

# Community Facility Funding Program 2012/2013



## Guidelines and Application Form for Local Government

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## Minister's Foreword



It gives me great pleasure to declare the 2012/2013 *Community Facility Funding Program (CFFP)* open for applications.

Victoria has a reputation as Australia's sporting leader with superior facilities and enthusiastic supporters. Victorians value participation in sport and sporting achievement. Increasing participation in sport and recreation is a key priority for the Victorian Government.

By providing accessible quality sport and recreation facilities, the Victorian Government is offering all Victorians more opportunities to get active and involved in our communities. This program provides opportunities for the Victorian Government and local councils to work collaboratively with communities on essential projects to create new or redevelop existing community sporting and recreation facilities.

With the help of this program local councils can explore new ways to create quality sport and recreation facilities that give people of all ages and abilities every opportunity to participate in the activities they love. This includes giving all areas of our community an opportunity to be involved by particularly focusing on access issues for traditionally disadvantaged groups and providing facilities that encourage greater participation by females.

Projects can range from upgrading local outdoor pools, improving walking and cycling trails, redeveloping sports facilities to provide for females to sports lighting installations.

I am also pleased to confirm the Victorian Government's commitment to providing an additional \$5 million over four years toward more Minor Facilities grants. With this additional money we can focus on upgrading facilities by putting more money into facility redevelopments and helping out those clubs most in need.

Community facilities are an important part of getting more people, more active, more often. I look forward to all the new and exciting project proposals to the *Community Facility Funding Program*.

A handwritten signature in black ink, reading "Hugh Delahunty". The signature is fluid and cursive, with a prominent loop at the end.

**Hugh Delahunty MP**  
Minister for Sport and Recreation

## What is the Community Facility Funding Program?

The *Community Facility Funding Program* helps provide high quality, accessible community sport and recreation facilities across Victoria.

The program encourages:

- increasing sport and recreation participation
- increased community access to leisure opportunities
- better planning of sport and recreation facilities
- innovative sport and recreation facilities
- environmentally sustainable design.

There are two categories of funding available in this program, **Planning** and **Building Community Infrastructure**.

The **Planning** category provides funding for the future sport and recreation needs of communities through better information gathering, consultation and strategic planning.

Grants of up to \$30,000 are available for projects focusing on recreation planning and facility feasibility planning.

Grants of up to \$50,000 are available for regional planning initiatives. Regional planning initiatives must demonstrate inter-municipal linkages and financial support from multiple local government authorities.

The **Building Community**

**Infrastructure** category provides grants for building new and improving existing facilities where communities meet, interact and participate in sport and recreation. There are four sub-categories:

- **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, to develop or upgrade community sport and recreation facilities. Funding ratios apply see page 10.
- **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. Funding ratios apply see page 10.
- **Seasonal Pool Renewal** – Grants of up to \$200,000 are available for rejuvenating seasonal swimming pools in rural, regional and interface municipalities that can demonstrate significant isolation from an aquatic centre that provides year round aquatic opportunities. Funding ratios apply see page 10.
- **Better Pools** – Grants of up to \$3 million are available to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres. Funding ratios apply see page 10.

## Who can apply and what is the application process?

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

Community organisations have the opportunity to access funds from 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.

Local government authorities are encouraged to discuss their project proposals with Departmental staff before submitting their applications. An application, addressing all criteria and including all relevant documents and/or additional information, must be submitted to the Department by the closing date (see page 11). Late or incomplete applications will not be considered unless approved by DPCD, which will only be granted under exceptional circumstances.

Please refer to the application checklist to ensure all relevant information is provided with your application.

Applications may be submitted in a number of ways:

– **Preferred Method:**

Online at [www.dpcd.vic.gov.au](http://www.dpcd.vic.gov.au)\* (including any attachments).

Please note: If attachments exceed the maximum allowable size limit, please forward an electronic copy via email or post (USB or CD) to the Department of Planning and Community Development at the address below. You will receive a reference number when you submit an application online. Please quote this number in all correspondence relating to your application, including supporting documentation:

- by email to [grantapplications@dpcd.vic.gov.au](mailto:grantapplications@dpcd.vic.gov.au)
- by mail to: Community Investment Services Department of Planning and Community Development GPO Box 2392 Melbourne Vic 3001.

