

2019-20 Community Sports Infrastructure Fund Application Guidelines



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Available at www.sport.vic.gov.au/grants

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Message from the Minister for Sport, John Eren

Sport and active 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 active recreation at local clubs, using community infrastructure across the state.

That's why I'm delighted that the 2019/20 *Community Sports Infrastructure Fund* is now open.

I'm proud to also announce this year the program features increased funding amounts for the Major Facilities, Small Aquatic Projects and Minor Facilities categories.

The *Community Sports Infrastructure Fund* continues to support sports infrastructure that meets the needs of Victorian communities.

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

Sport and active recreation organisations and clubs, working with their local councils, can apply for funding through a range of categories that support upgrades to existing infrastructure or the development of new infrastructure.

The *Community Sports Infrastructure Fund* is one of a suite of infrastructure programs, which also include the *Female Friendly Facilities Fund*, *Country Football and Netball Program*, *Better Indoor Stadiums Fund*, and *The Word Game Facilities Fund*, investing millions across Victoria.

Eligible projects include local aquatic centre upgrades, sport's grounds and pavilion developments, sport surfaces and lighting installations, active recreation facilities, play spaces and feasibility studies.

The *Community Sports Infrastructure 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 program reflects our major commitment to health, wellbeing, and community sport and active recreation 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".

Hon John Eren MP
Minister for Sport

Contents

Message from the Minister for Sport, John Eren	3
Program description and objectives	5
1. What is the Community Sports Infrastructure Fund?	5
1.1 Why is the Victorian Government funding these grants?	5
2. Who can apply?	6
3. What types of activities might be funded?	6
3.1 What will not be funded?	7
3.2 Past performance	8
4. Partnership approach	8
5. Program process	9
5.1 Process for clubs	9
5.2 Process for councils	9
6. Timelines	10
7. Better Pools*	10
7.1 Better Pools – Full Application assessment criteria	11
7.2 Better Pools Application Checklist	12
8. Major Facilities*	13
8.1 Major Facilities – Full application assessment criteria	14
8.2 Major Facilities Application Checklist	15
9. Small Aquatic Projects*	16
9.1 Small Aquatic Projects – Full application assessment criteria	17
9.2 Small Aquatic Projects Application Checklist	18
10. Minor Facilities*	19
10.1 Minor Facilities Full Application assessment criteria	20
10.2 Minor Facilities Supporting Documentation	21
11. Planning	22
11.1 Planning Full Application assessment criteria	24
11.2 Planning Application Checklist	25
12. Resources and additional information	25
13. Conditions that apply to applications and funding	27
13.1 Funding Agreements	27
13.2 Acknowledging the Victorian Government’s support and promoting success	29
13.3 Payments	28

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 active recreation infrastructure across Victoria by encouraging:

- increased sport and active recreation participation for all Victorians
- increased female and junior participation
- increase the capacity and access to sport and active recreation opportunities
- better planning of sport and active recreation facilities
- increase integrated school and community sport and active recreation infrastructure
- innovative sport and active recreation facilities
- environmentally sustainable facilities
- universally designed facilities

The *Community Sports Infrastructure Fund* provides grants for planning, building new, and improving existing infrastructure where

communities conduct, organise and participate in sport and active recreation. Funding is available under the following categories*:

1.1 Why is the Victorian Government funding these grants?

Strong, active and healthy communities need high-quality, accessible, well-designed and managed infrastructure for sport and active 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.

The program reflects the government's commitment to health, wellbeing, and community sport and active recreation, as well as boosting the capacity of communities to attract and host local and regional competitions and events.

Category	Maximum Grant Amount	Aim
Better Pools	Up to \$3 million	High-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres
Major Facilities	Up to \$800,000, with a total project cost over \$500,000	Develop or upgrade sub-regional and regional sport and active recreation facilities
Small Aquatic Projects	Up to \$250,000	Improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces
Minor Facilities	Up to \$250,000	Assist community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and active recreation facilities.
Planning Recreation planning or Facility feasibility	Up to \$30,000	Projects focusing on recreation planning or facility feasibility in one municipality
Planning - regional	Up to \$50,000	Regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities

*For specific details on the number of applications that can be submitted under each category please refer to sections 8-13.

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 Application(s).

Community organisations can only seek access to support from the fund through the Minor Facilities, category 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 active 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 the 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 or significant change in circumstances (e.g. economic challenges).

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 that is exclusive of GST.

Councils wanting to undertake Prefabricated Design and Construct projects are eligible. However, councils are required to submit a detailed area schedule for prefabricated/ modular construction projects rather than schematic plans (although plans can be submitted if available).

