

Community  
Facility  
Funding  
Program



Guidelines and  
Application  
Form for  
Councils



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## Minister's Foreword

Making sure all Victorians have access to quality community sports facilities is a key priority for the Victorian Government.

Research shows that people who are actively involved in local sports clubs and organisations build stronger ties to their community and enjoy better physical and mental health.

For many communities, the local sports club is the heart of community life, a place where social activities are as much on the agenda as sport is.

Our *Community Facilities Funding Program* is supporting local councils across the state to provide high-quality, accessible facilities so local people can reap the benefits of healthy and active involvement in sport and recreation.

The *Community Facilities Funding Program* complements the Victorian Government's flagship initiative *Go for your life*, which is encouraging greater levels of community participation in sport and recreation.

Since 2000, we've invested more than \$170 million in the *Community Facilities Funding Program* to improve 1870 facilities across Victoria. These projects range from improvements to change rooms and the installation of lighting to major upgrades to local pools and ovals.



I'm delighted to launch the 2009/2010 funding round of the *Community Facilities Funding Program* to help improve even more sports facilities across the state and encourage more Victorians to get active – regardless of their age, ability, background or gender.

This is a fantastic opportunity for local councils to explore ways to make communities stronger, healthier and more integrated by improving local sports facilities. I look forward to receiving your innovative and exciting project proposals.

A handwritten signature in black ink that reads "James Merlino".

**James Merlino MP**

Minister for Sport, Recreation  
and Youth Affairs

# Community Facility Funding Program 2009/2010

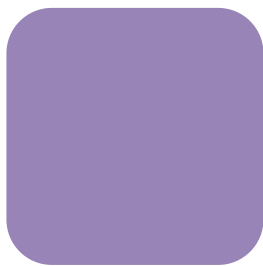


## What is the Community Facility Funding Program?

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

The program encourages:

- Better planning of sport and recreation facilities;
- Innovative sport and recreation facilities;
- Increased community access to leisure opportunities;
- Inclusion of environmentally sustainable design elements;
- Strengthening communities through sport and recreation participation; and
- Increased inclusive practices for communities.



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

The **Planning** category provides funding for future sport and recreation needs of communities through better information collection, consultation and strategic planning. Grants up to \$30,000 are available for projects focussing on recreation planning, facility feasibility or regional planning initiatives.

The **Building Community Infrastructure** category provides grants for improving places where communities meet and interact. There are four sub-categories focussing on building or upgrading community sport and recreation facilities:

- **Minor Facilities** – Grants of up to \$60,000 (where the project costs up to \$200,000 excluding GST) are available for community groups, working in partnership with council, on developing or upgrading community sport and recreation facilities;
- **Major Facilities** – Grants of up to \$500,000 (where the project costs more than \$200,000 excluding GST) are available for developing major sport and recreation facilities;
- **Aquatic Access/Better Pools** – Grants of up to \$2.5 million are available for providing quality aquatic leisure facilities through new aquatic centres or redevelopment of existing centres; and
- **Seasonal Pool Renewal** – Grants of up to \$200,000 are available for rejuvenating seasonal swimming pools in rural and regional Victoria and in the interface councils that can demonstrate significant isolation from an aquatic centre that provides all year round aquatic opportunities.

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) on any weekday between 8.30am and 10.00pm (except public holidays).

## Community Facility Funding Program 2009/2010

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

Only councils 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 applying directly to their local council. To submit an application, community organisations must complete the *Application Form for Community Organisations* and return it to council.

Councils are encouraged to discuss their project proposals with Department staff before submitting an application. An application, addressing all criteria and including all relevant documents or additional information, must be submitted to the Department by the closing date. Late or incomplete applications may not be considered.

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

Applications may be submitted in a number of ways:

- **Preferred Method:** Online at [www.grants.dpcd.vic.gov.au](http://www.grants.dpcd.vic.gov.au) (including any attachments)
- by email to [grantapplications@dpcd.vic.gov.au](mailto:grantapplications@dpcd.vic.gov.au)
- by fax to 03 9208 3680
- by mail to:  
Grants Unit  
Department of Planning and  
Community Development  
GPO Box 2392  
Melbourne Vic 3001

# Community Facility Funding Program 2009/2010

## 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 access and participation will continue to be the centrepiece of the program.

