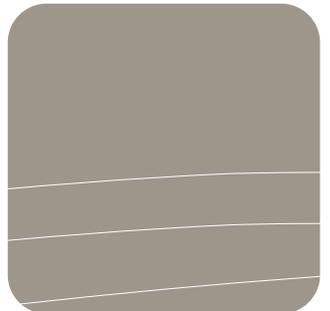


2014/2015 Community Facility Funding Program





Minister's Foreword



As the Minister for Sport and Recreation, I've been privileged to meet thousands of Victorians who love their sport, and have seen first-hand just how important local sport and recreation facilities are to them and their clubs.

Local sport and recreation facilities are more than just places where people train and play games. They are a vital resource where people can come together, nurture talent, share their love of sport, stage events, hold gatherings and develop and build on local traditions.

That's why I am pleased to inform sporting organisations and local councils across Victoria that the 2014/2015 *Community Facility Funding Program* (CFFP) is open for applications.

A key objective of the Victorian Government is to develop healthy and active communities whilst supporting local economic activity. To achieve this goal, we need quality local infrastructure that encourages local people to participate in physical activity.

The CFFP provides funding for a broad range of infrastructure and planning projects. Projects eligible for funding include upgrading swimming pools, developing sports pavilions, new change rooms for female participants, sports lighting installations, shared trails, playspaces and feasibility studies.

As well as the health and sporting benefits created through the CFFP, we are also helping to stimulate local economies and create jobs during the construction and management of facilities.

I'm delighted to announce that this year, for the first time the program application process includes two stages:

- **Stage One – Project Proposals**
- **Stage Two – Full Applications**

This new approach gives applicants the chance to get early feedback on their proposal and gives clubs and local groups the opportunity to work more closely with their council to develop their projects and proposals for funding, while reducing the work involved in developing full applications.

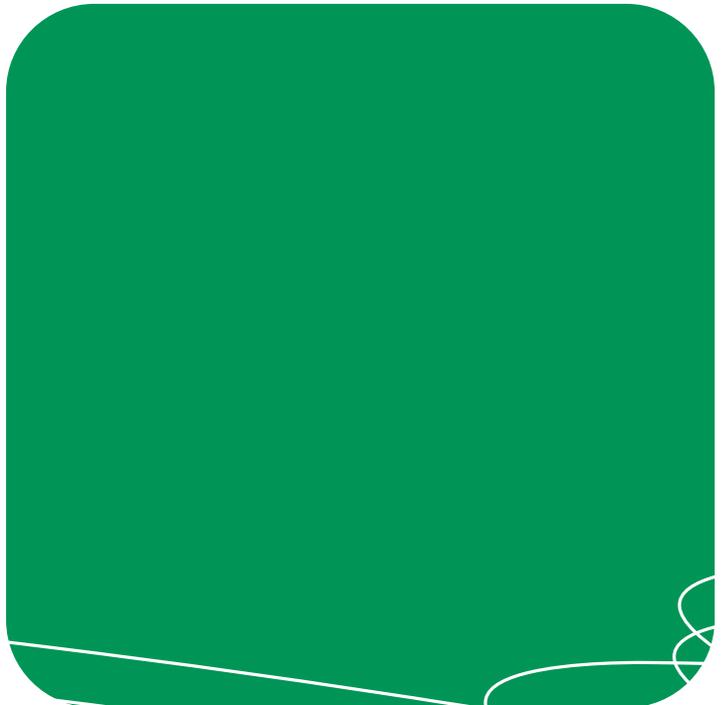
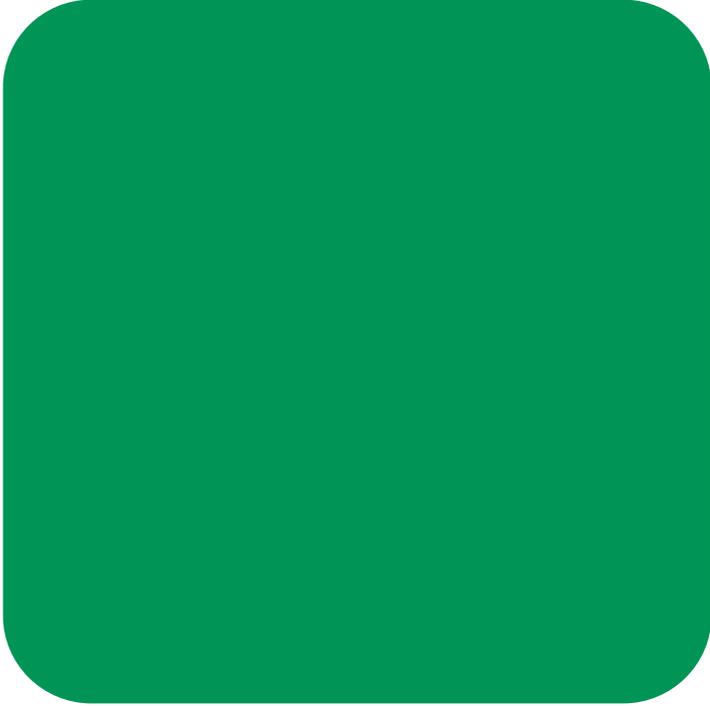
We are also proud to continue extending our support for soccer in this round with the continuation of the Soccer Facilities category, which was introduced as part of the CFFP package in the last funding round.