3.1 What will not be funded?

The Community Sports Infrastructure Fund will not fund:

Project Types

- 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)
- 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
- 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

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 required final acquittal documentation.

4. Partnership approach

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

This includes engaging with Sport and Recreation Victoria early 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, councils are required to fulfil specific obligations to maintain funding commitments to projects. These obligations are outlined in the projects Activity Schedules. Project Managers are required to be familiar with these obligations.

To ensure appropriate support is provided to meet these obligations, Sport and Recreation Victoria requires all councils to provide a Project Governance Framework that outlines the governance model for delivery of projects from the Better Pools, Major Facilities, Small Aquatic Projects and Planning categories

www.sport.vic.gov.au/files/srv-project-governance-framework-templatedocx

The Project Governance Framework will provide Sport and Recreation Victoria with confidence that an appropriate engagement process will be implemented as the project is developed, particularly during design phases, where changing project circumstances have the potential to diminish the original intent of a project or diminish the rationale for its support from the fund.

5. Program process

5.1 Process for clubs

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

Local clubs and community organisations are encouraged to contact their local council to discuss potential projects. As a guide clubs and community organisations can review the Expression of Interest Form for Community Organisations

www.sport.vic.gov.au/expression-interest-form

5.2 Process for councils

The application process will require the submission of a Full Application.

Step One: Contact Sport and Recreation Victoria

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

- advice on the most appropriate funding opportunity 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: Full Application

Councils must submit a Full Application via the grants portal www.sport.vic.gov.au/grants-and-funding/our-grants/community-sports-infrastructure-fund

All supporting documentation should be emailed to csif@sport.vic.gov.au copying in your Sport and Recreation Victoria representative. Please quote your project name in the subject line of your email (e.g. 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 Programs

Sport and Recreation Victoria

Department of Health and Human Services

GPO Box 4057

Melbourne, Victoria 3001

Application(s) must be submitted by 11.59 pm on Monday 25 June 2018.

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.

Step Three: Assessment

Full Applications will be assessed against the Community Sports Infrastructure Fund assessment criteria and the required documents.

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, outline proposed outcomes 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 Alignment, Stakeholder Consultation and Project Outcomes are incorporated under the assessment criteria section for each category. The percentage weightings allocated to each criterion represents the importance and the different weighting Sport and Recreation Victoria will use to assess project applications.



6. Timelines

Please refer to the below table for key program dates.

Program opens	April 2018
Full Applications closing date	25 June 2018
Funding Announcements and Notification of Outcomes	September 2018 onwards
Projects Comment	1 July 2019

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

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.

7. Better Pools*

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

Aim

To provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres.

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.



7.1 Better Pools – Full Application assessment criteria

Project Development	
30%	Describe why the project is required?
	Detail the project scope outlining all components of the development.
	What design considerations have been explored and/or implemented (i.e. Universal Design, ESD, CPTED) 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.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.
Strategic Alignment	
20%	Describe how the project is strategically supported by local or regional aquatic and/or state sporting associations/peak body plans.
	Describe the project's regional/district/local and multi-use benefits and how it responds to current market demand and trends in aquatic leisure provision.
	Has consideration been made regarding inter-municipal linkages and issues where appropriate?
Stakeholder Consultation	
10%	Outline the consultation process and outcomes with project stakeholders including clubs/leagues and community groups, relevant state sporting associations and Sport and Recreation Victoria.
Project Outcomes	
40%	Describe the key benefits of the project and how the project will increase (or maintain) participation in sport and active recreation.
	Outline any current activities and future programming opportunities.
	Describe what gender equality policies and/or practices are currently undertaken by the facility manager, user groups and council and what will be implemented in the future. If not currently undertaken, how will gender equality be addressed in the future?
	What outcomes relating to Universal Design and Environmentally Sustainable Design are anticipated to be achieved as part of this project?
	Detail the anticipated economic impact of the project during construction and operation, including employment during and after construction.
	Demonstrate how Healthy Choices Guidelines will be implemented in the project.



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

7.2 Better Pools 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)
- Quantity survey or tender price are required
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Environmentally Sustainable Design report(s) and budget
- Project Management Framework

Strategic Alignment

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

Stakeholder Consultation

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

Project Outcomes

- Facility Management Plan
- Detailed Schedule of Use
- 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)
- 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 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, 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.

8. Major Facilities*

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

Aim

To develop or upgrade sub-regional and regional sport and active recreation facilities.

Objectives

To enable the development of major community sport and active 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.

