, which also include our flagship *Community Sports Infrastructure Fund*, *Country Football and Netball Program*, *Better Indoor Stadiums Fund* and the *Word Game Facilities Fund*. Through these programs we are investing millions into community sports infrastructure across Victoria.

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 *Female Friendly Facilities Fund*.



John Eren

Hon John Eren MP
Minister for Sport

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Program description and objectives

1. What is the Female Friendly Facilities Fund?

The *Female Friendly Facilities Fund* provides funding to councils to develop sports facilities such as changerooms, grounds, pavilions and courts that enable, facilitate and retain participation by women and girls.

1.1 Why is the Victorian Government, investing in the Female Friendly Facilities Fund?

The number and quality of facilities at community clubs plays a key role in encouraging and sustaining women and girls' involvement.

In Victoria, women and girls participation rates in sport and active recreation remain lower than males, particularly in community club settings.

Community sport and recreation facilities are becoming outdated and often do not provide the range of amenities that attract and sustain participation by women and girls throughout their life.

To encourage more women and girls to become active and involved in sport and active recreation, user-friendly facilities are required.

In November 2015, the independent Inquiry into Women and Girls in Sport and Active Recreation delivered *A Five Year Game Plan* that made nine recommendations to the Minister for Sport.

The recommendations were aimed at enhancing participation by women and girls in sport and active recreation and increasing engagement in leadership and governance roles.

The Victorian Government adopted all nine recommendations. The *Female Friendly Facilities Fund* aims to address recommendation 6: to deliver female friendly built environments and equitable facility usage policies.

The *Female Friendly Facilities Fund* is part of broader work being undertaken by the Victorian Government to address these recommendations.

A key part of this work is the *Change Our Game* campaign, which brings together sport and recreation organisations in a shared effort to increase leadership and participation opportunities for women and girls in sport.

*For more information about *Change Our Game* <www.changeourgame.vic.gov.au>

2. Who can apply?

Only local government authorities can apply directly to Sport and Recreation Victoria for funding from this fund.

Councils are required to discuss their project with their Sport and Recreation Victoria representative before submitting their application.

Local clubs and community organisations are advised to contact their local council to discuss their project, to ensure it meets the fund's objectives and criteria.

3. What types of projects might be funded?

Encouraging and retaining participation by women and girls in sport and active recreation is a key objective of this fund.

All projects must ensure that women and girls have prioritised and equitable access to existing and new facilities.

Specifically, proposals must clearly demonstrate how a project will:

- improve and enhance the experience of participating for women and girls (e.g. make change facilities for women and girls available or enable training/games to be scheduled at more convenient times for women and girls)
- increase equity, access and opportunities to new and existing sports facilities for women and girl participants and officials in sport and active recreation
- encourage greater junior and senior participation through the development of sustainable opportunities for women and girls in sport and active recreation
- encourage women and girls participation in sport and active recreation through accessible and safer facility design
- encourage greater involvement of women and girls in planning and developing facilities
- be supported by policies, practices and culture change initiatives that promote gender equality across all aspects of participation in the relevant sport/recreation activity
- 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 women and girls participation.

Examples of potential projects that may be funded include:

- new or redevelop existing change rooms to facilitate participants and officials that are women and girls
- sports grounds that facilitate women and girls participation
- multi-sport courts that facilitate women and girls participation
- sports lighting that facilitates women and girls participation
- upgrading existing grounds to improve capacity for women and girls participation.

All applications will be assessed against the *Female Friendly Facilities Fund* eligibility and assessment criteria.

Councils must discuss their project proposals with a Sport and Recreation Victoria representative before submitting applications.

Other considerations:

- councils must make timely contact with relevant state sporting associations and peak sporting bodies to discuss project ideas, seek their input into the planning and design of facilities and participation/programming initiatives to ensure programming equality will be achieved from the project
- projects must meet the relevant standards (for example, lighting projects should comply with Australian standards for the respective sport and playing surface dimensions)
- Universal Design principles and environmentally sustainable design must be incorporated into projects
- councils are encouraged to explore funding models that demonstrate stakeholder commitment to the project
- facilities planned in functional, self-contained stages 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