Projects in areas experiencing high demand for sport and recreation facilities in places of rapid population growth and designated Neighbourhood Renewal or Community Renewal locations and similarly disadvantaged communities will be considered a higher priority.

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

- Improved energy efficiency and environmental sustainability, and/or reduced water consumption;
- Developments encouraging multi-use of facilities;
- Collaboration between councils across municipal boundaries; and
- Collaboration between councils and schools that will result in greater use of school sport and recreation facilities by community groups.

Other considerations:

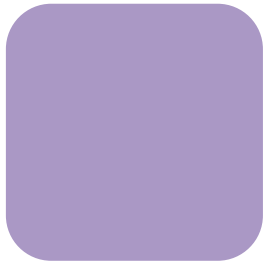
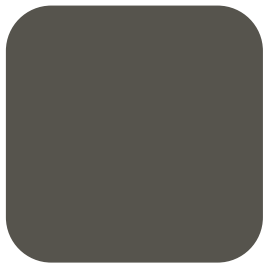
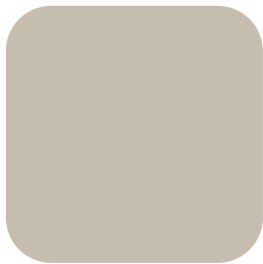
- Councils are encouraged to explore funding mixes using organisations and/or community strengthening projects that build on contributions from the Department. The project management framework should demonstrate how the project will be completed within specified timelines taking into account the varying requirements of funding organisations;
- 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 i.e. timelines, design, documentation, consultation, approvals, public exhibition, tendering, council 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 council to ensure public access. Proposals like this should demonstrate evidence of a legally binding agreement in their application; and
- Applications that clearly demonstrate the participation outcomes from the project will be considered a higher priority. Councils can demonstrate this by submitting programming information outlining the number of additional programs and/or participants that will be provided for upon project delivery.

# Community Facility Funding Program 2009/2010

## What will not be funded?

The *Community Facility Funding Program* will not fund:

- 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;
- Direct funding of individuals or organisations that do not have a legal status such as being incorporated;
- Applications where the recipient organisation/s promote and/or benefit directly from electronic gaming machines;
- 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. Below is an extract from the AAS 27 Asset Accounting Standard defining the distinction between maintenance and capital expenditure:  
  
"Capital expenditure is defined as expenditure that records an increase in the current cost of an asset. That is, capital expenditure will extend the asset's economic life, improve the asset's revenue earning capacity (often taking advantage of modern technology) or add attributes which were not previously part of the asset. Any work done to maintain an asset in a serviceable condition which does not increase the value of the asset, is considered maintenance.";
- 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;
- 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 and/or toilet facilities, except as part of a larger project that meets the objectives of the funding program; and
- Purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment.



## What are the funding details?

### What are the funding conditions?

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

- Councils must enter into a funding agreement with the Department of Planning and Community Development setting 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 funding agreement;
- Planning and Minors projects must be completed and funds claimed during the 2009/2010 financial year;
- A request to vary an approved project must be submitted to the Department of Planning and Community Development for approval prior to implementation;
- Councils 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 Funding Agreement;
- Councils are expected to liaise with Department officers on the progress of funded projects or throughout the life of projects as outlined in the Funding Agreement;

- A council 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 returned with the Application Form for Major Facilities and Aquatic Access/Better Pools category projects;
    - Councils must secure Department endorsement of key documents such as concept plans;
    - Councils must provide progress reports;
    - Councils must provide project acquittal documentation and outcome reporting as required\*\*; and
    - Cash flow - where a community organisation is providing funding contributions for a project, councils are expected to guarantee the cash flow payments towards works.
- \* A Project Management Framework is a statement/spreadsheet that includes the name of the council officer responsible for the project, a proposed project plan, and the project timelines. The listed stages should include selection of consultants, design, documentation, approvals (Sport and Recreation Victoria, council, other authorities etc), public exhibition periods, tendering, report drafts, construction etc. The Project Management Framework can be obtained from the Grants@DPCD website ([www.grants.dpcd.vic.gov.au](http://www.grants.dpcd.vic.gov.au)).
- \*\* A project acquittal documentation and outcome reporting template can be obtained from the Grants@DPCD website ([www.grants.dpcd.vic.gov.au](http://www.grants.dpcd.vic.gov.au)).