A project may be considered regionally significant if:

- It caters for a broad participant catchment area or across municipalities;
- It is considered to have regional-level significance to a state sporting association;
- It provides a range of participation outcomes (community, competition, events and talent development); or
- It has the capacity to host national, state and regional competitions.

Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$800,000 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.

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.



8.1 Major Facilities – Full application assessment criteria

Project Development	
30%	Describe why the project is required?
	Detail the project scope outlining all components of the development.
	What design considerations have been explored and/or implemented (i.e. Universal Design, ESD, CPTED) 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.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.
Strategic Alignment	
20%	Describe how the project is strategically supported by local or regional and/or state sporting associations/peak body plans.
	Describe the project's regional significance.
	Has consideration been made regarding inter-municipal linkages and issues where appropriate?
Stakeholder Consultation	
10%	Outline the consultation process and outcomes with project stakeholders including clubs/leagues and community groups, relevant state sporting associations and Sport and Recreation Victoria.
Project Outcomes	
40%	Describe the key benefits of the project and how it will increase (or maintain) participation in sport and active recreation.
	Outline the current activities and future programming opportunities including any multi-use benefits.
	Describe what gender equality policies and/or practices are currently undertaken by the club and council and what will be implemented in the future. If not currently undertaken, how will gender equality be addressed in the future?
	What outcomes relating to Universal Design and Environmentally Sustainable Design are anticipated to be achieved as part of this project?

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 Major Facilities 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 are required for projects with a total project cost over \$1 million (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Environmentally Sustainable Design report(s) and budget
- 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 Governance Framework

Project Outcomes

- Facility Management Plan
- Detailed Schedule of Use
- 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)
- Business or Feasibility Planning Documents
- 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 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, 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.

9. Small Aquatic Projects*

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

Aim

To improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces.

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 \$250,000 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.

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.



9.1 Small Aquatic Projects – Full application assessment criteria

Project Development	
40%	Describe why the project is required?
	Detail the project scope outlining all components of the development.
	What design considerations have been explored and/or implemented (i.e. Universal Design, ESD, CPTED) 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	
10%	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 process and outcomes with project stakeholders including clubs/leagues and community groups, relevant state sporting associations and Sport and Recreation Victoria.
Project Outcomes	
40%	Describe the key benefits of the project and how it will increase (or maintain) participation in sport and active recreation.
	Outline the current activities and future programming opportunities including any multi-use benefits.
	Describe what gender equality policies and/or practices are currently undertaken by the facility manager, user groups and council and what will be implemented in the future. If not currently undertaken, how will gender equality be addressed in the future?
	What outcomes relating to Universal Design and Environmentally Sustainable Design are anticipated to be achieved as part of this project?

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



9.2 Small Aquatic Projects 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)
- 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 report confirming contribution, letter from council CEO or club bank statements)

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
- 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

- Project Management Framework
- 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 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, 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.

10. Minor Facilities*

*Councils may apply for the maximum grant amount for up to two projects from the Minor Facilities.

Aim

Provide community sport and active recreation groups, working in partnership with local government, to develop or upgrade community sport and active recreation infrastructure.

Objectives

- To encourage participation in sport and active 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 active recreation facilities.
- To encourage greater participation by females, juniors and disadvantaged groups.

What types of projects might be funded?

Applications that demonstrate exceptional participation outcomes for multiple user groups or both genders will be more likely to attract higher grant amounts.

Examples of project types include:

- Unisex accessible changerooms
- 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
- 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
\$250,000 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

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



10.1 Minor Facilities Full Application assessment criteria

Project Development	
40%	Describe why the project is required?
	Detail the project scope outlining all components of the development.
	What design considerations have been explored and/or implemented (i.e. Universal Design, ESD, CPTED) 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	
10%	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 process and outcomes with project stakeholders including clubs/leagues and community groups, relevant state sporting associations and Sport and Recreation Victoria.
Project Outcomes	
40%	Describe the key benefits of the project and how it will increase (or maintain) participation in sport and active recreation.
	Outline the current activities and future programming opportunities including any multi-use benefits.
	Describe what gender equality policies and/or practices are currently undertaken by the club and council and what will be implemented in the future. If not currently undertaken, how will gender equality be addressed in the future?
	What outcomes relating to Universal Design and Environmentally Sustainable Design are anticipated as a result of this project?

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

10.2 Minor Facilities Supporting Documentation

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 report confirming contribution, letter from council CEO or club bank statements)

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
- 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)
- Project Management Framework
- 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 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, 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.

11. Planning

Aim

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

Objectives

Funding is available for planning initiatives that address the future sport and active recreation needs of communities through better information gathering, consultation and strategic planning.