\* For all online applications, assistance is available from 9am till 5pm weekdays. Please call 1300 366 356 and request assistance with your online application.



### What type of projects might be funded?

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

Improving participation outcomes is a key objective of the program.

Priority is given to projects in places experiencing high demand for sport and recreation facilities in areas of need including:

- metropolitan and regional communities experiencing strong population growth
- populations experiencing high levels of socio-economic disadvantage
- communities experiencing significant social, economic or environmental change such as those directly affected through bushfires, flood, drought or other significant local issues.

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

- clearly demonstrates how the project will increase or in some cases maintain participation
- improved facilities to encourage greater female participation
- developments encouraging sharing of multi-use facilities which may include additional use by other community groups
- collaboration between multiple local government authorities
- collaboration between local governments and schools that will result in greater use of school sport and recreation facilities by community groups
- projects which demonstrate evidence of local government and state sporting associations or other relevant peak bodies working together
- improved environmental sustainability, including energy and water efficiency.

Other considerations:

- **Applications must clearly demonstrate the participation outcomes from the project.** Local government authorities can demonstrate this by submitting a *Schedule of Use* outlining the number of additional programs and/or participants that will benefit from the project. To assist in this, a *Schedule of Use* pro-forma can be obtained from [www.dpcd.vic.gov.au/grants](http://www.dpcd.vic.gov.au/grants)
- It is highly recommended that local government authorities make timely contact with peak bodies, local leagues/associations and Regional Sports Assemblies (where appropriate) to seek their input and support into project proposals.
- Local government authorities are encouraged to explore funding mixes that build on contributions from the Department.
- Facilities planned in functional, self-contained stages are eligible. This type of project requires a project plan which includes all of the steps to achieving project completion, for example, timelines, design, documentation, consultation, approvals, public exhibition, tendering, local government endorsement, timing of shut-downs, etc.
- Projects on private land will be subject to the establishment of a legally binding agreement between the organisation and local government to ensure public access. Such proposals should demonstrate evidence of a legally binding agreement in their application.

## What will not be funded?

The *Community Facility Funding Program* will not fund:

- facilities where tenant clubs have failed to address a breach of the Victorian Code of Conduct for Community Sport
- projects that do not meet the assessment and eligibility criteria
- projects that do not meet the objectives of the program
- projects which exceed the total project cost (Minor Facilities category)
- projects that do not meet relevant Australian Standards
- projects where contributions from funding partners are not confirmed
- projects that are not ready to proceed
- requests for retrospective funding, where projects have commenced or are completed prior to receiving funding approval
- 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 applicants other than local government
- applications where the recipient organisation(s) promote and/or benefit directly from electronic gaming machines
- project areas designated for electronic gaming machine operations within a proposed facility
- in general, areas designated as licensed areas within a proposed facility will not be eligible for funding. The Department 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 to existing facilities
- 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, salary subsidies, electricity, water and other utilities
- costs associated with the purchase of community transport or any other type of vehicle
- organisations that have failed to complete any previous projects funded by Sport and Recreation Victoria or by the Community Support Fund, without demonstrating sufficient cause
- upgrading or redeveloping kitchen 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
- the replacement of sport surfaces, previously funded by DPCD, unless applicants can demonstrate additional multi-use or new uses for the surface resulting in increased or innovative participation outcomes.

### What are the funding conditions?

Grants offered to successful applicants are subject to the following conditions:

- Local government authorities must sign an Activity Schedule for each project consistent with the Header agreement already entered into with the Department of Planning and Community Development which sets out the grant conditions and reporting requirements. The Department of Planning and Community Development reserves the right to review the offer and, at its sole discretion, may withdraw the offer.
- Funds must be spent on the project as described in the application and outlined in the Activity Schedule.
- **Planning and Minor Facilities** projects are to be completed and funds claimed by the end of December 2013.
- Other categories are to be completed by the end of May 2014.
- A request to vary an approved project must be submitted to the Department of Planning and Community Development for approval prior to implementation.
- Local government authorities must inform the participating organisation, 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 announcement of funding or finalisation of the Activity Schedule.
- Local government authorities are expected to liaise with Department officers on the progress of funded projects throughout the life of projects as outlined in the Activity Schedule.
- 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 application to DPCD. Applications without this form will not be considered for funding\*.
- A local government officer must be designated to manage the project and provide information to the Department according to the following key reporting requirements:
  - A Project Management Framework\*\* must be completed and submitted with the Application Form for all Building Community Infrastructure applications.
  - Local government authorities must secure Department endorsement of key documents such as schematic plans and briefs prior to work commencing.
  - Local government authorities must provide project acquittal documentation as required.
  - Cash flow – where a community organisation is providing funding contributions for a project, local governments are expected to guarantee the cash flow payments towards works.