## What are the funding details?

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

	Maximum grant	Funding ratio
<b>Planning Category</b>		
Recreation Planning	\$30,000	SRV \$1:\$1 local
Facility Feasibility	\$30,000	SRV \$1:\$1 local
Regional Planning	\$30,000	SRV \$1:\$1 local
<b>Building Community Infrastructure Category</b>		
<b>Minor Facilities - Projects costing up to \$200,000 (GST exclusive)</b>		
Metropolitan	\$60,000	SRV \$1:\$1 local
Outer metropolitan (Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges)	\$60,000	SRV \$1.5:\$1 local
Regional cities (Ballarat, Bendigo, Geelong)	\$60,000	SRV \$1.5:\$1 local
Rural	\$60,000	SRV \$2:\$1 local
<b>Major Facilities* Projects with a total value greater than \$200,000 (GST exclusive)</b>		
Metropolitan	\$500,000	SRV \$1:\$3 local
Outer metropolitan	\$500,000	SRV \$1:\$2 local
Regional cities	\$500,000	SRV \$1:\$2 local
Rural	\$500,000	SRV \$1:\$1 local
<b>Aquatic Access/Better Pools*</b>		
Metropolitan	\$2.5m	SRV \$1:\$3 local
Outer metropolitan	\$2.5m	SRV \$1:\$2 local
Regional cities	\$2.5m	SRV \$1:\$2 local
Rural	\$2.5m	SRV \$1:\$1 local
<b>Seasonal Pool Renewal*</b>		
Outer metropolitan	\$200,000	SRV \$1:\$1 local
Regional cities	\$200,000	SRV \$1:\$1 local
Rural	\$200,000	SRV \$2:\$1 local

\*Only one project in total can be submitted under Major Facilities, Aquatic Access/ Better Pools or Seasonal Pool Renewal categories. To be eligible projects must allocate a minimum of 20% of the requested grant amount to components that will improve energy efficiency and environmental sustainability, and/or reduce water consumption.

Consideration will be given to claiming in-kind expenses such as voluntary labour and donated materials to a maximum of 25% of the total project cost for Minors and Seasonal Pool Renewal projects. A Voluntary Labour and In-kind Support Information Sheet must be completed and returned with the application form. This sheet may be obtained from the [Grants@DPCD](mailto:Grants@DPCD) website ([www.grants.dpcd.vic.gov.au](http://www.grants.dpcd.vic.gov.au)).

## What are the funding details?

### Closing dates

Category	Sub Category	Closing date	Maximum number of project applications from each local council
Planning	Recreation Planning <i>OR</i> Facility Feasibility	<b>3 November 2008</b>	One application only under Recreation Planning or Facility Feasibility.
	Regional Planning		<b>A second</b> planning project may be submitted where the scope and funding contributions extend beyond a single LGA.
Building Community Infrastructure	Minor Facilities	<b>3 November 2008</b>	Up to three applications. If applying for three projects under this category, local councils must submit at least one application for a project with a total project cost of \$60,000 or less.
	Aquatic Access/ Better Pools <i>OR</i> Major Facilities <i>OR</i> Seasonal Pool Renewal	<b>18 September 2008</b>	One application only under Aquatic Access/Better Pools <i>OR</i> Major Facilities <i>OR</i> Seasonal Pool Renewal

### Anticipated Timeline

Stage	Date
Applications open	August 2008
Suggested closing date for applications by clubs to councils for Minor Facilities category	1 October 2008
Announce successful Seasonal Pool Renewal /Major Facilities and Aquatic Access/Better Pools projects	November 2008 onwards
Announce successful Minor Facility and Planning Projects	March 2009 onwards
Projects commence	1 July 2009

## What are the funding details?

### Environmentally Sustainable Design

The *Community Facility Funding Program* provides an incentive for proposals submitted under its Major Facilities, Better Pools/Aquatic Access and Seasonal Pool Renewal categories to include environmentally sustainable design (ESD) features.

To be eligible for funding under these *Community Facility Funding Program* categories a proposal must allocate a minimum of 20% of the requested grant amount to components that will improve energy efficiency and environmental sustainability, and/or reduce water consumption.