- 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
- proposals may include project management fees of up to five per cent of the total project cost
- councils wanting to undertake Prefabricated Design and Construct projects are eligible. However, councils are required to submit a detailed area schedule and cost estimates, for prefabricated/modular construction projects.
- routine or cyclical maintenance works
- 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
- projects that do not meet relevant Australian standards (e.g. lighting projects or netball court dimensions)
- 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 and schedule of use. Exceptional circumstances may be considered where a safety standard or compliance issue is evident

3.1. What will not be funded?

Project Types

- projects where there is little or no demonstrated current women and girls participation
- 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)
- 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, building works and any form of early works)
- requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities
- upgrading or redeveloping kitchen or public toilet facilities, except as part of a larger project that meets the objectives of the funding program
- costs for the design of sport and recreation facilities only (e.g. detailed design of a facility or single site masterplans)
- repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance
- facilities where little or no public access is available
- 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.



Financial Management

- projects where contributions from funding partners are not confirmed in writing or underwritten by council
- applications where the recipient organisation/s receive revenue from electronic gaming machines will generally be given a lower priority

Program Alignment

- projects that do not align with the objectives of the program
- projects that do not meet the eligibility criteria
- projects that do not strongly address the assessment criteria
- 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)
- tenant clubs that have failed to resolve a breach of the Fair Play Code (formerly Victorian Code of Conduct for Community Sport)
- projects that do not demonstrate how the principles of Universal Design and Environmentally Sustainable Design have been incorporated

3.2. Past performance

In finalising decisions on the allocation of funding for the *Female Friendly Facilities Fund*, 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. Councils are expected to deliver and acquit projects within the prescribed timeframes. 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 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 acquittal documentation.

4. Partnership approach

To strengthen the potential outcomes from the *Female Friendly Facilities Fund* for communities, councils are required to engage Sport and Recreation Victoria, state sporting associations and/or relevant peak bodies as early as possible to develop proposals that strongly align with the fund.

This includes engaging with Sport and Recreation Victoria, state sporting associations and/or relevant peak bodies 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.

5. What are the funding details?

Councils may submit applications for one or more venues with a total (combined) funding request of up to \$500,000.

Sport and Recreation Victoria funding towards total project costs (excluding GST) will be based on the following ratios:

Funding available	Local government authority	Funding ratios
Councils may submit applications for one or more venues with a total (combined) funding request of up to \$500,000. 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, Mitchell, Whittlesea, Wyndham	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost. Councils must approve and underwrite any in-kind contribution.

Projects may utilise other state government funding sources as their local contribution. However, a minimum of 25 per cent of the total project cost must be made up of non-state government funding sources.

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

6. What is the application process?

There are some important steps to consider before submitting an application to the *Female Friendly Facilities Fund*.

6.1 Process for clubs

Only local councils are able to submit applications directly to Sport and Recreation Victoria.

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

6.2 Process for councils

Step 1: Check your eligibility

Only councils can apply directly to Sport and Recreation Victoria for funding.

Step 2: Councils should discuss their project idea with Sport and Recreation Victoria, state sporting associations and/or peak bodies.

Step 3: Apply using Grants Online

To apply, go to the Sport and Recreation Victoria grants website <www.sport.vic.gov.au/grants>

Make sure you have the information you need to apply on hand, including required documents, and click on 'Apply online' to submit your application through Grants Online. You will receive an Application Number when you submit an application online. Please quote your Application Number in all correspondence relating to your application.

Submitting your application online through Grants Online ensures it is received by Sport and Recreation Victoria immediately and can be processed in the most efficient way. If you need assistance with applying online, please



call the Grants Information Line on 1300 366 356 or email grantsinfo@sport.vic.gov.au between 8.30am – 5pm weekdays.

All supporting documentation can be emailed to ffff@sport.vic.gov.au copying in your Sport and Recreation Victoria representative.

When you submit your application online using the grants online system you will receive an application number. Please quote your Application Number in the subject line of your email. Attach all documents to one email, zipping the files if required.

You can also send attachments on a CD or USB, quoting your application number, to:

Community Infrastructure and Regional Facilitation
Sport and Recreation Victoria
Department of Health and Human Services
GPO Box 4057
Melbourne, Victoria 3001

7. Timelines

Please refer to the below table for key program dates.