In addition, as part of the overall CFFP package, the Victorian Government continues to support sporting clubs through the *Country Football Netball Program* which assists football and netball clubs, associations and umpiring associations to develop facilities in rural, regional and outer metropolitan locations. Applications for this program can be accessed separately through the DPCD website.

These are just some of the ways we are working with stakeholders and Victorians to deliver on our strategy to grow the economy, build infrastructure and contribute to the health and wellbeing of Victoria.

I look forward to seeing new and exciting projects as part of the 2014/2015 CFFP.

HUGH DELAHUNTY MP
Minister for Sport and Recreation





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Description and Objectives of Program

1. What is the Community Facility Funding Program?

The *Community Facility Funding Program* is a Victorian Government funding program that helps provide high-quality, accessible community sport and recreation facilities across Victoria by encouraging:

- increased sport and recreation participation
- increased access to sport and recreation opportunities
- better planning of sport and recreation facilities
- innovative sport and recreation facilities
- environmentally sustainable facilities
- universally designed facilities.

The *Community Facility Funding Program* provides grants for planning, building new, and improving existing facilities where communities meet, interact and participate in sport and recreation. Funding is available under the following categories:

- **Better Pools** – Grants of up to \$3 million are available to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres
- **Major Facilities** – Grants of up to \$650,000 (where the total project cost is more than \$500,000, excluding GST) are available to develop or upgrade major sport and recreation facilities
- **Seasonal Pools** – Grants of up to \$200,000 are available to rejuvenate seasonal swimming pools in rural, regional and outer metropolitan municipalities that are significantly isolated from a year-round aquatic centre

- **Minor Facilities** – Grants of up to \$100,000 for any one project (where the total project cost is up to \$500,000 excluding GST) are available for community groups, working in partnership with local government authorities, to develop or upgrade community sport and recreation facilities
- **Soccer Facilities** – Grants of up to \$100,000 for up to two projects are available for local soccer clubs working with local government authorities, to upgrade existing or develop new facilities to maximise participation opportunities in soccer
- **Planning** – Funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning, including:
 - grants of up to \$30,000 for projects focusing on recreation planning or facility feasibility in one municipality
 - grants of up to \$50,000 for regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities.

1.1 Why is the Victorian Government funding these grants?

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

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

Sport and Recreation Victoria (SRV) manages these grants to support community initiatives that get more people, more active, more often.



2. Who can apply?

Only local government authorities can apply directly to the Department of Planning and Community Development (DPCD) for funding from this program.

Community organisations can only access funds from the Minor Facilities and Soccer Facilities categories by submitting an *Expression of Interest Form for Community Organisations* directly to their local council. Community organisations are advised to contact their local council about timelines for expressions of interest.