Successful projects will be required to quantify the outcomes achieved by ESD components. Desired ESD goals through funded projects include:

- environmentally friendly design and construction;
- low energy, low resource and low environmental impact;
- low water use;
- low impact on surroundings;
- lower energy bills;
- measurable outcomes comparable to industry benchmarks;
- low greenhouse emissions;
- low waste;
- good internal and external acoustics; and
- improved satisfaction of users.

Proposals are encouraged to detail initial capital cost, running cost savings, energy savings, emission savings or water savings information relevant to ESD features included in a project. Some ESD initiatives that could be considered in developing proposals relating to building construction, a buildings envelope or building services are outlined in a fact sheet available on the Grants@DPCD website ([www.grants.dpcd.vic.gov.au](http://www.grants.dpcd.vic.gov.au)).

### Competitive Neutrality Policy

Under the Council of Australian Government's Competition Principles Agreement, Victoria is obliged to apply the Government's Competitive Neutrality Policy to all significant business activities undertaken by government agencies and local governments to allow private businesses (of all sizes) to compete on a fair and equitable basis.

The aim of competitive neutrality is to remove resource allocation distortions by ensuring that government businesses do not enjoy any net competitive advantage over private business operators simply as a result of their public sector ownership.

Applicants are reminded that it is the responsibility of local government to determine if their activities fall within the scope of the Competitive Neutrality Policy. Where the project proposal results in local government operating a significant business activity the local authority is required to consider what actions are to be undertaken to ensure compliance with Competitive Neutrality Policy.

The Competitive Neutrality Policy, Guidelines and findings on investigated cases can be found at [www.vcec.vic.gov.au](http://www.vcec.vic.gov.au). Also refer to the July 2003 amendment to Competitive Neutrality Policy paper entitled "Application of CN Policy to Council Owned Aquatic and Leisure Centres" on the Publications page of the web site.

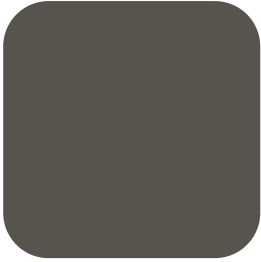
### More information

For more information, please call our Grants Information Line on 1300 366 356 (cost of a local call) on any weekday between 8.30am and 10.00pm (except Public Holidays).

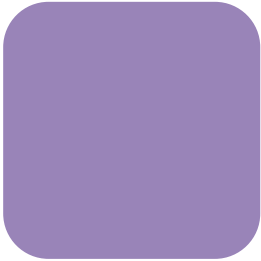
## How will applications be assessed?



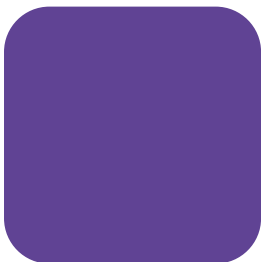
There are a number of common features in successful community strengthening projects. Good applications are well planned, involve relevant stakeholders, and are clear on what they are aiming to achieve. Answering the questions below will help you with your thinking when developing your project proposal.



**Your grant application will be assessed against the *Community Facility Funding Program assessment criteria*.** The more effort you put into addressing these questions, the more likely your project will be successful in attracting grant funding and achieving what your community wants to achieve. The application form asks you to describe the project, address the assessment criteria and describe the results.



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



# Category Review and Assessment Criteria

## *Planning*

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

### **Objectives**

To encourage:

- integrated recreation planning linked to other planning processes of councils;
- recreation planning utilising partnerships and/or strategies for community strengthening;
- sub-regional and regional planning and development; and
- feasibility analysis and business planning for all major facility developments.

Applications with undeveloped project briefs will not be considered a high priority for funding.

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

Three kinds of planning activity are funded under this category:

- recreation planning;
- facility feasibility; and
- regional planning.

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;
- master planning for a specific site where a number of management and development issues need clarification and resolution to maximise use for sport and recreation; and
- specific sports activities or issues.

## **Facility Feasibility**

Facility feasibility studies should critically assess a proposal and allow council 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;
- rationalising similar facilities;
- providing regional facilities; and
- building on community strengths and assets.

