



# 2022 Local Sports Infrastructure Fund

GUIDELINES



Jobs,  
Precincts  
and Regions

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# MESSAGE FROM THE MINISTER

As the Minister for Community Sport, I'm delighted to see local clubs and the community returning to sports grounds, aquatic centres, tennis courts, playspaces and other sport and active recreation facilities across the state to participate in the sports and active recreation activities they love after a challenging two years.

To help inspire even more locals back to play, the Victorian Government is ramping up its support for communities and clubs by upgrading and building new local sport and active recreation infrastructure to encourage even more Victorians to secure the benefits of being physically active.

That's why I'm pleased to announce applications are now open for the 2022 *Local Sports Infrastructure Fund* – backed by up to \$30 million from the recent state budget.

With overwhelming demand for infrastructure, the fund supports projects across five funding streams including Indoor Stadiums/Aquatic Facilities, Female Friendly Facilities, Community Sports Lighting, Community Facilities and Planning.

This includes \$10 million dedicated to female friendly facilities to help more women and girls get involved in community sport.



THE HON ROS SPENCE MP  
Minister for Community Sport

Better facilities allow clubs to take on more players, host more events and draw bigger crowds, creating a real buzz in the community and boosting local economies.

That's why I urge Local Government Authorities and Alpine Resort Boards to work with their communities to apply for funding and kick start new projects that can make a real difference to people's lives.

The *Local Sports Infrastructure Fund* builds on the more than \$1.2 billion invested by the Victorian Government in community sport and active recreation infrastructure since 2014.

A 2020 report by KPMG, commissioned by Sport and Recreation Victoria, put an annual value of \$7 billion on the economic, social and health benefits of community sport and active recreation infrastructure in Victoria.

These investments support local economies by creating economic activity and hundreds of jobs for planners, architects, engineers, project managers, builders, carpenters, plumbers, electricians, facility managers and operational personnel. Sourcing local materials will also enable many more Victorian businesses to thrive.

I look forward to seeing new and exciting projects supported through the 2022 *Local Sports Infrastructure Fund*.



# THE 2022 LOCAL SPORTS INFRASTRUCTURE FUND

## 1.1 About the LSIF

The *2022 Local Sports Infrastructure Fund (LSIF)* is a state-wide competitive Victorian Government investment program that funds the development of high-quality, accessible community sport and active recreation infrastructure.

The LSIF promotes partnerships between the Victorian Government, Local Government Authorities (LGAs), Alpine Resort Boards (ARBs), sport leagues and associations, sporting clubs, schools, educational institutions and community organisations.

The LSIF is underpinned by the Department of Jobs, Precincts and Regions' (DJPR) priorities of ensuring the state's economy benefits all Victorians by creating more jobs for more people, building thriving places and regions, and nurturing inclusive communities. The LSIF is administered by Sport and Recreation Victoria (SRV) on behalf of DJPR.

## 1.2 Objectives of the LSIF

Active, healthy and thriving communities need high-quality, accessible, well-designed and sustainable infrastructure to conduct sport and active recreation activities. Developing infrastructure that supports individuals and communities who participate less, while driving local economic activity, are priorities for the Victorian Government.

The LSIF aims to achieve this by:

- Investing in high-quality community sport and active recreation infrastructure to facilitate appropriate participation opportunities.
- Investing in infrastructure that extends capacity and encourages flexible, multi-use, shared and integrated services and facilities.
- Advancing inclusive and accessible development by ensuring investments are universally designed, environmentally sustainable and strategically planned.
- Encouraging collaboration with sporting clubs, leagues and associations, state sporting associations, schools, service providers, facility managers and community organisations to deliver outcomes.

Rates of participation in sport and active recreation are well below the state average for many groups of Victorians. Those that participate less include:

- Aboriginal Victorians
- Culturally and linguistically diverse (CALD) communities
- Disengaged Young People
- LGBTIQ+ people
- People with a disability
- Seniors (people aged 60 years and over)
- Socio-economically disadvantaged communities
- Women and girls.

The Victorian Government is committed to supporting greater opportunities for all Victorians, and the 2022 LSIF will prioritise projects that support participation by these groups.

### 1.3 Outcomes of the LSIF

The LSIF reflects the Victorian Government’s commitment to securing the many benefits of participating in sport and active recreation. This includes supporting Victorians, particularly those individuals and communities who participate less to achieve better health, wellbeing, social, and economic outcomes through the construction, programming and activation of community sport and active recreation infrastructure.

The LSIF will invest in proposals that can demonstrate commitment to the following outcomes:

- More participation opportunities made available through the development of new or upgraded existing multi-use, sport, and active recreation infrastructure.
- Improved participation of those who participate less in community sport and recreation, particularly those from communities experiencing long-term socio-economic disadvantage, growth and regional areas and areas affected by natural disaster.
- More equitable and inclusive participation of women and girls in local sport by investing in well-designed and high-quality facilities.
- Improved sustainable design and planning to ensure infrastructure investment is building better and more liveable communities.
- Increased local economic activity through the planning, building, management, and activation of redeveloped or new infrastructure.

### 1.4 Investment priorities

Priority will be given to projects that:

- Support communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing socio-economic disadvantage, strong population growth or significant change in circumstances (e.g. economic challenges).
- Demonstrate strong participation outcomes for those individuals or communities who participate less in sport and active recreation (as per **Section 1.2**).
- Demonstrate multi-use, shared and integrated facilities including those on school land that can ensure long-term community access. Please see **Section 2.4** for information regarding facilities on school land.
- Demonstrate economic uplift in the form of job creation during construction and operation, non-government investment and local/regional event attraction.

### 1.5 Timelines

APPLICATIONS OPEN	APPLICATIONS CLOSE	PROJECTS ANNOUNCED	GRANT AGREEMENTS EXECUTED	PROJECTS COMMENCE CONSTRUCTION
May 2022	12 July 2022	Early October 2022	Mid October 2022	April 2023
				

# 2.



## ELIGIBILITY

### 2.1 Eligible applicants

Only Victorian LGAs and ARBs are eligible to apply to the LSIF.