Local government authorities are required to discuss their project proposals with DPCD staff before submitting them.

3. What types of activities might be funded?

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

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

- Specifically, proposals should demonstrate how the project:
 - will increase or maintain participation
 - encourages greater female participation
 - encourages development of multi-use facilities
 - collaborates with schools and community groups
 - collaborates with State Sporting Associations or other relevant peak bodies
 - improves environmental sustainability
 - implements Universal Design principles

- 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
- Local government authorities should make timely contact with peak bodies, local leagues/associations, State Sporting Associations and Regional Sports Assemblies (where appropriate) to seek their input into the planning and design of facilities and support for participation/programming initiatives
- Local government authorities 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 government 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 Early Childhood Development).

3.1 What will not be funded?

The *Community Facility Funding Program* will not fund:

- organisations that have failed to complete any previous projects funded by Sport and Recreation Victoria or the *Community Support Fund*
- organisations that have overdue projects funded by SRV and have not requested a variation



- organisations that have completed projects funded by SRV and have not submitted acquittal documentation. This will be taken into consideration when assessments are undertaken for Project Proposals
- facilities where tenant clubs have failed to resolve a breach of the *Victorian Code of Conduct for Community Sport*
- projects that do not strongly meet the assessment criteria
- projects that do not meet the eligibility criteria
- projects that do not suit the objectives of the program
- Minor Facility projects that exceed the maximum total project cost
- project management fees unless an external person is appointed or an internal staff member is appointed to the project management role as a separate position (to be demonstrated by a letter from the council's Chief Executive Officer to confirm the arrangement)
- projects that do not meet relevant Australian Standards (eg. lighting projects or netball court dimensions)
- projects where contributions from funding partners are not confirmed
- projects that are deemed not ready to proceed
- applications submitted after the closing date, unless written approval from DPCD has been obtained before the closing date which will only be granted under exceptional circumstances
- requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to, site clearing, earthworks and building works)
- the purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, or land held for public purposes by trustees)
- projects that require ongoing funding or support other than the initial grant
- facilities where little or no public access is available
- applications from organisations other than local government authorities
- applications where the recipient organisation(s) promote and/or benefit directly from electronic gaming machines
- facilities designated for electronic gaming machine operations
- in general, areas designated as licenced areas within a proposed facility will not be eligible for funding. DPCD may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as child care or access by young people
- routine or cyclical maintenance works
- repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance
- requests for ongoing operational costs such as, but not limited to, salaries, electricity, water and other utilities
- costs associated with the purchase of transport or any other type of vehicle
- upgrading or redeveloping kitchen or toilet facilities, except as part of a larger project that meets the objectives of the funding program



- purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out)
- projects previously funded by DPCD, unless applicants can demonstrate additional or new uses resulting in increased or innovative participation/programming outcomes
- the replacement of like-for-like surfaces (eg. 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 included. Exceptional circumstances may be considered where a safety and/or standard/compliance issue is evident
- projects that do not support implementing the principles of Universal Design and Environmentally Sustainable Design.

4. What is the application process?

The application process will be undertaken in two stages.

Stage One: Project Proposal

Step One – Discuss your project idea with a Sport and Recreation representative before submitting a Project Proposal. They can provide:

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

Step Two – Councils complete and submit Project Proposals for all categories via email to cffp@sport.vic.gov.au by 5 June 2013.

The Project Proposal template can be found at: www.dpcd.vic.gov.au/home/grants/all-grants/community-facilities-funding-program

Step Three – SRV will advise you of Project Proposals that can proceed to Full Application.

Stage Two: Full Application

SRV will invite you to submit a Full Application (via web link) for Project Proposals identified in Step Three.

If you have attachments to submit that cannot be lodged with your online application (i.e. attachment that exceeds 2MB) you can email them to grantapplications@dpcd.vic.gov.au, quoting your Application Number (Application Numbers are generated when the online application is made). 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:

**Department of Planning and
Community Development
Grants Delivery
GPO Box 2392
Melbourne, Victoria 3001**

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

Make sure your application addressing all criteria and including all additional information is submitted by 11:59pm on the closing date.



