

Community Facility Funding Program 2012/2013 Minor Facilities



Guidelines and Expression of Interest Form for Community Organisations

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Minister's Foreword



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

Local sport and recreation clubs and facilities are the backbone of Victorian communities. They are the perfect place to get together, meet new friends, catch up and participate in some healthy activity.

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 we can provide quality sport and recreation facilities that give people of all ages and abilities every opportunity to participate in the sports they love. This includes giving all areas of our community an equal 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 improving walking and cycling trails, redeveloping sports facilities to provide for females, resurfacing ovals and sports lighting installations.

I am also pleased to confirm the Victorian Government's commitment to providing an additional \$5 million towards 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.

I encourage clubs and other community groups to work closely with your local council to develop your project proposals and applications for funding.

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 long, sweeping tail on the final letter.

Hugh Delahunty MP
Minister for Sport and Recreation

What is Minor Facilities Funding?

Minor Facilities is a category of the Victorian Government's *Community Facility Funding Program* and is designed to assist clubs, organisations, communities and local government to work together to develop local sport and recreation facilities that create more accessible, usable and sustainable participation opportunities.

The objectives of **Minor Facilities** is to encourage:

- participation in sport and recreation
- involvement of community organisations in planning and developing facilities
- a coordinated response through cooperation between local government, State Sporting Associations/peak bodies and local grassroots sports clubs and organisations
- a strengthened community through the development of sustainable sport and recreation facilities.

Why is the Victorian Government funding these grants?

The *Community Facility Funding Program* helps provide high quality, accessible community facilities across Victoria. The program is a great catalyst for increasing active participation rates in Victorian communities; especially for those groups who previously may not have had an opportunity to participate in sport and recreation.

Who can apply?

Funding under this program is provided through local government.

Community organisations have the opportunity to access funds by submitting an expression of interest directly to their local government using the *Expression of Interest Form for Community Organisations* which is at the end of this document.

Local government authorities are able to submit up to three applications to Sport and Recreation Victoria with a total maximum allowance of \$200,000 per funding round with no single grant request exceeding \$100,000.

Applications can seek a maximum of \$100,000 towards a total project cost of \$500,000 or less (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.

Projects with a total cost above \$500,000 (GST exclusive) are not eligible under the Minor Facilities category.

What type of projects might be funded?

Minor Facilities funding will support sport and recreation projects such as:

- upgrades to outdated and non-compliant facilities
- change facilities for female and/or junior use
- shared walking/cycling paths and tracks
- sports surface developments
- 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 space
- more accessible and inclusive facilities
- projects promoting efficient and sustainable use of Victoria's natural resources for community sport and recreation facilities.

What will not be funded?

Minor Facilities funding will not support:

- 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 that exceed the maximum allowable total project cost
- projects that do not meet relevant Australian Standards
- projects where contributions from funding partners are not confirmed
- projects that are not ready to proceed
- investments that do not have participation as a major focus
- 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
- routine or cyclical maintenance works to existing facilities
- facilities where little or no public access is available
- projects 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
- repair of facilities damaged by vandalism, fire or other natural disasters where the act should be covered by insurance
- requests for ongoing operational costs such as, but not limited to, salary subsidies, electricity, water and other utilities
- the purchase of recreation, entertainment, sporting, maintenance or any other equipment
- community transport or any other type of vehicle
- upgrading or redeveloping kitchen facilities, except as part of a larger project that meets the objectives of the funding program
- the replacement of sports surfaces, previously funded by Sport and Recreation Victoria, 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?

The following conditions will apply to projects that receive a grant:

- Matching funding contributions towards total project costs (GST exclusive) are required in the following ratios:

Metropolitan	DPCD \$1:\$1 local
Outer metropolitan (Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges)	DPCD \$1.5:\$1 local
Ballarat, Bendigo, Geelong	DPCD \$1.5:\$1 local
Rural	DPCD \$2:\$1 local

- Local government authorities must enter into an Activity Schedule with the Department of Planning and Community Development that sets out the grant conditions and reporting requirements.
- Funds must be spent on the project as described in the Activity Schedule
- Projects should not commence until 1 July 2012 and must be completed and acquitted by the end of December 2013.
- A request to vary an approved project must be submitted to the Department of Planning and Community Development by your local government authority for approval prior to implementation.
- 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 by each facility tenant club and submitted with the application to DPCD. Applications without this form will not be considered for funding*.
- Consideration will be given to claiming in-kind expenses** such as voluntary labour and donated materials to a maximum value of 25 per cent of the total project cost.

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

** A Voluntary Labour and In-kind Support pro-forma is available on www.dpcd.vic.gov.au/grants and must be completed and returned with the *Expression of Interest Form*.