\*Further information about the *Victorian Code of Conduct for Community Sport* can be obtained from [www.dpcd.vic.gov.au/sport/codeofconduct](http://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, a proposed project plan and the 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](http://www.dpcd.vic.gov.au/grants)

## What are the funding details?

Project funding will be distributed according to the following grant levels and ratios:

Planning Category		
	Maximum grant	Funding ratio
<b>Recreation Planning and Facility Feasibility</b>		
Metropolitan	\$30,000	DPCD \$1:\$1 local
Outer metropolitan (Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges)	\$30,000	DPCD \$1.5:\$1 local
Ballarat, Bendigo, Geelong	\$30,000	DPCD \$1.5:\$1 local
Rural	\$30,000	DPCD \$2:\$1 local
<b>Regional Planning</b>		
Metropolitan	\$50,000	DPCD \$1:\$1 local
Outer metropolitan (Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges)	\$50,000	DPCD \$1.5:\$1 local
Ballarat, Bendigo, Geelong	\$50,000	DPCD \$1.5:\$1 local
Rural	\$50,000	DPCD \$2:\$1 local



Building Community Infrastructure Category		
	Maximum grant	Funding ratio
<b>Minor Facilities – Projects with a total cost of up to \$500,000 (GST exclusive)**</b>		
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.		
Metropolitan	\$100,000	DPCD \$1:\$1 local
Outer metropolitan (Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges)	\$100,000	DPCD \$1.5:\$1 local
Ballarat, Bendigo, Geelong	\$100,000	DPCD \$1.5:\$1 local
Rural	\$100,000	DPCD \$2:\$1 local
<b>Major Facilities** Projects with a total value greater than \$500,000 (GST exclusive)</b>		
Metropolitan	\$650,000	DPCD \$1:\$3 local
Outer metropolitan	\$650,000	DPCD \$1:\$2 local
Ballarat, Bendigo, Geelong	\$650,000	DPCD \$1:\$2 local
Rural	\$650,000	DPCD \$1:\$1 local
<b>Seasonal Pool Renewal***</b>		
Outer metropolitan	\$200,000	DPCD \$1:\$1 local
Ballarat, Bendigo, Geelong	\$200,000	DPCD \$1:\$1 local
Rural	\$200,000	DPCD \$2:\$1 local
<b>Better Pools**</b>		
Metropolitan	\$3m	DPCD \$1:\$3 local
Outer metropolitan	\$3m	DPCD \$1:\$2 local
Ballarat, Bendigo, Geelong	\$3m	DPCD \$1:\$2 local
Rural	\$3m	DPCD \$1:\$1 local

\* Councils can apply for a maximum of \$200,000 total funding under the Minor Facilities category within a maximum of 3 applications.

+ Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Minor Facilities and Seasonal Pool Renewal projects only. A voluntary Labour and In-kind Support Information Sheet must be completed and returned with the application form.

\*\* Only one project in total can be submitted under the Major Facilities, Seasonal Pool Renewal or Better Pools categories.

## Closing dates

Category	Sub Category	Closing date	Maximum number of project applications from each local government authority
Building Community Infrastructure	Major Facilities, Seasonal Pool Renewal and Better Pools	24 August 2011	One application only under Major Facilities OR Seasonal Pool Renewal OR Better Pools.
	Minor Facilities	28 September 2011	Local government may request a total of up to \$200,000 per year for up to 3 projects with no single grant request exceeding more than \$100,000.
Planning	Recreation Planning, Facility Feasibility and Regional Planning	2 November 2011	One application only under Recreation Planning or Facility Feasibility. <b>A second</b> planning project may be submitted under the Regional Planning category where the scope and funding contributions extend beyond a single municipality.

N.B. Local government authorities may wish to propose a closing date for **Minor Facilities** expressions of interest from community organisations to allow time to collate and review these submissions.