It encourages:

- integrated recreation planning linked to other local government planning processes, including land use, health and wellbeing and strategic planning processes
- 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?

Three types of planning activities are funded under this category:

- recreation planning
- facility feasibility
- regional planning.

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 such as women's sport.

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.

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

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
Recreation Planning and Facility Feasibility		
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
Regional Planning		
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



11.1 Planning Full Application assessment criteria

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

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

Project Development	
30%	Clearly identify the project scope, methodology and proposed outcomes in a draft project brief.
Strategic Alignment	
20%	Describe how the project responds to identified community need and addresses current issues and is supported by local organisations and/or state sporting associations/peak bodies planning?
Stakeholder Consultation	
10%	Outline the planned consultation and collaboration with project partners and stakeholders.
	Describe how the project considers inter-municipal linkages and issues (where appropriate).
Participation Outcomes	
	Describe the proposed outcomes that would increase (or in certain cases maintain) participation in sport and active recreation.
40%	How does the project encourage the broadest possible community participation in sport and recreation activities.
	How does the project consider multi-use and improves the quality and range of sport and active recreation facilities and programming outcomes.
	How will the project encourage innovative approaches to address issues such as risk management, multi-use, gender equality, Universal Design Principles, and Environmentally Sustainable Design.

11.2 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 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 or club bank statements)
- Project Governance Framework

12. 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 on the Community Sports Infrastructure Fund grants page www.sport.vic.gov.au/grants-and-funding/our-grants/community-sports-infrastructure-fund. You can also use the search engine to locate the specific resource required.

Planning guides

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 development. Resources include, but are not restricted to:

- Design for Everyone Guide
- Community Sporting Facility Lighting Guide
- Female Friendly Sport Infrastructure Guidelines
- Artificial Grass for Sport Guide

- Ten ways local government can advance gender equity – Sport and Recreation
- Community Cricket Facility Guidelines
- AFL Preferred Facility Guidelines
- Netball Australia National Facilities Policy
- Tennis Facility Planning Guide
- Good Play Space Guide
- Indoor Aquatic and Recreation Facility Development Guidelines
- Pool Concourse Guidelines
- Healthy Choices: policy guidelines for sport and recreation centres
- DHHS – Safe Pool Operations
- Open Space 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 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 www.vichealth.vic.gov.au/media-and-resources/publications/life-stages
- Provision of drinking water fountains in public areas, that can be found at VicHealth 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 vicsport.com.au/welcoming-sport

Project Development

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

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. For example all Better Pools, Small Aquatics and Major Facilities 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 is demonstrated with a specific Environmental Sustainable Design budget in the Full Application.** *It is good practice to incorporate Environmentally Sustainable Design initiatives in all projects where possible.*

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.

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

vicsport.com.au/child-safe-standards

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 Minor Facilities and 25 per cent of Major Facilities and Small Aquatic Projects.

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.

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.

13. Conditions that apply to applications and funding

13.1 Funding Agreements

Successful applicants must enter into a Funding Agreement with the 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 applicants 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 Sport and Recreation Victoria website www.sport.vic.gov.au

- A Funding Agreement is required to be executed (signed) by both parties. The Agreement sets out the:
 - activity details
 - funding amounts
 - agreed milestones 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, and Planning projects are to be completed and funds claimed by **31 December 2020**.
- Better Pools, Major Facilities and Small Aquatic Projects are to be completed and funds claimed by **31 May 2021**.
- 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.
- 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
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 and Planning projects
 - 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 the partnership approach and process of appropriate engagement outlined in the project’s governance framework, councils must secure Sport and Recreation Victoria’s endorsement of key documents such as schematic and detailed 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 Governance Framework establishes a framework for project decision making amongst project partners.

***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 website **www.sport.vic.gov.au/grants-and-programs/community-sports-infrastructure-fund**

13.2 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 Funding Agreement and include the requirement that all activities acknowledge Victorian Government 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 completed of infrastructure activities.

When your organisation wishes to launch an infrastructure project which is receiving funding from the government at a public event or similar, you are required to give the Minister for Sport the opportunity to officially open or launch the activity. Your organisation is also required to invite the Minister for Sport to significant events associated with the project including ground breaking ceremonies, construction inspections, openings, launches and photo opportunities. All significant events of Community Sports Infrastructure Fund projects are to be coordinated through the Office of the Minister for Sport. Councils considering staging significant events must give adequate notice of at least eight weeks via email invitation invitations.eren@minstaff.vic.gov.au

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.

13.3 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.