How will submissions be assessed?

There are a number of common features in successful projects. Good projects are well planned, involve relevant stakeholders, and are clear on what they are aiming to achieve.

Submissions 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 *Expression of Interest Form* asks for a description of the project, completion of the assessment criteria and an explanation of the anticipated outcomes.

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



What is the application process?

The *Community Facility Funding Program* will be assessed through a two-step process.

Step One:

Community organisations submit the *Expression of Interest Form for Community Organisations* to their local government authority (see attached form). It is vital that community organisations contact their local government authority to find out the closing date for expressions of interest.

Community organisations are strongly encouraged to discuss project ideas with local government before completing the *Expression of Interest Form for Community Organisations*.

Advice should include investigating the:

- suitability of the proposed project scope and works
- relationship to local government's forward planning and future priorities
- total budget and the availability and sources of any matching funding contributions
- process for submitting an Expression of Interest.

When a project idea is developed the community organisations should complete an Expression of Interest and submit to their local government for consideration.

Expressions of Interest should be sent directly to local government and NOT to the Department of Planning and Community Development.

Step Two:

Local governments review Expressions of Interest from community organisations, and following local government endorsement develop up to three (3) applications for submission to the Department of Planning and Community Development for consideration by 28 September 2011.

- Local government reviews all expressions of interest from community organisations in their municipality.
- Local government assess these project proposals and endorse the projects that best meet the assessment criteria.
- Local government then write a full application to ensure they are in a strong position to be considered for funding.
- Local government submits completed applications to the Department of Planning and Community Development.

Project applications will be assessed and announcements will be made from **December 2011 onwards**.

More information

For contact details and assistance with your application, please call our Grants Information Line on **1300 366 356** for the cost of a local call (except from mobile phones) on any weekday between 8.30am and 5.00pm (except Public Holidays).

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Community Organisation Expression of Interest Form

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

Part A: Applicant Organisation details

* Name of Organisation:

* 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:

Section 2 – Project Overview

*** 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).

Current approximate membership numbers:

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

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

* Describe any groups or communities your project is directed at or particularly relevant to. For example, people with disabilities, women, Indigenous people, youth, culturally and linguistically diverse communities, older adults. If this is not relevant for your project you can leave this question blank. Your response is limited to 1000 characters.

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Community Organisation Expression of Interest Form

Where will your project happen?

* Please provide the address of where most of your planned activity will take place including town / suburb and postcode.

Address:

Local government area:

Melway/VicRoads reference of proposed project site:

When will your project take place?

* Anticipated project start date: / /

* Anticipated project completion date: / /

Section 3 – Project Details that address the Assessment Criteria

Please indicate how your project addresses the following assessment criteria: Why? (20%), How? (20%), Who? (10%) and What will the project achieve (50%). Refer to the program guidelines to help you answer the questions. Responses to each question should be no more than 500 words. Attach additional pages if required.

* **Why? (20%) do you want to do this project?** What circumstances and demand have created ideas for this project? Does it link with other plans?

* **How? (20%) Do you have project plan?** Do you have quotation or cost estimate? Will it be locally led? How will you pay for it?

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Community Organisation Expression of Interest Form

Section 4 – Project Budget

Please provide details of the income and expenditure for your project, excluding GST. Note that the total income should 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)	\$		
Total income	\$	Total expenditure	\$

NB: Consideration will be given to claiming in-kind expenses such as voluntary labour and donated materials to a maximum value of 25 per cent of the total project cost.

* The supporting documents checklist has been referred to and appropriate documents are attached to the expression of interest.

Declaration

I state that the information in this expression of interest form is to the best of my knowledge true and correct. I understand that this is an expression of interest only and may not necessarily result in funding approval.

* Signature:

* Date:

* Print name:

* Position:

(Note: To be signed by a person with delegated authority to apply – i.e. President, Secretary, Public Officer or Treasurer)

Community Facility Funding Program 2012/2013

Community Organisation Expression of Interest Form

Supporting documents

Please attach the following documents with your application (if applicable):

Minor Facilities

- Schematic Plans
- Quotes
- Evidence of confirmation of funding sources (for example, bank statements confirming club contribution)
- Completed *Code of Conduct Form for Tenants* from all clubs based at the facility*
- A completed *Voluntary Labour and In-Kind Support* pro-forma*
- Letters of support from organisations that clearly indicates how the group individual will either support the project or benefit from the scope of works
- A detailed *Schedule of Use* pro-forma*
- Planning permits
- A legally binding land use or joint use agreement for projects located on private land and a joint use agreement or notification of intention form for those projects located on school land

* Further information can be found at www.dpcd.vic.gov.au/grants

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Authorised by The Hon Hugh Delahunty MP

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