## Anticipated Announcements

Stage	Date
Applications open	July 2011
Announce successful Major Facilities, Seasonal Pool Renewal and Better Pools projects	October 2011 onwards
Announce successful Minor Facility projects	December 2011 onwards
Announce successful Planning projects	January 2012 onwards
Projects commence	1 July 2012



## How will applications be assessed?

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

### **Grant applications will be assessed against the Community Facility Funding Program Assessment Criteria.**

The more effort applied to succinctly addressing these questions and providing relevant supporting documentation, the more likely the project will be successful in attracting grant funding. The *Application Form* asks for a description of the project, completion of the assessment criteria and an explanation of the results.

**Why? How? Who? and What will the project achieve?** Questions are incorporated in the Category Overview and Assessment Criteria section. The percentages allocated to each criterion represent the weighting the Department will use to assess project applications.



### Planning

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

#### Objectives

To encourage:

- integrated recreation planning linked to other planning processes of local governments including land-use, health and municipal
- recreation planning utilising partnerships (particularly with State Sporting Associations and other peak bodies) and/or strategies for improving community participation
- sub-regional and regional planning and development
- feasibility analysis and business planning for all major facility developments
- co-operation between neighbouring councils and/or councils and state sporting associations.

#### What types of projects might be funded?

Three kinds of planning activity are funded under this category:

- recreation planning
- facility feasibility
- regional planning.

Priority will be given to projects that demonstrate a broader 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.

#### Recreation planning

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

- strategic municipal, sub-regional or regional recreation planning
- planning for specific areas
- planning for specific facility types such as aquatics, indoor stadia, etc
- specific sports 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 the project. This grant 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/SRV regional representative to discuss priorities and align project objectives.

## Planning Assessment Criteria



Why?	Demonstrate how the planning process:
20%	<ul style="list-style-type: none"> <li>– Responds to identified community needs and issues and is supported strategically by other local or regional plans and/or State Sporting Associations/peak bodies planning.</li> </ul>
How?	Demonstrate the extent to which the project:
20%	<ul style="list-style-type: none"> <li>– Clearly identifies the project scope, methodology and proposed outcomes in a draft project brief.</li> <li>– Encourages innovative approaches to address items such as risk management, Universal / Inclusive Design, multi-use and environmental sustainability.</li> </ul>
Who?	Demonstrate the extent to which the project:
10%	<ul style="list-style-type: none"> <li>– Consults and collaborates with a variety of stakeholders.</li> <li>– Considers inter-municipal linkages and issues (where appropriate).</li> </ul>
What will the project achieve?	Demonstrate the extent to which the project:
50%	<ul style="list-style-type: none"> <li>– Increases (or in certain cases maintains) participation in sport and recreation.</li> <li>– Encourages the widest possible community participation in sport and recreation activities, particularly by members of traditionally disadvantaged groups such as, people with disabilities, women, young people, older adults, people from non-English speaking backgrounds, Indigenous people and those rurally isolated.</li> <li>– Considers multi-use and improves the quality and range of sport and recreation opportunities.</li> </ul>

## Building Community Infrastructure

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

Applications can be made to four different Building Community Infrastructure sub categories: Minor Facilities, Major Facilities, Seasonal Pool Renewal and Better Pools.

**Local government authorities are eligible to submit up to three applications to this category:**

### Minor Facilities

#### Objectives

- to encourage participation in sport and recreation through innovative programming initiatives
- to encourage involvement of community organisations in planning and developing facilities
- to encourage a coordinated response through cooperation between local governments, State Sporting Associations/peak bodies and local grassroots sports clubs and organisations
- to strengthen communities through the development of sustainable sport and recreation facilities.

#### What types of projects might be funded?

Minor Facilities funding will support projects that provide:

- upgrades to outdated and non-compliant facilities
- change facilities for female and/or junior use
- shared walking/cycling paths and tracks
- sports surface development
- increased participation capacity through lighting developments
- projects for young people and families such as playspaces and skate parks or BMX tracks
- multi-use program and meeting spaces
- more accessible and inclusive facilities
- projects promoting efficient and sustainable use of Victoria's natural resources for community sport and recreation facilities.