## **Regional Planning**

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

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

# Category Review and Assessment Criteria

## Planning Assessment Criteria

<p>Why? 20%</p>	<p>Demonstrate how the planning process:</p> <ul style="list-style-type: none"> <li>• responds to identified community needs and issues, based on broad consultation and support, and addresses a gap in local provision of facilities;</li> <li>• considers community strengthening initiatives and aligns with Government priorities eg. is in a location of rapid population growth or a community/neighbourhood renewal area;</li> <li>• is supported by other local, sub-regional or regional planning studies such as council's corporate goals, business plans or strategic planning direction.</li> </ul>
<p>How? 20%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> <li>• encourages innovative approaches to maximise impact ie. flexible joint funding arrangements, co-location and place management;</li> <li>• responds to capital, operational, life cycle and management issues;</li> <li>• addresses issues around safety and risk management and compliance with relevant anti-discrimination legislation such as the <i>Disability Discrimination Act 1992</i> and the <i>Victorian Government Disability Act 2006</i>. Particular reference should be made to the recommendations made in the <i>Sport and Recreation Access for All</i> handbook and <i>Good Play Space Guide</i> or completed Technical and/or Access Audits.</li> </ul> <p>Does the application:</p> <ul style="list-style-type: none"> <li>• Clearly identify the project scope, methodology and proposed outcomes in a draft project brief?</li> <li>• Provide evidence that the project will be completed within the prescribed timeframe?</li> <li>• Address Environmentally Sustainable Design issues?</li> </ul>
<p>Who? 10%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> <li>• consults and collaborates with a variety of stakeholders. Describe their involvement;</li> <li>• will be managed by an appropriately qualified team;</li> <li>• involves volunteers and/or community members in the planning and implementation of the project and how their involvement will increase their skill base;</li> <li>• considers inter-municipal linkages and issues where appropriate.</li> </ul>
<p>What will the project achieve? 50%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> <li>• increases, or in certain cases maintains, participation in sport and recreation and addresses the demand for facilities;</li> <li>• improves the quality and range of formal and/or informal sport and recreation opportunities;</li> <li>• maximises the use or multi-use of the facility or facilities and improves the capacity for sport and recreation organisations to deliver activities to the community; and</li> <li>• improves access to those groups traditionally disadvantaged, e.g. people with a disability, women, young people, older adults, people from non-English speaking backgrounds, Indigenous people and those rurally isolated.</li> </ul>

## Category Review and Assessment Criteria

### Building Community Infrastructure

Strong, active communities need well-designed and operated facilities for recreation activities. Developing new facilities or improving the use of existing facilities is a priority for investment by Government.

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

#### *Minor Facilities*

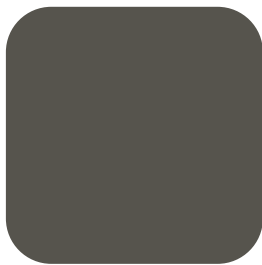
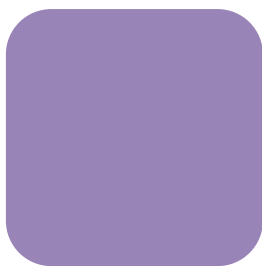
##### **Objectives:**

- to encourage participation in sport and recreation;
- to encourage involvement of community organisations in planning and developing facilities;
- to encourage a co-ordinated response through co-operation between councils and their local grassroots sports clubs and organisations; and
- to strengthen communities through development of sustainable sport and recreation facilities.

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

Minor Facilities funding will support projects that provide:

- program and meeting space;
- disability access;
- change facilities for junior or female use;
- shared paths and tracks;
- open space development;
- sports surface development;
- projects promoting efficient and sustainable use of Victoria's natural resources for community sport and recreation facilities;
- projects for young people and families such as playgrounds and skate parks or BMX tracks; and
- projects encouraging interaction of all age groups including joint-use facilities, associated facilities for families and carers e.g. toilets, change rooms, seating, shade, etc.