5. Conditions that apply to applications and funding

5.1 Funding agreements

Successful applicants must observe the Header Agreement signed by DPCD with each local government authority.

- Header agreements have established the parties and their commitments and obligations to each other and set out the general terms and conditions of funding. It is recommended that you view the DPCD standard terms and conditions. These are accessible via the program page www.dpcd.vic.gov.au/grants
Different terms and conditions apply to different types of grants and grant recipients. These terms and conditions are not negotiable
- For each Activity, an Activity Schedule is required to be signed. It sets out the:
 - activity details
 - funding amounts
 - agreed actions and payments
 - reporting requirements
 - acknowledgement and publicity requirements
 - other activity specific requirements
 - notices
- Funds must be spent on the project as described in the application and outlined in the Activity Schedule, unless changes are agreed to in writing
- Planning, Minor Facilities and Soccer Facilities projects are to be completed and funds claimed by 31 December 2015
- Better Pools, Major Facilities and Seasonal Pools projects are to be completed and funds claimed by 31 May 2016
- The facility tenant club(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport*. The *Victorian Code of Conduct for Community Sport – Forms for Tenants* must be completed and signed by each facility tenant club and submitted with the Full Application to DPCD. Applications without this form will not be considered for funding.*
- A request to vary the timing or scope of an approved project must be submitted to DPCD for approval prior to implementation
- Local government authorities 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 Activity Schedule
- Local government authorities are obligated to liaise with DPCD officers on the progress of funded projects, as requested throughout the life of projects as outlined in the Activity Schedule
- The principles of the *Victorian Industry Participation Policy* should be observed throughout relevant projects. Go to www.dbi.vic.gov.au/projects-and-initiatives for further information
- 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 Full Application for all projects
 - local government authorities must secure DPCD endorsement of key documents such as schematic plans and briefs prior to work commencing



- local government authorities must provide project acquittal documentation as required
- local government authorities 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 DPCD publications, 12 months after project acquittal.

* Further information about the *Victorian Code of Conduct for Community Sport* can be obtained from www.dpcd.vic.gov.au/sport/codeofconduct

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

5.2 Acknowledging the Government's support and promoting successes

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

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

Acknowledgement and Publicity Guidelines can be found at: www.dpcd.vic.gov.au/home/grants/grant-resources/manage-my-grant

5.3 Payments

Upfront payments for funded projects will be made as long as:

- the Activity Schedule has been signed by both parties
- 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 10 per cent of the total funding is paid in arrears on evidence of satisfactory completion of the activity.



6. Community Facility Funding Program Categories

6.1 Better Pools*

Objectives

To enable:

- development or redevelopment of aquatic leisure facilities supported by comprehensive planning
- local governments 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.

Assessment criteria for the Better Pools category can be found in Section 6.3.

Funding details

Maximum Grant	LGA	Funding ratios
Up to \$3 million	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

**Only one project can be submitted under the Better Pools/Major Facilities/Seasonal Pools categories.*



6.2 Major Facilities*

Objectives

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

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

What type of projects might be funded?

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

- the development of single purpose regional facilities, which usually include:
 - a catchment of more than one municipality
 - attracting users who are likely to travel some distance to participate
 - is identified as regionally significant
 - provides facilities for regional or representative training and competition.

Assessment criteria for the Major Facilities category can be found in Section 6.3.