## Minor Facilities Assessment Criteria



Why?	Demonstrate the extent to which the project:
20%	<ul style="list-style-type: none"> <li>– Responds to identified community needs and issues and is supported strategically by other local or regional plans and/or State Sporting Associations/peak bodies planning.</li> </ul>
How?	Demonstrate the extent to which the project:
20%	<ul style="list-style-type: none"> <li>– Clearly identifies the project scope, methodology and that proposed outcomes can be completed within a prescribed timeframe (detailed in a Project Management Framework).</li> <li>– Includes the provision of quotations/internal cost estimates, concept/schematic plans for the project.</li> <li>– Includes confirmation of funding contributions (both financial and in-kind).</li> <li>– Encourages innovative approaches to address items such as risk management, Universal / Inclusive Design, facility programming, multi-use and environmental sustainability.</li> </ul>
Who?	Demonstrate the extent to which the project:
10%	<ul style="list-style-type: none"> <li>– Consults and collaborates with a variety of stakeholders.</li> </ul>
What will the project achieve?	Demonstrate the extent to which the project:
50%	<ul style="list-style-type: none"> <li>– Increases (or in certain cases maintains) participation in sport and recreation.</li> <li>– Encourages the widest possible community participation in sport and recreation activities, particularly by members of traditionally disadvantaged groups such as, people with disabilities, women, young people, older adults, people from non-English speaking backgrounds, Indigenous people and those rurally isolated.</li> <li>– Considers multi-use and improves the quality and range of sport and recreation opportunities.</li> </ul>

Local government authorities are eligible to submit one application to the following funding categories:

## Major Facilities

### Objectives

To encourage the development of sport and recreation facilities that are innovative, effectively managed, environmentally sustainable and well-used.

### What type of projects might be funded?

There are two main kinds of capital development funded under the **Major Facilities** category.

#### **Multi-purpose Facility Development**

Multi-purpose facilities generally include indoor and/or outdoor spaces that cater for a range of activities and user groups.

Consideration will be given to funding:

- the upgrading and/or redevelopment of existing multi-purpose facilities
- the development of new facilities.

#### **Single-purpose Regional Facility Development**

A single-purpose regional facility is designed and managed primarily for a single activity and usually:

- has a catchment of more than one municipality
- attracts users who are likely to travel some distance (outside of the municipality) to participate
- is identified as regionally significant by the relevant State Sporting Association
- services an association rather than individual clubs
- provides facilities for regional or state-level training and competition.

Priority will be given to projects with a demonstrated regional or sub-regional benefit.





## Better Pools

### Objectives

To encourage:

- a planned approach to developing aquatic leisure facilities
- local governments to meet the needs of aquatic leisure users
- new or redeveloped spaces that create participation and programming opportunities for the entire community.

### What type of projects might be funded?

There are two kinds of developments funded under this category:

- New Aquatic Leisure Centres:
  - projects that provide new aquatic leisure facilities.
- Aquatic Facility Redevelopment:
  - projects where the planned redevelopment focuses on increasing participation and access to aquatic activities.

## Seasonal Pool Renewal

### Objectives

To encourage:

- local government's ability to renew and modernise small aquatic leisure facilities in small rural and regional Victorian towns and in the interface municipalities where access to indoor aquatic centres is significantly limited
- a greater range of aquatic recreational opportunities accessible to all.

### What type of projects might be funded?

The **Seasonal Pool Renewal** category will highly regard 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 at a venue
- water and energy conservation infrastructure initiatives
- raising water temperature levels
- improving amenity of facilities through better change areas and shelter/shade
- improving accessibility to swimming pools and change facilities.

## Major Facilities, Seasonal Pool Renewal and Better Pools Assessment Criteria

Why?	Demonstrate the extent to which the project:
20%	<ul style="list-style-type: none"> <li>– Responds to identified community needs and issues and is supported strategically by other local or regional plans and/or State Sporting Associations/peak bodies planning.</li> <li>– Addresses a gap in local/regional provision of facilities.</li> </ul>
	For Better Pools category only
	<ul style="list-style-type: none"> <li>– Responds to the current market demand and trends in aquatic sport and recreation.</li> </ul>
How?	Demonstrate the extent to which the project:
20%	<ul style="list-style-type: none"> <li>– Clearly identifies the project scope, methodology and that proposed outcomes can be completed within a prescribed timeframe (detailed in a Project Management Framework).</li> </ul>
	<ul style="list-style-type: none"> <li>– Includes project costs provided by a certified quantity surveyor (or by relevant contractors for Seasonal Pool Renewal projects).</li> </ul>
	<ul style="list-style-type: none"> <li>– Identifies and confirms proposed funding sources.</li> </ul>
	<ul style="list-style-type: none"> <li>– Includes a schematic layout of the project that has been formally endorsed by local government and considers statutory planning requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>– Addresses issues around safety, risk management, Universal / Inclusive Design and compliance with relevant anti-discrimination legislation.</li> </ul>
	<ul style="list-style-type: none"> <li>– Demonstrates the sustainability and viability of the project through business planning which takes into account operational as well as capital replacement factors.</li> </ul>
	<ul style="list-style-type: none"> <li>– Achieves Environmentally Sustainable Design principles and practices*.</li> </ul>