## Category Review and Assessment Criteria

### Minor Facilities Assessment Criteria

<p><b>Why?</b> 20%</p>	<p>Demonstrate how the planning process:</p> <ul style="list-style-type: none"> <li>• responds to identified community needs and issues, based on broad consultation and support, and addresses a gap in local provision of facilities;</li> <li>• considers community strengthening initiatives and aligns with Government priorities eg. is in a location of rapid population growth or a community/neighbourhood renewal area;</li> <li>• is supported by local, sub-regional or regional planning studies such as council's corporate goals, business plans or strategic planning direction.</li> </ul>
<p><b>How?</b> 20%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> <li>• includes innovative, sustainable and environmentally friendly project components and practices;</li> <li>• clearly identifies the project scope, methodology and proposed outcomes; and</li> <li>• addresses issues around safety and risk management and compliance with relevant anti-discrimination legislation such as the <i>Disability Discrimination Act 1992</i> and the <i>Victorian Government Disability Act 2006</i>. Particular reference should be made to the recommendations made in the <i>Sport and Recreation Access for All</i> handbook and <i>Good Play Space Guide</i> or Technical and/or Access Audits.</li> </ul> <p>Does the application:</p> <ul style="list-style-type: none"> <li>• provide evidence that the project will be completed within the prescribed timeframe including provision of quotations and other documentation?</li> <li>• include concept/schematic plan for the project based on consultation with all stakeholders, partners and potential users?</li> <li>• identify community involvement?</li> </ul>
<p><b>Who?</b> 10%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> <li>• consults and collaborates with a variety of stakeholders. Describe their involvement;</li> <li>• will be managed by an appropriately qualified team;</li> <li>• involves volunteers and/or community members in the planning and implementation of the project and how their involvement will increase their skill base;</li> <li>• considers inter-municipal linkages and issues where appropriate; and</li> <li>• provides evidence of support for the project from community organisations and other partners.</li> </ul>
<p><b>What will the project achieve?</b> 50%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> <li>• increases, or in certain cases maintains, participation in sport and recreation and addresses the demand for facilities;</li> <li>• improves the quality and range of formal and/or informal sport and recreation opportunities;</li> <li>• maximises the use or multi-use of the facility or facilities and improves the capacity for sport and recreation organisations to deliver activities to the community;</li> <li>• improves access to those groups traditionally disadvantaged, e.g. people with a disability, women, young people, older adults, people from non-English speaking backgrounds, Indigenous people and those rurally isolated.</li> </ul>

## Category Review and Assessment Criteria

Councils are eligible to submit one application to either of 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 development of new facilities; and
- the upgrading and/or redeveloping existing multi-purpose 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; and
- provides facilities for regional or state-level training and competition.

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

### *Aquatic Access/Better Pools*

#### **Objectives**

To encourage:

- a planned approach to developing aquatic leisure facilities;
- improving the ability of local government to meet the need for aquatic leisure facilities; and
- providing a greater range of recreational water facilities accessible to all.

#### **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; and
- Aquatic Facility Redevelopment - projects where the planned redevelopment focuses on increasing participation and access to aquatic activities.

## Category Review and Assessment Criteria

### *Seasonal Pool Renewal*

#### **Objectives**

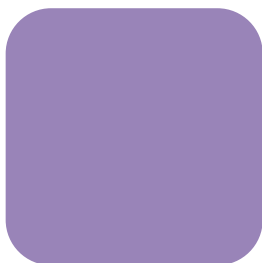
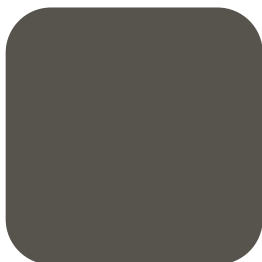
To encourage:

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

#### **What type of projects might be funded?**

The Seasonal Pool Renewal category will also 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/protection from environmental elements such as wind, sun and rain; and
- improving level of accessibility to bodies of water and change facilities.



## Category Review and Assessment Criteria

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

<p>Why? 20%</p>	<p>Demonstrate how the planning process:</p> <ul style="list-style-type: none"> <li>• responds to identified community needs and issues based on broad consultation and support for the project;</li> <li>• addresses a gap in local/regional provision of facilities;</li> <li>• considers community strengthening initiatives and aligns with Government priorities eg. is in a location of rapid population growth or a community/neighbourhood renewal area;</li> <li>• is supported by other local, sub-regional or regional planning studies such as council's corporate goals, business plans or strategic planning direction.</li> </ul> <p><i>For Aquatic Access/ Better Pools category only</i></p> <ul style="list-style-type: none"> <li>• responds to the current market demand and trends in aquatic recreation.</li> </ul>
<p>How? 20%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> <li>• identifies the project scope and methodology to deliver the project;</li> <li>• addresses issues around safety and risk management and compliance with relevant anti-discrimination legislation such as the <i>Disability Discrimination Act 1992</i> and the <i>Victorian Government Disability Act 2006</i>. Particular reference should be made to the recommendations made in the <i>Sport and Recreation Access for All</i> handbook and the <i>Good Play Space Guide</i> or Technical and/or Access Audits; and</li> <li>• achieves Environmentally Sustainable Design principles and practices.</li> </ul> <p>Does the application:</p> <ul style="list-style-type: none"> <li>• Include project costs provided by a certified quantity surveyor?</li> <li>• Identify and confirm proposed funding sources? For <b>Seasonal Pool Renewal</b> projects only, will there be voluntary or in-kind contributions?</li> <li>• Provide evidence that the project will be completed within the prescribed funding timeframe?</li> <li>• Include a schematic layout of the project that has been formally endorsed by council and considers the statutory planning requirements?</li> <li>• Demonstrate the sustainability and viability of the project through business planning which takes into account operational as well as capital factors?</li> </ul>