Program opens	April 2018
Full Applications closing date	23 July 2018
Funding Announcements and Notification of Outcomes	September 2018 onwards
Projects commence	November 2018 onwards
Projects completed	May 2020

8. How will applications be assessed?

There are a number of common features in successful applications. Good applications are well planned, involve relevant stakeholder consultation and are clear about what they are aiming to achieve. Answering each of the Assessment Criteria questions will help applicants develop a more thorough project proposal.

Grant applications will be assessed against the *Female Friendly Facilities Fund* Assessment Criteria and the required documents set out in this section.

Applications must also provide all the relevant supporting documentation to secure grant funding. The application form asks for a description of the project, response to the assessment criteria and an explanation of the outcomes.

For example, questions about project development, strategic alignment, stakeholder consultation and project outcomes are incorporated under the Assessment Criteria section. The percentage weightings allocated to each criterion represent the importance of the different weighting Sport and Recreation Victoria will use to assess project applications.

8.1 Assessment Criteria

Project Development	
30%	Describe why the project is required.
	Provide a detailed project scope outlining all components of the development.
	What design considerations have been explored and/or implemented (i.e. Universal Design, Environmentally Sustainable Design, Crime Prevention Through Environmental Design Principles) and who has been involved during this phase?
	Provide details on how project costs have been accurately identified, and outline how the project will be funded.
Strategic Alignment	
20%	Why is this project required? Describe how it responds to an identified need for infrastructure to support women and girls participation.
	Describe how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Consultation	
10%	Outline the consultation processes and outcomes with project stakeholders including clubs/ leagues and community groups, relevant state sporting associations and Sport and Recreation Victoria.
	Describe and demonstrate the involvement of women and girls in the development and design process of the project.
Project Outcomes	
40%	Outline the current participation and future programming opportunities for women and girls participation including any multi-use benefits.
	Describe the key benefits of the project and how it will increase (or maintain) participation for women and girls.
	Describe what gender equality policies and/or practices are currently undertaken by the club and council and what will be implemented. If not currently undertaken, how will gender equality be addressed in the future?
	In addition to the proposed project, what other initiatives are being run to support sustainable participation of women and girls? This may include existing, new or future initiatives such as running culture change or education sessions for club members or programs supporting professional development of female staff/volunteers.



Examples of gender equality policies and practices include:

- equal/fair use allocation policies
- complaints mechanism to resolve issues related to gender inequality or discrimination
- policies/targets around increasing the number or percentage of women in leadership positions e.g. committees/boards or coaches

8.2 Information you will need to provide as part of your application

Application Checklist

The quality of the following **mandatory documentation** will be assessed in conjunction with the criteria responses.

Project Development

- 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)
- Detailed area schedule for prefabricated/modular construction projects
- Quotes, internal cost estimates are acceptable for projects with a total project cost under \$1 million (excluding GST); or
- Quantity survey, tender price or independent qualified expert report is required for projects with a total project cost over \$1 million (excluding GST).
- Evidence of confirmation of funding sources (e.g. council resolution confirming contribution, letter from council CEO or club bank statements)
- Project Management Framework

Strategic Alignment

- Relevant sections of council reports/plans strategies/community consultation to support the project (please do not attach entire documents)

Stakeholder Consultation

- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project

Project Outcomes

- Detailed Schedule of Use (Club data current and future hours table)
- Completed Fair Play Code (formerly Victorian Code of Conduct for Community Sport) Form for Tenants from all clubs and/or associations that are tenants of the facility

If Applicable

- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Club Strategic Plans
- Council or Club Gender Equality policies
- 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 found at www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview
- Completed in-kind and voluntary labour support form
- Technical and/or Access audits (where available)
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement

9. Conditions that apply to applications and funding

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. It is recommended that you view the terms and conditions available at 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 project 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.
- Successful applicants will have 18 months to complete projects.
- The facility tenant club(s) are expected to adhere to the Fair Play Code from 1 July 2018 (formerly Victorian Code of Conduct for Community Sport) or related State Sporting Association Code of Conduct. More information can be found at the Sport and Recreation Victoria website 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.
- You may be required to provide photos before and after project construction, upon request.
- 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 project as outlined in the Schedule.
- 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 Management Framework** must be completed and submitted with the application for all 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.
- Successful applications/clubs will be asked to participate in pre-and post-research on culture at sporting clubs
- Councils and facility users with successful applications will be required to partake in Change Our Game initiatives. Specific details will be finalised as part of the funding agreement.