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.
	For Better Pools category only
	– Demonstrates economic impact during construction and operation, including employment during and after construction.
What will the project achieve?	Demonstrate the extent to which the project:
50%	– Increases (or in certain cases maintains) participation in sport and recreation and addresses the demand for facilities.
	– Encourages the widest possible community participation in sport and recreation activities, particularly by members of traditionally disadvantaged groups such as, people with disabilities, women, young people, older adults, people from non-English speaking backgrounds, Indigenous people and those rurally isolated
	– Has significant regional/sub-regional and/or multi-purpose benefit.
	– Improves the quality and range of sport and recreation opportunities.
	For Seasonal Pool Renewal category only
	– Increases the range of formal and/or informal aquatic opportunities for communities that experience significant isolation from indoor aquatic facilities offering year round aquatic access.

\* Major Facilities, Seasonal Pool Renewal 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.

### Additional Information

Further information in relation to each of the following items can be found at [www.dpcd.vic.gov.au/grants](http://www.dpcd.vic.gov.au/grants) and select Community Facility Funding Program.

#### Environmentally Sustainable Design

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

#### Competitive Neutrality Policy

Under the Council of Australian Government's Competition Principles Agreement, Victoria is obliged to apply the Government's Competitive Neutrality Policy.

#### Disability Standards for Access to Premises and Universal Design

All sport and recreation building projects are to comply with the Disability (Access to Premises-Buildings) Standards. Please visit the **Premises Standards** section of [www.ag.gov.au](http://www.ag.gov.au) for copies of the Standards and incorporate them into your building planning.

Universal Design is a philosophy that encourages building development beyond what is required by the Disability Standards for Access to Premises. The intent of Universal Design is to create environments to be usable by all people, to the greatest extent possible.

#### 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 on 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** and **Seasonal Pool Renewal** projects **only**. A voluntary Labour and In-kind Support Information Sheet must be completed and returned with the application form.

#### 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 demonstrate participation outcomes.

#### 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](http://www.dpcd.vic.gov.au/sport/codeofconduct)

#### Planning Guides

Sport and Recreation Victoria has developed a series of planning guides for sport and recreation facility development. These planning guides which may provide assistance include:

- Football and Netball Lighting Guide
- Artificial Grass for Sport Guide
- Tennis Facility Planning Guide
- Netball Court Planning Guide
- Skate Facility Guide
- Good Play Space Guide.

Copies of these planning guides can be found at [www.dpcd.vic.gov.au/sport](http://www.dpcd.vic.gov.au/sport)

# Application form: Community Facility Funding Program 2012/2013

## Local Government Application Form

### Section 1 – Contact information Fields marked (\*) are mandatory

#### Part A: Applicant Organisation details

\* Name of Council:

\* Main Street Address:

\* Town / suburb:

\* Postcode:

\* State:

**Postal address** (if different from above):

Town / suburb:

Postcode:

State:

#### Authorised person

(This is the person who is authorised by the organisation to make the application on their behalf.)

\* Title:

\* First name:

\* Last name:

Position:

Telephone:

Mobile:

Fax:

Email:

#### Council's Australian Business Number (ABN):

ABN:

#### Part B: Council's Project Representative Contact Details

\* Title:

\* First name:

\* Last name:

\* Position:

\* Postal address:

\* Town / suburb:

\* Postcode:

\* State:

\* Telephone:

Mobile:

Fax:

\* Email:



# Application form: Community Facility Funding Program 2012/2013

## Local Government Application Form

### Part C: Club/Community Representative Contact Details

Fields marked (\*) are mandatory

Please provide contact details for the main beneficiary of the project.