## Category Review and Assessment Criteria

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

<p><b>Who?</b> 10%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> <li>• will involve consultation and collaborative processes with stakeholders including the community, private sector, community service providers, state-wide associations and relevant government agencies. Describe their involvement;</li> <li>• will be managed by an appropriately qualified team and a formal structure to make decisions;</li> <li>• involves volunteers and/or community members in the planning and implementation of the project and how their involvement will increase their skill base:</li> <li>• considers inter-municipal linkages and issues where appropriate; and</li> <li>• provides evidence of support for the project from community organisations and other partners.</li> </ul> <p><i>For Aquatic Access/Better Pools category only</i></p> <ul style="list-style-type: none"> <li>• demonstrates economic impact during construction and operation, including employment during and after construction.</li> </ul>
<p><b>What will the project achieve?</b> 50%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> <li>• increases, or in certain cases maintains, participation in sport and recreation and addresses the demand for facilities;</li> <li>• improves the quality and range of formal and/or informal sport and recreation opportunities and identifies additional programming opportunities;</li> <li>• maximises the use or multi-use of the facility or facilities and improves the capacity for sport and recreation organisations to deliver activities to the community;</li> <li>• improves access to those groups traditionally disadvantaged, e.g. people with disabilities, women, young people, older adults, people from non-English speaking backgrounds, Indigenous people and those rurally isolated; and</li> <li>• has a significant regional/sub-regional or multi-purpose benefit.</li> </ul> <p><i>For Seasonal Pool Renewal category only</i></p> <ul style="list-style-type: none"> <li>• increases the range of formal and/or informal aquatic opportunities for communities that experience significant isolation from indoor aquatic facilities offering all year round aquatic access.</li> </ul>

# Application Form: Community Facility Funding Program 2009-2010 Council Application

## Section 1 – Contact Information

### Part A: Applicant Organisation Details

Fields marked (\*) are mandatory

\*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: \_\_\_\_\_

\*Type of organisation:  Local Government  Other, please specify: \_\_\_\_\_

Council's Australian Business Number (ABN):

### Part B: Project Manager Contact Details

\*Title: \_\_\_\_\_ \*First name: \_\_\_\_\_ \*Last name: \_\_\_\_\_

\*Postal Address: \_\_\_\_\_

\*Town / Suburb: \_\_\_\_\_ \*Postcode: \_\_\_\_\_ \*State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

\*Title: \_\_\_\_\_ \*First name: \_\_\_\_\_ \*Last name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town / Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Section 2 – Project Overview

Fields marked (\*) are mandatory

Please indicate the category for this application (tick one)

### Planning

- Recreation Planning
- Facility Feasibility
- Regional Planning

### Building Community Infrastructure

- Minor Facilities
- Major Facilities
  - Multi-purpose Facility Development
  - Single-purpose Regional Facility Development
- Aquatic Access / Better Pools
  - New Aquatic Development
  - Aquatic Facility
- Seasonal Pool Renewal

#### \*Project Name

We will use this name on all correspondence. Please use 10 words or less.

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

Describe the project in 50 words or less, outlining the project scope (eg. upgrade pavilion with additional change rooms, disabled access and amenities, etc.)

#### Which communities will benefit from your project?

\*Describe the place or places that will benefit. Please provide local government area(s) if you know them. If not, provide the suburb or postcode for each place that will benefit. If your project has a wider benefit (eg. Statewide) please provide detail here. Your response is limited to 1,000 characters.

Describe any groups or communities your project is directed at or relevant to. For example, people with a disability, 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 1,000 characters.