Funding Details

Maximum Grant	LGA	Funding ratios
Up to \$650,000	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

**Only one project can be submitted under the Better Pools/Major Facilities/Seasonal Pools categories.*



6.3 Better Pools and Major Facilities Assessment Criteria

Why?	Demonstrate the extent to which the project:
20%	responds to identified community needs and issues and is strategically supported by local or regional plans and/or State Sporting Associations/peak bodies planning
	addresses a gap in regional/sub-regional provision of facilities
	responds to the current market demand and trends in aquatic leisure provision (for Better Pools category only).
How?	Demonstrate the extent to which the project:
20%	clearly identifies the project scope, methodology and how proposed outcomes can be completed within a prescribed timeframe (detailed in a Project Management Framework)
	includes provision of appropriate project costing and confirmation of funding sources
	includes formally endorsed schematic plans that address safety, risk management, Universal Design principles, Environmentally Sustainable Design**
	demonstrates economic impact during construction and operation, including employment during and after construction.
Who?	Demonstrate the extent to which the project:
10%	engages, consults and collaborates with a variety of stakeholders
	will be managed by an appropriately qualified team
	considers inter-municipal linkages and issues where appropriate.
What will the project achieve?	Demonstrate the extent to which the project:
50%	increases (or in certain cases maintains) participation in sport and recreation. As a result of the project, what will be the additional participation and programming outcomes? Please provide support letters that clearly state how each partner will benefit
	encourages the broadest possible community participation in sport and recreation activities
	has significant regional/sub-regional and/or multi-purpose benefits
	improves the quality and range of sport and recreation opportunities
	demonstrates appropriate business planning, which addresses operational and financial sustainability.

***Major Facilities and Better Pools projects must allocate a minimum of 20 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This should be demonstrated with a specific Environmentally Sustainable Design budget in the Full Application.*



6.4 Seasonal Pools

Objectives

To enable:

- local government to renew and modernise small aquatic leisure facilities in small rural and regional towns and in outer metropolitan municipalities where access to indoor aquatic centres is significantly limited
- a greater range of aquatic leisure opportunities, greater sustainability and accessibility.

What type of projects might be funded?

The Seasonal Pools 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
- 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.

Assessment criteria for Seasonal Pools category can be found in Section 6.7.

Funding Ratios

Maximum Grant	LGA	Funding ratios
Up to \$200,000***	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$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 Seasonal Pools. Councils must underwrite any in-kind contribution.

*Only one project can be submitted under the Better Pools/Major Facilities/Seasonal Pools categories.



6.5 Minor Facilities

Objectives

- to encourage participation in sport and recreation through innovative facility initiatives
- to encourage involvement of community organisations in planning and developing facilities
- to encourage co-operation between local government authorities, State Sporting Associations/peak bodies and local sports clubs and organisations
- to strengthen communities through the development of sustainable sport and recreation facilities
- to encourage greater female and junior participation.

What types of projects might be funded?

- accessible change facilities to promote female and junior use
- shared paths and trails
- sports surfaces
- sports lighting
- play spaces, skate parks, BMX tracks or youth recreation facilities
- multi-use recreation/meeting spaces
- projects that develop energy or water efficiency, such as warm season grass conversions
- upgrades to non-compliant facilities.

Assessment criteria for Minor Facilities category can be found in Section 6.7.

Funding Details

Maximum Grant	LGA	Funding ratios
Up to \$100,000*** Councils can apply for total maximum funding of \$200,000 for up to 3 applications	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

Minor Facilities – Projects with a total cost of up to \$500,000 (GST exclusive)

Successful applications for the maximum \$100,000 grant will involve an exceptional project or circumstance.

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

***Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Minor Facilities, Soccer Facilities and Seasonal Pools. Councils must underwrite any in-kind contribution.



6.6 Soccer Facilities

Objective

- to encourage soccer clubs, working in partnership with local government authorities to upgrade or develop new facilities to maximise their capacity to cater for additional participation.

What type of projects might be funded?

- accessible change rooms for players and referees of both genders
- installing or upgrading sports lighting
- developing or upgrading pitches.

Successful projects focusing on improving access and participation levels are likely to include at least one of the following characteristics:

- improved access for female and junior participation
- projects that demonstrate innovation in dealing with demand for soccer facilities
- developments encouraging sharing of multi-use facilities
- collaboration between councils and schools that will result in joint use of soccer facilities by schools, soccer clubs and communities
- priority will be given to projects that develop soccer facilities in communities with no or inadequate soccer facilities.