LGAs/ARBs must discuss potential project/s with their SRV representatives to receive feedback on eligible projects before submitting their application/s.

**Sporting and recreation clubs, sporting associations and leagues, educational institutions, not-for-profit community organisations, businesses and individuals cannot directly apply to the LSIF.**

Local clubs and organisations are advised to contact their LGA or ARB if they wish to express interest and seek support from the LSIF.

### 2.2 Eligible applications

To be eligible for funding through the LSIF, applications submitted by LGAs/ARBs must:

- Relate to a project that is eligible under the relevant funding stream.
- Relate to a project that will commence construction within six (6) months of executing a funding agreement with DJPR (for successful projects).
- Meet all funding limits and funding ratios for the relevant funding stream.
- Adequately demonstrate how the project meets the funding stream objectives and assessment criteria. Claims made against each criterion must be substantiated with evidence.
- Exclude activities listed in **Section 2.5**.
- Be submitted (including all supporting documentation) by **5:00pm on Tuesday, 12 July 2022**.

Stages of a larger facility development may seek support from the LSIF, providing the stage addresses the assessment criteria and meets all other eligibility requirements.

Only eligible applications will be assessed and considered for funding by SRV.

Please refer to the relevant funding stream in **Section 4** for further details about application requirements.

Applications submitted after the closing date will not be considered eligible and will not be assessed, unless an extension has been requested and approved in writing by SRV before the closing date, which will only be granted under exceptional circumstances (e.g. significant technology disruptions or impacts from natural disasters).

### 2.3 Performance

SRV will also consider an applicant's past performance and the organisation's capacity to deliver projects on-time based on recent performance or current project management capacity. Compliance with past funding agreements and the number of overdue milestones for existing projects will also be considered.

### 2.4 Facilities on school land

LGAs/ARBs only are eligible to apply to the LSIF for projects located on school land.

For projects on school land, applicants must provide:

- A Community Joint Use Proposal (to the Department of Education and Training) which is completed by the applicant and the school. Schools can access this document from the Department of Education and Training website. Applicants must allow sufficient time to complete this document and obtain the necessary written endorsement from the Department of Education and Training.
- A letter from the Department of Education and Training central office that endorses the project. Applicants requesting this letter should email [vsbaproperty@education.vic.gov.au](mailto:vsbaproperty@education.vic.gov.au)
- Projects in non-government schools are also eligible for funding through LGAs/ARBs and require similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.

## 2.5 Types of activities that will not be funded

- Facilities where little or no public access is available.
- 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, private land with public access rights or land held for public purposes by trustees).
- Requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to demolition, site clearing, earthworks, building works and any form of early works).
- Buildings or equipment considered temporary or not permanent in nature or intended use.
- Metal halide lighting (only LED lighting systems will be funded) across all streams, including as part of large projects eg indoor stadiums.
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the relevant LSIF stream.
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Routine or cyclical maintenance works.
- Purchasing or maintaining recreation, entertainment, sporting, lifesaving or any other equipment (except as part of facility fit out).
- Projects previously funded by SRV, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Projects that do not meet relevant sport or Australian Standards (e.g. lighting projects). Facilities that do not comply with the relevant sport standard must seek exemption from the relevant sporting organisation and supply appropriate evidence to be supported by the LSIF.
- The replacement of like-for-like surfaces (e.g. synthetic surface replaced by a similar synthetic surface) are ineligible for funding. To be eligible for funding the application will need to demonstrate that additional uses are proposed and/or a multi-purpose element is being introduced. Exceptional circumstances may be considered where a significant safety or compliance issues are evident, and an activity will not continue to be conducted as a result.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance. The LSIF may consider supporting applications where the scope includes elements in addition to the facility damaged.
- In general, areas designated as licenced areas within a proposed facility will not be eligible for funding. DJPR 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 childcare or access by young people.
- Projects where contributions from funding partners are not confirmed in writing and by bank statement/s or underwritten by the applicant.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.
- Applications where the project beneficiary receives revenue directly from electronic gaming machines will be given a lower priority.

# 3.



Photo courtesy of Mildura Rural City Council

## FUNDING DETAILS

### 3.1 Funding Streams

Funding from the LSIF is available under the following streams:

FUNDING STREAM	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY FACILITIES	COMMUNITY SPORTS LIGHTING	PLANNING
NUMBER OF APPLICATIONS	ONLY 1 PER LGA/ARB	UNLIMITED UP TO \$1,000,000 PER LGA/ARB	UNLIMITED UP TO \$600,000 PER LGA/ARB	UNLIMITED UP TO \$250,000 PER LGA/ARB	UP TO 2 1 FACILITY <b>OR</b> 1 MUNICIPAL <b>AND</b> 1 REGIONAL
MAXIMUM TOTAL GRANT AMOUNT PER APPLICANT	UP TO \$2,500,000	UP TO \$1,000,000	UP TO \$300,000	UP TO \$250,000	\$30,000 (FAC) \$40,000 (MUN) \$50,000 (REG)
PROJECT TYPES ELIGIBLE FOR FUNDING	Indoor Stadiums Multi-Sport Courts Aquatic Leisure Centres	Change Rooms LED Lighting Sports Fields Courts Pavilions	Change Rooms Courts Sports Fields Active Recreation LED Lighting Outdoor seasonal pools BMX, Skate Parks Scoreboards Fixed Equipment	LED Lighting	<b>FACILITY:</b> Facility planning documents supporting shovel readiness eg Schematic plans, Quantity Surveyor estimates and Geo-tech investigations <b>MUNICIPAL:</b> Recreation and leisure strategies Facility feasibility planning Master planning for 3+ sites <b>REGIONAL:</b> Specific sport Strategic planning Active recreation plans

## 3.2 Funding Ratios

Funding ratios apply to the LSIF and are outlined in the table below.

Applicants must confirm matched funding consistent with the funding ratios. Ratios are calculated using total project cost (**exclusive of GST**).

Applications can include project management fees of up to 7.5 per cent (7.5%) of the total project cost (**exclusive of GST**).