* Title:	* First name:
_____	
* Last name:	_____
Position:	
_____	
Club Name:	
_____	
Telephone:	Mobile:
_____	
Fax:	Email:
_____	

### Section 2 – Project Overview

Please indicate the category for this application (tick one).

<input type="checkbox"/> Planning	<input type="checkbox"/> Better Pools
<input type="checkbox"/> Minor Facilities	<input type="checkbox"/> Seasonal Pool Renewal
<input type="checkbox"/> Major Facilities	

#### \* Project name

We will use this name on all correspondence. Please use 10 words or less and name the facility/reserve and project type (for example, Smith Reserve Lighting Project).

\_\_\_\_\_

\_\_\_\_\_

#### \* What are you going to do?

Describe the project in one to two sentences. Particularly describe what you have now and what you are going to achieve as a result of the project.

\_\_\_\_\_

\_\_\_\_\_

#### \* When will your project take place?

\* Anticipated project start date:     /     /

\* Anticipated project completion date:     /     /

#### \* Benefit Group Details:

Who in the community is this project specifically directed at? If it is not specifically targeting one or a number of groups please select Whole of Community.

<input type="checkbox"/> Whole of Community	
<b>Gender</b>	<b>Diversity</b>
<input type="checkbox"/> Male	<input type="checkbox"/> Indigenous
<input type="checkbox"/> Female	<input type="checkbox"/> CALD (Culturally and linguistically diverse)

# Application form: Community Facility Funding Program 2012/2013

## Local Government Application Form

### \* Benefit Group Details (continued):

<b>Age</b> <input type="checkbox"/> Children (0-14 years) <input type="checkbox"/> Young People (12-25 years) <input type="checkbox"/> Adults (25-54 years) <input type="checkbox"/> Seniors (54+)	<b>Volunteers</b> <input type="checkbox"/> Committee/decision making <input type="checkbox"/> Other
<b>Social Interest</b> <input type="checkbox"/> Socio-economically disadvantaged <input type="checkbox"/> Refugee	<b>Disability</b> <input type="checkbox"/> General Disability

### Where will your project happen?

Please provide the address of where most of your planned activity will take place.

Address:

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Local government area:

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Melway/VicRoads Reference:

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Who owns the land where the project is to be located? *If on private land, you must provide evidence of a legally binding land use or community access agreement.*

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Who is the land manager? (for example, local government, Department of Sustainability and Environment, Department of Education and Early Childhood Development)

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Describe your organisation's tenure over the land? (for example, own, lease, licence)

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Does the project require any permits or approvals before it can commence? (for example, building or planning approval, DSE/Ministerial approval for Crown Land) If so, please advise on status of approval.

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What Environmentally Sustainable Design initiatives will be included in your project?  
*Describe the level of Environmentally Sustainable Design your project will be aiming to achieve and any specific initiatives to be incorporated, including total allocated cost.*

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**Section 3 – Project Details that address the Assessment Criteria**

Please indicate how your project addresses the following assessment criteria. Refer to the program guidelines to help you answer the questions. Note that you will need to respond to each specific category criteria. Attach additional pages as required.

\* **Why?** (20%)

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\* **How?** (20%)

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\* **Who?** (10%)

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\* **What will the project achieve?** (50%)

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# Application form: Community Facility Funding Program 2012/2013

## Local Government Application Form

### Section 4 – Project Budget

Please provide details of the income and expenditure for your project (**excluding GST**). Note that the total income must equal total expenditure.

You are required to submit your budget using the categories provided. If you cannot provide enough details in this section please provide a summary here and the details on a separate sheet(s) using the same categories.

Income		Expenditure	
Amount requested from CFFP	\$	Project Construction	\$
Other State Government funding	\$	Professional Fees	\$
Local Government	\$	Project Coordination	\$
Federal Government	\$	Contingencies Escalations and Allowances	\$
Community organisations	\$	Site preparation	\$
Business contributions	\$	In-kind support (if applicable)	\$
Philanthropic contributions	\$	Other (please specify)	\$
In-kind support (if applicable)	\$		
Other (please specify)	\$		
<b>Total income</b>	<b>\$</b>	<b>Total expenditure</b>	<b>\$</b>

NB In-kind support is only applicable to applications submitted under the **Minors** and **Seasonal Pool Renewal** Categories. Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost.