**Where will your project happen?** Please provide the the address of where most of your planned activity will take place.

Address:

Local Government Area:

Melways/VicRoads Reference:

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

\*Anticipated project start date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*Anticipated project completion date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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.* \_\_\_\_\_

Who is the land manager? (eg. Council, Department of Sustainability and Environment, Department of Education and Early Childhood Development) \_\_\_\_\_

Describe your organisation's tenure over the land. (eg. own, lease, licence) \_\_\_\_\_

What Environmentally Sustainable Design (ESD) initiatives will be included in your project? *Describe the level of ESD your project will be aiming to achieve and any specific initiatives to be incorporated.* \_\_\_\_\_

### 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 if 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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## 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 this program	\$	Architect Design Fees	\$
Other State Government funding	\$	Contingencies/Escalations & Allowances	\$
Local Government funding	\$	Emission Savings <sup>1</sup>	\$
Federal Government funding	\$	Energy and Running Cost Savings <sup>1</sup>	\$
Funds from other Community organisations	\$	Professional Planning/Advice	\$
Funds from Business contributions	\$	Project Construction	\$
Funds from Philanthropic contributions	\$	Project Co-ordination	\$
In-kind support from your organisation <sup>1</sup>	\$	In-kind labour (if applicable)	\$
In-kind from other sources <sup>1</sup>	\$	In-kind – other support (if applicable)	\$
Other (please specify)	\$	Site Preparation	\$
		Water Savings <sup>1</sup>	\$
		Other (please specify)	\$
<b>*Total Income</b>	<b>\$</b>	<b>*Total Expenditure</b>	<b>\$</b>

<sup>1</sup> Applicants are reminded that they should demonstrate that the total value of the ESD components equate to a minimum of 20% of the value of the Community Facility grant (Majors, Aquatic Access/Better Pools and the Seasonal Pool Renewal categories) that is to be requested in this application. In-kind support must not exceed 25% of the total project cost.

### Declaration

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify the Department of Planning and Community Development of any changes to this information and any circumstances that may affect this application. I acknowledge that the Department of Planning and Community Development 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 the Department of Planning and Community Development is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, the Department of Planning and Community Development 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)

## Supporting documents checklist

Please identify which documents are attached with your application:

### Planning

- A draft project brief
- Letters of support from organisations that clearly defines their contribution to the project
- Quotes or internal cost estimates to undertake the project (if applicable)
- 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. For further information go to: [www1.dpcd.vic.gov.au/aav/heritage/management\\_plans/](http://www1.dpcd.vic.gov.au/aav/heritage/management_plans/)
- Technical and/or Access Audits (if applicable)

### Minor Facilities

- Copy of Planning permits (if available)
- A legally binding land use or joint use agreement for projects located on non-council land (if applicable)
- A completed Voluntary Labour and In-Kind Support Information Sheet
- Letters of support from organisations that clearly define their contribution to the project
- Quotes from consultants/contractors detailing the cost of the project
- Internal cost estimates detailing the costs incurred by council for the project
- Schematic plans for the project
- 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. For further information go to: [www1.dpcd.vic.gov.au/aav/heritage/management\\_plans/](http://www1.dpcd.vic.gov.au/aav/heritage/management_plans/)

- Technical and/or Access Audits (if applicable)
- Club Bank Statement/s or Financial Reports
- Council reports/plans/strategies/ community consultation to support the project
- Evidence of confirmation of funding sources (ie.council report confirming contribution)

### Major, Aquatic Access/Better Pools, Seasonal Pool Renewal

- Planning permits (if available)
- A legally binding land use or joint use agreement for projects located on non-council land (if applicable)
- A Project Management Framework
- A completed Voluntary Labour and In-Kind Support Information Sheet (Seasonal Pool Renewal projects only)
- Letters of support from organisations that clearly define their contribution to the project
- Quantity surveyor's estimates (mandatory)
- Internal cost estimates detailing the costs incurred by council for the project
- Schematic plans for the project
- 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. For further information go to: [www1.dpcd.vic.gov.au/aav/heritage/management\\_plans/](http://www1.dpcd.vic.gov.au/aav/heritage/management_plans/)
- Technical and/or Access Audits (if applicable)
- Council reports/plans/strategies/ community consultation to support the project
- Evidence of confirmation of funding sources (ie. council report confirming contribution)





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