Applicants cannot use other State Government funding, including the Community Sports Infrastructure Loans Scheme or Growing Suburbs Fund, as part of their local contribution throughout the delivery of the project.

Local contributions may comprise of funding from other organisations including LGAs/ARBs, sport and recreation clubs, state sporting associations, schools, educational institutions, Federal Government, community organisations or in-kind support (limits apply to in-kind support).

LGA / ARB	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY FACILITIES	COMMUNITY SPORTS LIGHTING	PLANNING
METROPOLITAN MELBOURNE	SRV = \$1 Local = \$3	SRV = \$1 Local = \$1			
METROPOLITAN INTERFACE *	SRV = \$1 Local = \$2	SRV = \$1.5 Local = \$1			
BALLARAT GREATER BENDIGO GREATER GEELONG	SRV = \$1 Local = \$2	SRV = \$1.5 Local = \$1			
REGIONAL AND RURAL VICTORIA	SRV = \$1 Local = \$1	SRV = \$3 Local = \$1	SRV = \$3 Local = \$1	SRV = \$3 Local = \$1	SRV = \$3 Local = \$1

\* *Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges*

Funding ratios for each funding stream consider the differing capacity of LGA/ARB types across Victoria.

## 3.3 In-kind contributions

An in-kind contribution is a contribution of a good or service other than money. Examples include voluntary labour, donated goods and donated services.

Applications that include in-kind contributions must provide:

- A completed In-kind and voluntary labour support form
- A letter from the LGA/ARB CEO that approves and underwrites any in-kind contributions.

In-kind contributions will not be accepted for applications to the Indoor Stadiums/Aquatic Facilities Stream.

# 4.



Photo courtesy of Mildura Rural City Council

## FUNDING STREAM DETAILS

### 4.1 Indoor Stadiums/Aquatic Facilities Stream

#### 4.1.1 Stream Objectives

This stream supports new indoor stadiums, redeveloped multi-sport indoor courts and/or aquatic leisure centres.

#### 4.1.2 Funding Details

LGAs/ARBs can only submit one application requesting up to \$2,500,000.

Applicants must respond to the assessment criteria for the Indoor Stadiums/Aquatic Facilities Stream as outlined in [Section 4.1.5](#) and provide all mandatory supporting documentation listed in [Section 5](#).

The quality of supporting documentation provided will also be considered during assessment.

#### 4.1.3 Eligible Projects

The types of projects that are eligible include:

- New and/or redevelopment of multi-sport indoor courts at a new or existing indoor stadium.
- Projects that provide new or redeveloped aquatic leisure facilities. Redevelopments that focus on increasing participation and access to aquatic activities.
- Spaces for gymnastics, calisthenics and dance can be supported only as part of a larger project that includes new or redeveloped multi-sport indoor courts.

Applications must:

- Demonstrate how projects will commence construction within six (6) months and be completed within twenty-four (24) months of an executed funding agreement with DJPR through a detailed Project Management Framework and other supporting documents evidencing project readiness.
- Demonstrate a commitment to programming and activation that is diverse, inclusive and engages those individuals or communities who participate less (as per [Section 1.2](#)) This may include partnering with organisations that regularly engage those groups to maximise facility use during peak and non-peak times.
- Allocate a minimum of 25 per cent (25%) of the requested grant amount to components that will improve environmental sustainability such as energy (**note:** LED lighting is mandatory) and/or water efficiency to be eligible. This must be demonstrated with a specific ESD budget in the application.
- Demonstrate a commitment to implementing the Healthy Choices framework in the facility. Further details are available in [Section 9.5](#).

#### 4.1.4 Stream Priorities

Priority will be given to applications that:

- Support community programming, high performance pathways and regional events within the facility.
- Demonstrate economic uplift such as job creation during construction and operations, non-government investment in the facility and participant/event attraction.
- Support participation outcomes that benefit those individuals and/or communities that participate less (as per [Section 1.2](#)).

#### 4.1.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED AND READINESS	40%	<ol style="list-style-type: none"> <li>Why is the project needed?</li> <li>Describe the project scope, including all components.</li> <li>What project planning has been completed to date? Outline what steps will be taken to commence works within six (6) months and complete the project within twenty-four (24) months.</li> </ol>
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> <li>Explain how the project will: <ul style="list-style-type: none"> <li>Increase participation and/or support existing participation in community sport and active recreation</li> <li>Improve participation for those individuals and communities that participate less in community sport and active recreation (as per <b>Section 1.2</b>)</li> <li>Demonstration implementation of Universal Design principles.</li> </ul> </li> <li>Summarise the economic activity the project will produce throughout the planning, construction, and operation of the new or re-developed facility.</li> </ol>
CONSULTATION AND ENGAGEMENT	20%	<ol style="list-style-type: none"> <li>Detail: <ul style="list-style-type: none"> <li>The consultation and engagement that has occurred with the community and other stakeholders for the project</li> <li>Any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul> <p>A further guidance note related to this requirement is available at: <a href="https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf">https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</a></p> </li> </ol>
FACILITY OPERATION	10%	<ol style="list-style-type: none"> <li>Demonstrate appropriate feasibility, business and management planning to support operation and financial sustainability of the project site.</li> <li>Detail how the <a href="#">Healthy Choices</a> framework will be implemented in the project.</li> <li>Detail how ESD design elements will be implemented to improve the operating efficiency of the facility and reduce carbon omissions.</li> </ol>



## 4.2 Female Friendly Facilities Stream

### 4.2.1 Stream Objectives

This stream supports the development of new and/or redevelopment of existing infrastructure that enables more women and girls to participate in sport and active recreation.

### 4.2.2 Funding Details

LGAs/ARBs can submit an unlimited number of applications seeking a total of up to \$1,000,000.

Each project requires a separate application under this stream.

Applicants must respond to assessment criteria for the Female Friendly Facilities Stream outlined in **Section 4.2.5** and provide all mandatory supporting documentation listed in **Section 5** for each application. The quality of supporting documentation provided will also be considered during assessment.

Applications can claim in-kind expenses up to a maximum of 50 per cent (50%) of the total project cost for each application. LGAs/ARBs must approve and underwrite any in-kind contribution from third parties for each applicable application.