Assessment criteria for Soccer Facilities category can be found in Section 6.7.

Funding Details

Maximum Grant	LGA	Funding ratios
Up to \$100,000*** Councils may apply for total maximum funding of \$100,000 consisting of up to two applications.	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

Successful applications for the maximum \$100,000 grant will involve an exceptional project or circumstance.

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

***Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Minor Facilities, Soccer Facilities and Seasonal Pools. Councils must underwrite any in-kind contribution.



6.7 Seasonal Pools, Minor Facilities and Soccer Facilities Assessment Criteria

Why?	Demonstrate the extent to which the project:
20%	<p>responds to identified community needs and issues, based on consultation and addresses a gap in the provision of local facilities</p> <p>is strategically supported by local or regional plans and/or State Sporting Associations/peak bodies plans.</p>
How?	Demonstrate the extent to which the project:
20%	<p>clearly identifies the project scope, methodology and that proposed outcomes can be completed within a prescribed timeframe</p> <p>includes the provision of quotations/internal cost estimates, and schematic plans (endorsed by the project partners) for the project</p> <p>includes confirmation of funding contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided</p> <p>addresses issues around safety, risk management, Universal Design Principles and Environmentally Sustainable Design</p> <p>includes project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST). (For Soccer Facilities and Seasonal Pools only).</p>
Who?	Demonstrate the extent to which the project:
10%	consults and collaborates with a variety of stakeholders.
What will the project achieve?	Demonstrate the extent to which the project:
50%	<p>increases (or in certain cases maintains) participation in sport and recreation. As a result of the project, what will be the additional participation and programming outcomes? Please provide support letters that clearly state how each partner will benefit</p> <p>encourages the broadest possible community participation in sport and recreation activities</p> <p>considers multi-use and improves the quality and range of sport and recreation opportunities.</p>



6.8 Planning

Objectives

The Planning category supports local government authorities to provide a planned response to local community sport and recreation needs.

To encourage:

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

What types of projects might be funded?

Three kinds 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.

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 CEO 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 stadia, etc
- specific sport/recreation activities or issues.

Facility feasibility

Facility feasibility studies should critically assess a proposal and allow local government 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

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

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

Proposals that demonstrate partnerships with State Sporting Associations and peak bodies will be highly regarded. It is recommended that local governments make timely contact with these organisations and their DPCD representative to discuss priorities and align project objectives.



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. The project must directly link to infrastructure development and/or support participation strategies.

Assessment criteria for Planning category can be found in Section 6.9.

Funding Details

Funding Amount	LGA	Funding ratios
Recreation Planning and Facility Feasibility		
Up to \$30,000 One application only under Recreation Planning OR Facility Feasibility.	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.



6.9 Planning Assessment Criteria

Full applications for the Planning category do not need to address the Assessment Criteria in the Full Applications. However, the high quality draft project brief will need to address the criteria as follows:

Why?	Demonstrate how the planning process:
20%	responds to identified community needs and issues and is supported by local organisations and/or Sporting Associations/peak bodies planning.
How?	Demonstrate the extent to which the project:
20%	clearly identifies the project scope, methodology and proposed outcomes in a draft project brief
	encourages innovative approaches to address issues such as risk management, multi-use, Universal Design, and Environmentally Sustainable Design.
Who?	Demonstrate the extent to which the project:
10%	will consult and collaborate with a variety of project partners and stakeholders
	considers inter-municipal linkages and issues (where appropriate).
What will the project achieve?	Demonstrate the extent to which the project:
50%	proposes outcomes that would increase (or in certain cases maintain) participation in sport and recreation
	plans for projects that encourage the broadest possible community participation in sport and recreation activities
	considers multi-use and improves the quality and range of sport and recreation facilities and programming outcomes.



7. Timelines and assessment

There are a number of common features in successful applications. Good applications are well planned, involve relevant stakeholders, 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.