- \*  The supporting documents checklist has been referred to and appropriate documents are attached to the application.

### Declaration

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify DPCD of any changes to this information and any circumstances that may affect this application. I acknowledge that DPCD may refer this application to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. I understand that DPCD is subject to the *Freedom of Information Act 1982* and that if a Freedom of Information request is made, DPCD will consult with the applicant before any decision is made to release the application or supporting documentation. I understand that this is an application only and may not necessarily result in funding approval.

\* Signature:

\* Date:

\* Print name:

\* Position:

(Note: This should be the Authorised Person, who is the person authorised by the organisation to make the application on their behalf, eg Chief Executive Officer, Director/General Manager).

# Application form: Community Facility Funding Program 2012/2013

## Local Government Application Form

### Supporting documents checklist

#### Planning

Please submit the following documents (where applicable) with your application:

- A draft project brief
- Letters of support from organisations that clearly indicates how the group/individual will either support the project or benefit from the scope of works

#### Minor Facilities

Please submit the following documents (where applicable) with your application:

- Planning permits
- 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 "Notification of Intention (NoI) to enter into a Joint Use Agreement" form, including a letter from DEECD that indicates endorsement of the project at both the regional office and central office level
- A completed *Voluntary Labour and In-Kind Support* pro-forma
- A Project Management Framework
- Evidence of confirmation of funding sources (for example, local government report confirming contribution, club bank statements)
- Capital Replacement Plan
- Facility Management Plan
- Detailed *Schedule of Use*
- Quotes, internal cost estimates or Quantity Surveyor Estimates to undertake the project
- Schematic plans
- Letters of support from organisations that clearly indicates how the group/individual will either support the project or benefit from the scope of works
- Where applicable attach evidence (printable process list) 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](http://www.dpcd.vic.gov.au/indigenous/heritage-tools)
- Relevant sections** of local government reports/ plans/ strategies/ community consultation to support the project (please do not attach entire documents)
- Completed *Code of Conduct Form for Tenants* from all clubs that are tenants of the facility

# Application form: Community Facility Funding Program 2012/2013

## Local Government Application Form

### Major Facilities / Better Pools

Please submit the following documents (where applicable) with your application:

- Quantity Surveyor's estimates (**mandatory**)
- Planning permits
- 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 "Notification of Intention (NoI) to enter into a Joint Use Agreement" form, including a letter from DEECD that indicates endorsement of the project at both the regional office and central office level
- A Project Management Framework
- Detailed *Schedule of Use*
- Letters of support from organisations that clearly indicates how the group/individual will either support the project or benefit from the scope of works
- Schematic plans
- Capital Replacement Plan
- Environmentally sustainable design report(s)
- Where applicable attach evidence (printable process list) 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](http://www.dpcd.vic.gov.au/indigenous/heritage-tools)
- Technical and/or Access Audits
- Relevant sections** of local government reports/ plans/ strategies/ community consultation to support the project (please do not attach entire documents)
- Evidence of confirmation of funding sources (for example, local government report confirming contribution)
- Facility Management Plan
- Completed *Code of Conduct Form for Tenants* from all clubs that are tenants of the facility (if applicable)



## Seasonal Pool Renewal

Please submit the following documents (where applicable) with your application:

- Quotes, internal cost estimates or Quantity Surveyor Estimates to undertake the project
- Planning permits
- 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 "Notification of Intention (NoI) to enter into a Joint Use Agreement" form, including a letter from DEECD that indicates endorsement of the project at both the regional office and central office level
- A Project Management Framework
- Voluntary Labour and In-Kind Support* pro-forma
- Detailed *Schedule of Use*
- Capital Replacement Plan
- Letters of support from organisations that clearly indicates how the group/individual will either support the project or benefit from the scope of works
- Schematic plans
- Environmentally sustainable design report(s)
- Where applicable attach evidence (printable process list) 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](http://www.dpcd.vic.gov.au/indigenous/heritage-tools)
- Technical and/or Access Audits
- Relevant sections** of local government reports/ plans/ strategies/ community consultation to support the project (please do not attach entire documents)
- Evidence of confirmation of funding sources (for example, council report confirming contribution)
- Facility Management Plan
- Completed *Code of Conduct Form for Tenants* from all clubs that are tenants of the facility (if applicable)

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