### 4.2.3 Eligible Projects

The types of projects that are eligible include:

- Building new or redeveloping/refurbishing existing change rooms.
- Building new or redeveloping existing sports fields.
- Building new or redeveloping existing multi-sport courts.
- Installing new LED or redeveloping existing sports lighting (metal halide lighting is not eligible).
- Multi-sport precincts that include sports fields, sports courts, and pavilion/s.
- Active recreation projects where women and girls are the primary beneficiary.

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within eighteen (18) months.

### 4.2.4 Stream Priorities

Priority will be given to applications that identify initiatives, policies and practices that demonstrate a sustained commitment to gender equality.

Applications that do not sufficiently demonstrate existing women and girls' participation are not eligible for funding from this stream.

A sustained commitment to gender equality could include:

- Demonstrated equal use of facilities for both men's and women's teams
- Deliberate actions resulting in equal representation of women on the club committee
- Initiatives specifically targeting additional women and girls to participate in playing and coaching
- Club officials having completed gender equality training
- A gender equality strategic plan.

#### 4.2.5 Assessment criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED AND READINESS	50%	<ol style="list-style-type: none"> <li>1. Why is the project needed including specifically women and girls?</li> </ol> <hr/> <ol style="list-style-type: none"> <li>2. Describe the project scope, including all components.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>3. What project planning has been completed to date. Outline what steps will be taken to commence works within six (6) months and complete the project within eighteen (18) months.</li> </ol>
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> <li>4. Explain how the project will: <ul style="list-style-type: none"> <li>• Increase participation and/or support existing participation of women and girls in community sport and active recreation</li> <li>• Support existing and proposed initiatives, policies and/or practices that support sustainable gender equality and participation of women and girls</li> <li>• Improve participation for women and girls from communities that participate less in community sport and active recreation (as per <b>Section 1.2</b>)</li> <li>• Demonstrate implementation of Universal Design principles, ESD initiatives and Female Friendly Sport Infrastructure Guidelines.</li> </ul> </li> </ol>
CONSULTATION AND ENGAGEMENT	20%	<ol style="list-style-type: none"> <li>5. Detail: <ul style="list-style-type: none"> <li>• The consultation and/engagement that has occurred with the community and other stakeholders for the project</li> <li>• Any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/ or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>• How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>• Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul> <p>A further guidance note related to this requirement is available at: <a href="https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf">https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</a></p> </li> </ol>



## 4.3 Community Facilities Stream

### 4.3.1 Stream Objectives

The stream supports the development of a broad range of new or redevelopment of existing community sport and active recreation infrastructure ensuring all infrastructure is high-quality and accessible to all.

### 4.3.2 Funding Details

LGAs/ARBs can submit an unlimited number of applications up to a maximum total request amount of \$600,000, and no application can exceed the maximum individual grant amount of \$300,000

Each project requires a separate application under this stream. Bundled projects will be deemed ineligible.

Aquatic projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability.

This must be demonstrated with a specific ESD budget in the application.

Applicants must respond to assessment criteria for the Community Facilities stream outlined in **Section 4.3.5** and provide all the mandatory supporting documentation in **Section 5**. The quality of supporting documentation provided will also be considered during assessment.

Applications can claim in-kind expenses up to a maximum of 50 per cent (50%) of the total project cost for each application. LGAs/ARBs must approve and underwrite any in-kind contribution from third parties.

### 4.3.3 Eligible Projects

The types of projects that are eligible include:

- New and/or redeveloped sports fields and sports courts
- Multi-sport training facilities that are publicly accessible
- Active recreation spaces such as outdoor exercise equipment or redevelopment of indoor spaces, such as appropriate flooring for fitness classes
- Play spaces, skate parks, BMX tracks, and outdoor splash parks
- Installation of new LED or redeveloping lighting that benefits active recreation spaces (metal halide lighting is not eligible)
- Redevelopment/upgrade to outdoor seasonal pools that improve accessibility and participation such as leisure water, change rooms and energy or water efficiency upgrades e.g. heating of water spaces
- Accessibility improvements for facilities where Senior Victorians participate such as ramps and changerooms
- shared and integrated facilities including those on school land that can ensure long-term community access. Please see **Section 2.4** for information regarding facilities on school land
- Projects that result in energy or water efficiency, with a direct impact on participation, such as new drainage, irrigation and grass installations
- LED electronic scoreboards and fixed equipment including but not limited to sports field behind goal safety netting, and player/coaches' boxes and cricket sight screens.

Stand-alone community sport lighting projects should be directed to the Community Sports Lighting or Female Friendly Facilities funding streams.

Applications must demonstrate how projects will commence construction within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within eighteen (18) months.

#### 4.3.4 Stream Priorities

Priority will be given to projects benefitting population groups that participate less in sport and active recreation (as per **Section 1.2**)

#### 4.3.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED AND READINESS	40%	<ol style="list-style-type: none"> <li>1. Why is the project needed?</li> </ol> <hr/> <ol style="list-style-type: none"> <li>2. Describe the project scope, including all components.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>3. What project planning has been completed to date. Outline what steps will be taken to commence works within six (6) months and complete the project within eighteen (18) months.</li> </ol>
PROJECT OUTCOMES	40%	<p>This question does not apply to Scoreboards and Fixed Equipment projects:</p> <ol style="list-style-type: none"> <li>4a. Explain how the project will: <ul style="list-style-type: none"> <li>• Increase participation and/or support existing participation in community sport and active recreation. Improve participation for those individuals and communities that participate less in community sport and active recreation (as per <b>Section 1.2</b>)</li> <li>• Demonstrate implementation of Universal Design principles and ESD initiatives.</li> </ul> </li> </ol> <hr/> <p>This question applies to Scoreboards and Fixed Equipment projects only:</p> <ol style="list-style-type: none"> <li>4b. Explain how the project will: <ul style="list-style-type: none"> <li>• Support volunteer efforts, participant safety, participant or visitor experiences</li> <li>• Support under-represented groups and/or disadvantaged communities.</li> </ul> </li> </ol>
CONSULTATION AND ENGAGEMENT	20%	<ol style="list-style-type: none"> <li>5. Detail: <ul style="list-style-type: none"> <li>• The consultation and/engagement that has occurred with the community and other stakeholders for the project</li> <li>• Any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>• How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>• Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul> <p>A further guidance note related to this requirement is available at: <a href="https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf">https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</a></p> </li> </ol>



## 4.4 Community Sports Lighting Stream

### 4.4.1 Stream Objectives

This stream supports the installation of LED sports lighting infrastructure that increases facility capacity and participation opportunities.