**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 the Sport and Recreation Victoria grants website www.sport.vic.gov.au/grants.

9.1 Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Female Friendly Facilities Fund*.

Acknowledgement and publicity guidelines form part of the Funding Agreement and include the requirement that all activities acknowledge the Victorian Government's support through logo presentation on any activity-related publications, media releases, promotional material and placement of a permanent Victorian Government endorsed sign/plaque at the site during construction and upon completion of 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 *Female Friendly Facilities 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.

These guidelines have recently been updated to reflect current expectations of Victorian Government recognition. Visit the Acknowledgement and Publicity Guidelines page for more information

www.sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates.

9.2 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.

10. 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 the Sport and Recreation Victoria Forms and Templates page www.sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates

Sport and Recreation Victoria and other industry stakeholders have developed a series of planning guides and other informative resources for 'best practice' sport and active recreation facility and club development. Resources include, but are not restricted to:

- Female Friendly Sport Infrastructure Guidelines
- Design for Everyone Guide
- Community Sporting Facility Lighting Guide
- Artificial Grass for Sport Guide
- Community Cricket Facility Guidelines
- AFL Preferred Facility Guidelines
- Netball Australia National Facilities Policy

- Tennis Facility Planning Guide
- This Girl Can - Helping women and girls get active
- Female participation in sport and physical activity a snapshot of the evidence, that can be found at VicHealth <<https://www.vichealth.vic.gov.au/media-and-resources/publications/female-participation-in-sport-and-physical-activity-a-snapshot-of-the-evidence>>
- Physical activity across life stages, that can be found at VicHealth <<https://www.vichealth.vic.gov.au/media-and-resources/publications/life-stage>>
- Provision of drinking water fountains in public areas, that can be found at VicHealth <<https://www.vichealth.vic.gov.au/media-and-resources/publications/provision-of-drinking-water-fountains-in-public-areas>>
- Welcoming Sport, that can be found at VicHealth <<https://vicsport.com.au/welcoming-sport>>

In addition to these planning guides, a range of project resources are also available to support the development of projects that incorporate best practice. Resources include, but are not restricted to:

Universal Design

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. The Design for Everyone Guide incorporates the Universal Design Principle approach to best practice facility design.

Schedule of Use

A *Schedule of Use* is a list of all the sport and active 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.

Environmentally Sustainable Design

Proposals should incorporate Environmentally Sustainable Design initiatives in project designs. It is good practice to incorporate Environmentally Sustainable Design initiatives in all projects where possible.

Crime Prevention Through Environmental Design Principles (CPTED)

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. <<https://www.planning.vic.gov.au/policy-and-strategy/urban-design/urban-design-guidelines>>

Child Safety Standards

From 1 January 2017, new Child Safety Standards now apply to sporting organisations that operate and provide sporting services directly to children within Victoria (including National Sporting Organisations).

The standards relate to child protection within your Association or Club, and include requirements to have practices, procedures and policies in place to prevent and respond to allegations of child abuse <https://vicsport.com.au/child-safe-standards>.

Fair Play Code (formerly Victorian Code of Conduct for Community Sport)

The facility tenant club(s) are expected to adhere to the *Fair Play Code from 1 July 2018* (formerly *Victorian Code of Conduct for Community Sport*) or related State Sporting Association Code of Conduct. More information can be found at Sport and Recreation Victoria <www.sport.vic.gov.au>.

Capital Replacement Planning

A Capital Replacement Plan is a tool (not mandatory) 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.

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 *Female Friendly Facilities Fund*.

SunSmart Online Shade Audit Tool

This SunSmart online tool helps determine whether existing shade at a site is adequate and provides practical recommendations to improve both built and natural shade <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 <www.dtf.vic.gov.au/Publications/Victoria-Economy-publications/Competitive-neutrality-policy>

Competitive neutrality policy measures are designed to achieve a fair market environment without interfering with the innate differences in size, assets, skills and organisational culture which are inherent in the economy.

The competitive neutrality policy applies only to the significant business activities of publicly owned entities, and not to the non-business non-profit activities of those entities. In Victoria, it is the responsibility of government agencies and local governments to determine if their business activities fall within the scope of competitive neutrality policy.