Stage One: Project Proposals

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

Stage Two: Full Applications

Full applications will be assessed against the *Community Facility Funding Program Assessment Criteria* and the required documents set out in section eight.

The more effort applied to succinctly address these questions and provide relevant supporting documentation, the more likely the project will attract grant funding.

Questions (What will the project achieve? Why? How? Who?) are incorporated under the Assessment Criteria section for each Category. The percentage weightings allocated to each criterion represent the importance of the different weighting DPCD will use to assess project applications.

Program Opens	May 2013
Stage One	
Development of Project Proposals Project Proposal process used to identify potential projects for submission Project Proposals submitted to SRV (cffp@sport.vic.gov.au)	Closing date: 5 June 2013
Project Proposals Assessed Applicants provided with notification for projects that can proceed to Full Application stage	5 June onwards
Stage Two	
Development of Full Applications Full Applications developed and submitted	Closing date: 21 August 2013
Assessment of Full Applications Full Applications assessed against program criteria	21 August onwards
Funding announcements and notification of outcomes	October onwards



8. Information you will need to provide as part of your application

8.1 Required Documentation

Please submit the following mandatory documentation with your Full Application.

Major Facilities and Better Pools

- Endorsed Schematic Plans
- Lighting Plans (for lighting projects)
- Quantity Survey, tender price or independent qualified expert report
- Evidence of confirmation of funding sources (eg. local government report confirming contribution, club bank statements)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of local government reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Facility Management Plan
- Detailed Schedule of Use
- Environmentally Sustainable Design Report(s) and Budget
- Technical and/or Access Audits (where available)
- Completed *Victorian Code of Conduct Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed 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 Early Childhood Development (DEECD) that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the Aboriginal Heritage Act 2006, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at www.dpcd.vic.gov.au/indigenous/heritage-tools



Minor Facilities, Seasonal Pools and Soccer Facilities

- Schematic Plans endorsed by the project partners
- Lighting Plans (for lighting projects)
- Quotes, internal cost estimates
- Quantity Survey, tender price or independent qualified expert report for Soccer Facilities and Seasonal Pools projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (eg. local government report confirming contribution, club bank statements)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of local government reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access Audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Joint Use Agreement*, or a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from DEECD that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at www.dpcd.vic.gov.au/indigenous/heritage-tools

Planning

- A high quality draft project brief
- Letters of support from organisations that clearly indicate how the group/individual will either support the project or benefit from the project scope
- Evidence of confirmation of funding sources (for example, local government report confirming contribution, club bank statements)



8.2 Resources and Additional Information

Further information in relation to each of the following items can be found at www.dpcd.vic.gov.au/sport and select *Community Facility Funding Program*.

Environmentally Sustainable Design

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

Competitive Neutrality Policy

Under the Council of Australian Governments (COAG) *Competition Principles Agreement*, Victoria is obliged to apply the COAG *Competitive Neutrality Policy*.

Universal Design Principles Fact Sheet

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

Capital Replacement Planning

A Capital Replacement Plan is a tool that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is now a standard condition for many Sport and Recreation Victoria grants 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 25 per cent of the total project cost for Minor Facilities, Soccer Facilities and Seasonal Pool Renewal projects only.

Schedule of Use

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

Victorian Code of Conduct for Community Sport

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

SunSmart Online Shade Audit Tool

SunSmart's online shade audit tool helps determine whether existing shade at a site is adequate and provides practical recommendations to improve both built and natural shade. For further information please see www.sunsmart.com.au/shading-audit/intro

Planning Guides

SRV (in collaboration with industry stakeholders) have developed a series of planning guides for sport and recreation facility development which include:

- Community Sporting Facility Lighting Guide
- Artificial Grass for Sport Guide
- Tennis Facility Planning Guide
- Netball Court Planning Guide
- Skate Facility Guide
- Good Play Space Guide
- ARV Pool Concourse Guidelines
- ARV Indoor Aquatic and Recreation Facility Development Guidelines.

Copies of these planning guides can be found at www.dpcd.vic.gov.au/sport



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