### 4.4.2 Funding Details

LGAs/ARBs can submit an unlimited number of applications up to a maximum total amount of \$250,000.

Each project requires a separate application under this stream. Bundled projects will be deemed ineligible.

Applicants must respond to assessment criteria for the Community Sports Lighting Stream outlined in **Section 4.4.5** and provide all the mandatory supporting documentation listed in **Section 5**. The quality of supporting documentation provided will also be considered during assessment.

Applications can claim in-kind expenses up to a maximum of 50 per cent (50%) of the total project cost for each application. LGAs/ARBs must approve and underwrite any in-kind contribution from third parties for each applicable application.

### 4.4.3 Eligible Projects

Funding can only be sought for LED lighting infrastructure through this stream. Applications seeking funding for metal halide lighting are not eligible.

The types of projects that are eligible include:

- New/redeveloped lighting to extend capacity (usage times and coverage) of sports fields, sports courts or playing areas e.g. bowling greens.
- Projects that also provide active recreation benefits by facilitating use of sports facilities outside of formal sport usage or lighting adjacent spaces to facilitate active recreation usage by the community.

Applications seeking funding to replace existing globes with LED lighting are not eligible unless part of a new lighting installation.

Applications must demonstrate how projects will commence construction within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within eighteen (18) months.

### 4.4.4 Stream Priorities

Priority will be given to applications that clearly demonstrate a commitment to lighting that supports community sport and active recreation usage. For example, extending lighting hours beyond training sessions or on days where training is not held, for broader community and active recreation use.

#### 4.4.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED AND READINESS	50%	<ol style="list-style-type: none"> <li>Why is the project needed?</li> <li>Describe the project scope, including all components.</li> <li>What project planning has been completed to date. Outline what steps will be taken to commence works within six (6) months and complete the project within eighteen (18) months.</li> </ol>
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> <li>Explain how the project will: <ul style="list-style-type: none"> <li>Increase participation and/or support existing participation in community sport and active recreation</li> <li>Improve participation for those individuals and communities that participate less in community sport and active recreation (as per <b>Section 1.2</b>)</li> <li>Demonstrate implementation of Universal Design principles and ESD initiatives.</li> </ul> </li> </ol>
COMMUNITY AND STAKEHOLDER EN-GAGEMENT	20%	<ol style="list-style-type: none"> <li>Detail: <ul style="list-style-type: none"> <li>The consultation / engagement that has occurred with the community and other stakeholders for the project</li> <li>Any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul> <p>A further guidance note related to this requirement is available at: <a href="https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf">https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</a></p> </li> </ol>



Photo courtesy of Mitchell Shire Council

## 4.5 Planning Stream

### 4.5.1 Stream Objectives

The stream provides support to undertake a range of specific facility and strategic planning projects that contribute to infrastructure readiness and/or the long-term direction of facility and open space. These projects are independent, consultative and improve sport and active coordination to meet demand.

### 4.5.2 Funding Details

LGAs/ARBs can submit a maximum of two applications. This may include one Facility or Municipal Planning project and one Regional Planning project.

To be eligible for Regional Planning funding, two (2) or more LGAs/ARBs must confirm a financial contribution to the project. The application must be auspiced by one LGA/ARB with the demonstrated capacity to manage the project.

Applicants must respond to relevant assessment criteria for the Planning stream outlined in **Section 4.5.5** and provide all the mandatory documentation listed in **Section 5**. The quality of supporting documentation provided will also be considered during assessment.

### 4.5.3 Eligible Projects

PLANNING PROJECT	TYPES OF ELIGIBLE PROJECTS	MAXIMUM GRANT	TYPES OF PROJECTS NOT ELIGIBLE
FACILITY PLANNING	<p><b>SINGLE SITE FACILITY PLANNING ONLY WILL BE SUPPORTED</b></p> <p>Facility planning documentation supporting project readiness. This may include: Designs (minimum schematic) and/or Quantity Surveyor and/or Technical or Specialised Reports (e.g. Geotech, Turf analysis, Sustainability Report, Accessibility report).</p> <p>Proposed facilities should be strategically significant and evidenced by master plans or strategic plans.</p>	UP TO \$30,000	Does not include other pre-planning documents (e.g., Cultural Heritage Management Plan, Facility Asset Audits) or specific facility business case, advocacy documents or management plans.
MUNICIPAL PLANNING	<p><b>STRATEGIC ACTIVE RECREATION PLANNING</b></p> <p>Planning for specific facility types such as playspaces, aquatic facilities, indoor stadiums, etc.</p> <p>Master planning across three (3) or more sites</p> <p>Infrastructure and participation planning for specific sports and/or active recreation activities</p> <p>Feasibility studies for one or more significant projects.</p>	UP TO \$40,000	Single site master plans
REGIONAL PLANNING	<p><b>PLANNING FOR A SPECIFIC SPORT/S ACROSS A REGION</b></p> <p>Regional participation and/or physical activity strategies</p> <p>Planning for infrastructure and active recreation activities across a region.</p>	UP TO \$50,000	Planning that has already been addressed through state sporting association planning or other planning is not eligible.

Applications must demonstrate how planning projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness. The Project Management Framework should also indicate the steps required for authorisation of the final plan supported through the funding.

Planning projects must be completed within eighteen (18) months.

#### 4.5.4 Stream Priorities

Priority will be given to planning projects benefitting those individuals and communities who participate less (as per **Section 1.2**)

#### 4.5.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED AND READINESS	50%	<ol style="list-style-type: none"> <li>Why is the planning project needed? <ul style="list-style-type: none"> <li><b>Facility Planning projects:</b> will need to address how the planning project will address project readiness for a future facility</li> <li><b>Regional Planning projects:</b> will need to address a regional need. Provide evidence that the issues are of a regional nature, including evidence of support from neighboring LGAs/ARBs</li> <li>Confirm the project scope can be delivered within budget and the programs timeframe.</li> </ul> </li> </ol>
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> <li>How will the planning project result in infrastructure delivery, system improvements, investment prioritisation, policy, management, or programmatic changes that improve the health, social and economic wellbeing of the community? <ul style="list-style-type: none"> <li>NB: Facility Planning applications will specifically need to identify how the proposed works will develop documentation to ensure infrastructure project readiness.</li> </ul> </li> <li>Explain how participation of those individuals and communities who participate less will be prioritised in the planning document.</li> </ol>
CONSULTATION AND ENGAGEMENT	20%	<ol style="list-style-type: none"> <li>Detail: <ul style="list-style-type: none"> <li>The consultation / engagement that has occurred with the community and other stakeholders for the project</li> <li>Any further consultation and engagement that will occur for the project.</li> <li><b>Facility Planning projects:</b> will need to detail all relevant consultation in the Project Management Framework including for individuals and communities who participate less.</li> <li><b>Municipal and Regional Planning projects:</b> will need to detail consultation and engagement in the draft project brief methodology. This should include reference to those individuals and communities who participate less, stakeholders and project partners.</li> </ul> </li> </ol>

# 5.



## SUPPORTING DOCUMENTATION

The table below outlines the mandatory and desired supporting documentation for each funding stream. Please submit all documentation with your application to ensure eligibility and demonstrate project readiness. Desired supporting documentation is not a requirement however it will further demonstrate project readiness, if applicable.

The quality of the documentation will be assessed in conjunction with LGAs/ARBs responses to the assessment criteria for the funding stream. Refer to **Section 6** for instructions about how to submit supporting documentation for your application.

SUPPORTING DOCUMENTATION	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY FACILITIES	COMMUNITY SPORTS LIGHTING	PLANNING
<a href="#">Project Management Framework</a>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Site specific plan / aerial map clearly showing the location of proposed facilities.	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory for Master Plans only
Site specific schematic developed with stakeholder input including clear dimensions, measurements and scale. The plans should support compliance against relevant State Sporting Association Facility Guidelines. (Not applicable for modular construction projects).	Mandatory	Mandatory	Mandatory	Mandatory	Not applicable
Note: High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted.					
Scoreboards and Fixed Equipment projects should provide a minimum of clear product specifications and a concept plan.					
For prefabricated/modular construction projects: Detailed area schedule.	Not applicable	Mandatory if applicable	Mandatory if applicable	Not applicable	Not applicable
Lighting plans including lux charts that are site specific (where lighting is requested in the project scope).	Desired	Mandatory if applicable	Mandatory if applicable	Mandatory	Not applicable

SUPPORTING DOCUMENTATION	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY FACILITIES	COMMUNITY SPORTS LIGHTING	PLANNING
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Project costings:

- If total project cost is \$1 million or over (**excluding GST**): Quantity survey, tender price or independent qualified expert report (less than 12 months old).
- If total project cost is under \$1 million (**excluding GST**): Quotes or internal cost estimates (less than 12 months old).

Mandatory Mandatory Mandatory Mandatory Mandatory

Evidence confirming funding required to complete the project:

- Council resolution (preferred for LGAs/ARBs) or Letter from CEO — confirming funding amount requested from SRV and applicant's funding commitment to the project.

Note: SRV strongly prefers LGAs/ARBs confirm their commitment to underwrite the total project cost to deliver the scope outlined in the application. This provides further confidence that the project can proceed.

- Where funding is from another government department, evidence of this funding via letter or funding agreement must be provided.
- Where funding from clubs/organisations is indicated:
  - o A letter from that organisation's authorised officer, stating the funding amount committed.
  - o Current bank statement/s demonstrating the funding amount is held by the organisation.

Mandatory Mandatory Mandatory Mandatory Mandatory

Completed [In-kind and voluntary labour support form](#)

Not applicable Mandatory if applicable Mandatory if applicable Mandatory if applicable Not applicable

[Schedule of Use](#)

Mandatory Mandatory Mandatory Mandatory Not applicable

Completed [Fair Play Code Form](#) for Tenants from all clubs and/or associations that are tenants of the facility and benefiting from the project.

Mandatory Mandatory Mandatory except for active recreation projects Mandatory Not applicable

Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project.

Mandatory Mandatory Mandatory Mandatory Mandatory

SUPPORTING DOCUMENTATION	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY FACILITIES	COMMUNITY SPORTS LIGHTING	PLANNING
Evidence of community and stakeholder consultation where there is any impact of the proposed project on residential or community amenity.  Evidence must include: <ul style="list-style-type: none"> <li>How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts).</li> <li>Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul>	Mandatory	Mandatory	Mandatory	Mandatory	Not applicable
For projects on private land: A legally binding land-use agreement.	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Not applicable
For projects on school land: <ul style="list-style-type: none"> <li>Completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement.</li> <li>Letter from the Department of Education and Training central office that indicates endorsement of the project. Applicants requesting this letter should email <a href="mailto:vsbaproperty@education.vic.gov.au">vsbaproperty@education.vic.gov.au</a></li> </ul>	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Not applicable
<a href="#">Project Governance Framework</a>	Mandatory	Desired	Desired	Desired	Mandatory
Business or feasibility planning documents	Mandatory	Desired	Desired	Desired	Not applicable
Environmentally Sustainable Design report(s) and associated budget	Mandatory	Desired	Desired	Desired	Not applicable
Facility Management Plan	Mandatory	Desired	Desired	Desired	Not applicable
Soil/Geotechnical assessments	Desired	Desired	Desired	Desired	Not applicable
Access audit	Desired	Desired	Desired	Desired	Not applicable
Comprehensive draft project brief and/or request for quote and/or project proposal.	Not applicable	Not applicable	Not applicable	Not applicable	Mandatory

# 6.



## APPLICATION PROCESS AND CLOSING DATE

STEP	ACTION REQUIRED
1. <b>Confirm eligibility</b>	<p>Confirm you are an eligible applicant and meet other eligibility requirements. (Guidelines <b>Section 2</b>)</p> <p>Confirm your project is eligible under an LSIF funding stream.</p> <p>Confirm grant amount sought is within the SRV funding limits. (Guidelines <b>Section 3.1</b>)</p> <p>Confirm the funding ratio for the relevant stream. (Guidelines <b>Section 3.2</b>)</p>
2. <b>Contact Sport and Recreation Victoria (SRV)</b>	<p>LGAs/ARBs must discuss project ideas with their SRV representative/s prior to applying.</p> <p>LGAs/ARBs will be provided with:</p> <ul style="list-style-type: none"><li>• high-level design feedback including alignment with relevant sporting guidelines</li><li>• guidance on the development of proposals that have merit, that align with the LSIF objectives and that are ready to proceed.</li></ul> <p>Applicants should seek independent advice before entering into a grant agreement.</p>
3. <b>Prepare Application and Supporting Documents</b>	<p>LGAs/ARBs to prepare their application by addressing all assessment criteria and submitting all mandatory supporting documents for the relevant stream.</p> <p>The preparation and submission of applications are at the cost of the applicant.</p>
4. <b>Submit application form by closing date</b>	<p>Eligible applicants must complete the application form (including responses to the assessment criteria for the relevant stream) via the SRV website: <a href="https://sport.vic.gov.au/grants-and-funding/our-grants/local-sports-infrastructure-fund">sport.vic.gov.au/grants-and-funding/our-grants/local-sports-infrastructure-fund</a> by <b>5:00pm on Tuesday, 12 July 2022</b>.</p> <p>An application must address all assessment criteria as per the relevant stream. Claims made against each criterion must be substantiated with evidence.</p>
5. <b>Submit supporting documents by closing date</b>	<p>Email all supporting documents to <a href="mailto:LSIF@sport.vic.gov.au">LSIF@sport.vic.gov.au</a> by <b>5:00pm on Tuesday, 12 July 2022</b>. Please ensure all supporting documents are clearly named. (e.g. Plans – Project Name, Costs – Project Name, etc)</p> <p>Zip all supporting documents into one compressed folder. Please see instructions below on how to zip files into a compressed folder.</p> <p>Quote your project name in the subject line of your email.</p> <p>If documentation is not provided at the time of application SRV reserves the right to deem the application ineligible.</p> <p>Please email <a href="mailto:LSIF@sport.vic.gov.au">LSIF@sport.vic.gov.au</a> if you experience any issues with emailing your supporting documentation.</p> <p>Compressing files into a compressed folder: Select all files using your mouse, then right click, select Send to and then select Compressed (zipped) folder. This will prompt a Save window allowing you to save all selected files into one compressed folder.</p> <p>The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into separate compressed folders and email them separately (e.g. Part 1 – Project Name, Part 2 – Project Name).</p>

# 7.



## ASSESSMENT PROCESS

Only eligible applications submitted by eligible applicants will be assessed and considered for funding by SRV. Please refer to **Section 2** for eligibility requirements and **Section 6** for details about the application process.

SRV reserves the right to not assess an application should insufficient information be provided, including responses to assessment criteria and mandatory supporting documentation.

SRV reserves the right to negotiate a lower than requested funding amount for submitted applications.

Applications will be considered against the assessment criteria by SRV staff and then reviewed by a Moderation Panel. The Moderation Panel will also consider the Investment Priorities outlined at **Section 1.4** and in each stream before making recommendations to the Minister. Consideration will also be given to ensuring an equitable distribution of funding across Victoria, including across rural, regional, interface/growth and metropolitan communities.

LGA/ARB performance and the organisation's capacity to deliver projects on time will be considered. Compliance with past funding agreements and the number of overdue milestones for existing projects will also be considered.

**Decisions regarding funding by the Minister for Community Sport are final and no further correspondence shall be entered into regarding such decisions.**

LGAs/ARBs are invited to seek feedback on unsuccessful applications from SRV.

# 8.



Photo courtesy of Darebin City Council

## CONDITIONS THAT APPLY TO FUNDING

### 8.1 Funding Agreements

Successful applicants must enter into a funding agreement with DJPR by October 2022 with initial project payments made in the 2022–23 financial year.

The Minister for Community Sport reserves the right to withdraw funds for projects that do not commence within six (6) months of execution of a funding agreement without recipients demonstrating due cause.

It is recommended that applicants view the template funding agreement on the SRV website. The funding agreement will include reference to the following:

- Projects funded from the Indoor Stadiums/Aquatic Facilities Stream must be completed within twenty-four (24) months.
- Projects funded from the Female Friendly Facilities, Community Facilities, Community Sports Lighting, and Planning Streams must be completed within eighteen (18) months.
- The facility tenant club(s) are expected to adhere to the Fair Play Code or related state sporting association Code of Conduct. More information can be found at [sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code)
- Recipients may seek timing and/or scope variations for funded projects. Consideration of variations may lead to changes in deliverables, milestones, grant amount and payments.
- LGAs/ARBs 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 funding agreement.
- The principles of the Local Jobs First Policy should be adhered to for relevant projects including any grant of \$1 million or over for a Rural and Regional area.

An LGA/ARB Officer must be designated to manage the project and provide information to DJPR according to the following key reporting requirements:

- A Project Management Framework must be completed and submitted for all applications.
- LGAs/ARBs must secure SRV's endorsement of key documents such as schematic plans and architectural/planning briefs prior to works commencing. Projects must not commence or be tendered until endorsement is provided. SRV may not make milestone payments if endorsement is not secured in a timely manner.
- LGAs/ARBs must provide project acquittal documentation as required.
- LGAs/ARBs are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- LGAs/ARBs must contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or DJPR publications, 12 months after project acquittal.
- A participation plan may be required for some applications funded. This will form part of the funding agreement. This will include details on how under-represented groups will be engaged and their participation facilitated.

## 8.2 Acknowledging the Victorian Government's support and promoting success

Successful applicants are required to acknowledge the Victorian Government's support through the 2022 *Local Sports Infrastructure Fund*. Acknowledgement guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases, social media posts, and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Details of requirements for funded projects are available in the Sport and Recreation Victoria: [Infrastructure Grants Acknowledgement and Publicity Guidelines](#).

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or DJPRs marketing materials.

## 8.3 Payments

Payments will be made conditional upon:

- the funding agreement having been executed by both parties.
- milestones having been achieved to DJPRs satisfaction including provision of required/ requested information and reports to the satisfaction of the department.
- other terms and conditions of funding continue to be met.

A minimum of 5% of the grant will be paid upon financial acquittal of the project.

Payments advanced prior to completion are subject to refund if the Project is not performed in accordance with the funding agreement.

## 8.4 Privacy

DJPR is committed to protecting your privacy. Any personal information about you or a third party in your application will be collected for the purposes of administering your grant application and informing the public of successful applications.

To be able to administer your grant application effectively and efficiently, we may need to disclose your personal information to State and Commonwealth Government departments and external experts, such as members of assessment panels, for the purposes of assessment, consultation, and reporting. If there is an intention to include personal information about third parties in your application, please ensure they are aware of, and consent to the contents of this privacy statement.

Any personal information about you or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

The department is committed to protecting the privacy of personal information. Enquiries about access to personal information, or for other concerns regarding the privacy of personal information, can be emailed to the Department's Privacy Unit at [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au). The Department's privacy policy is also available by contacting the Department's Privacy Unit.

# 9.



## RESOURCES AND ADDITIONAL INFORMATION

SRV has consolidated several helpful guidelines, tools and resources to assist with project and application development that can be found on the SRV website [sport.vic.gov.au/publications-and-resources](https://sport.vic.gov.au/publications-and-resources)

### 9.1 Supporting documentation, forms and templates

Templates, forms and factsheets to support applications can be found on the SRV website.

These include but are not limited to:

[Schedule of Use](#)

[Project Management Framework](#)

[Project Governance Framework](#)

[Fair Play Code Form for Tenants](#)

For more information and copy of these forms and templates please visit: [sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates](https://sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates)

### 9.2 Universal Design

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. SRV's Design for Everyone Guide incorporates the Universal Design principles approach to best practice facility design [sport.vic.gov.au/publications-and-resources/design-everyone-guide](https://sport.vic.gov.au/publications-and-resources/design-everyone-guide)

### 9.3 Environmentally Sustainable Design

All projects are encouraged to consider Environmentally Sustainable Design. This must be demonstrated with a specific Environmentally Sustainable Design budget in the application. It is good practice to incorporate Environmentally Sustainable Design initiatives in all projects where possible. This is a mandatory requirement for projects funded from the Indoor Stadiums/Aquatic Facilities Stream.

A fact sheet on [Environmentally Sustainable Design Guidelines](#) is available.

### 9.4 Female Friendly Sport Infrastructure Guidelines

[The Female Friendly Sport Infrastructure Guidelines](#) provide information and advice on how to deliver more gender equitable environments. The Guidelines have relevance to all funding streams.

### 9.5 Healthy Choices

[Healthy Choices](#) is a framework for improving availability and promotion of healthier foods and drinks in community settings. Healthy Choices is part of the Victorian Government's commitment to promote healthy food and drink options in a range of public settings including sport and recreation. Sport and recreation organisations can use the framework to provide consistent health promoting messages.

## 9.6 Fair Play Code

All facility tenant club(s) are expected to adhere to the [Fair Play Code](#) or related state sporting association Code of Conduct.

## 9.7 Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018)

This tool is used and completed to determine if a Cultural Heritage Management Plan is required for the project: [firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans](https://firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans)

## 9.8 Future Proofing Community Sport and Recreation Facilities: A Road Map for Climate Change Management for the Sport and Recreation Facilities Sector

The guide is designed to support community sports clubs in understanding their impact on the environment and to empower, equip and motivate them to take action and change behaviours within their clubs. [sportsenvironmentalliance.org/resources/guide-to-future-proof-sport-recreation](https://sportsenvironmentalliance.org/resources/guide-to-future-proof-sport-recreation)

# 10.



## APPENDIX 1 – GLOSSARY

TERM	DEFINITION
<b>Access audit</b>	An access audit is an assessment that rates a building for useability and accessibility for a wide range of users, including people with a disability. It identifies barriers or potential barriers to people with a disability accessing a building and using services inside and around the building.
<b>Commencement of Works</b>	The undertaking of any project activities that contribute to the physical construction of new infrastructure or upgrades, improvements, refurbishment of existing infrastructure as outlined in the application and supporting information. This includes, but is not limited to, site clearing, earthworks, building works and any form of early works.
<b>Concept Plan</b>	A concept plan serves as a starting point in the site development process. It provides preliminary drawings that convey the concept of the project but with insufficient detail to provide a basis for project costing.
<b>Geotechnical Report</b>	A geotechnical report is a site analysis undertaken by a geotechnical engineer. The document communicates ground conditions including soil, rock and groundwater.
<b>Lux Charts/Lighting Plans</b>	Detailed plans that outline the lux (illumination) that will be exhibited across the court/field/pitch. These requirements are sport specific.
<b>Participation</b>	Participation is defined as engaging, coaching, officiating or volunteering in a sport or active recreation activity.
<b>Participation Plan</b>	A document completed prior to project completion demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
<b>Quantity Surveyor (QS) Report</b>	A Quantity Surveyor report is a cost plan estimating construction costs completed by a qualified Quantity Surveyor and based on plans that are at least at a schematic level.
<b>Schematic Plan</b>	Refers to scaled and labelled drawings produced by a professional designer or architect of an agreed development option. These plans are used to identify the project scope in sufficient detail to enable accurate project costings.

Front cover photo courtesy of Mitchell Shire.

**These guidelines are subject to changes at the discretion of the Minister for Community Sport.**

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