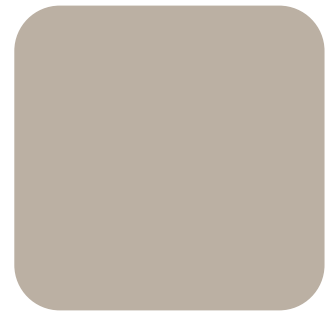


Drought Relief for Community Sport and Recreation Program

Synthetic Surfaces Program



Guidelines and Council application form 2010

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Minister's Foreword



Sport can be the glue that keeps communities together. Protecting local sport and recreation facilities from the effects of drought is a high priority for the Victorian Government.

The *Drought Relief for Community Sport and Recreation Program* provides practical help, and long term sustainable solutions, for community sporting facilities.

The *Synthetic Surfaces Program* provides funding for artificial sports surfaces that allow high levels of participation and permit training and competition to continue regardless of the availability of water.

Since October 2006, the Victorian Government has committed \$27.7 million to these programs to help protect community sporting facilities from the effects of drought.

Local communities, sporting clubs and councils, as well as the Victorian Government, have been working hard to keep local sport strong and healthy. By helping communities invest in water-efficient assets for local sport facilities, we are making a difference now and in the future.

I look forward to receiving your proposals to the *Drought Relief for Community Sport and Recreation Program* and *Synthetic Surfaces Program*.

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


James Merlino MP

Minister for Sport, Recreation and Youth Affairs





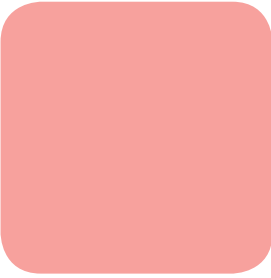
What is the Drought Relief for Community Sport and Recreation Program?



The *Drought Relief for Community Sport and Recreation Program* provides grants to help local communities maintain participation in community sport and recreation while developing sustainable approaches to water management of sports grounds and other sport and recreation facilities.



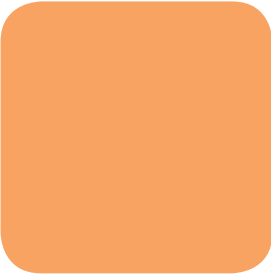
What is the Synthetic Surfaces Program?



The *Synthetic Surfaces Program* provides grants to support the development of sustainable artificial sports surfaces that facilitate high levels of use and participation, allowing training and sporting competition to continue regardless of the availability of water.



Why is the Victorian Government funding these grants?



Sport and recreation plays an important role in actively involving people in community life and building strong and healthy communities.

The Department of Planning and Community Development provides a focus for the Government's activities to strengthen communities and offer more ways for people to get involved in their local communities.

By helping to maintain local sporting facilities and reduce their water use the Victorian Government is providing important recreation opportunities, improving sustainability, and supporting Victorian communities.

Who can apply and what is the application process?

Only local councils can apply

directly to the Department of Planning and Community Development. Clubs and organisations seeking to access funds from these programs should discuss their proposal with the relevant local council.

Councils can apply for *Drought Relief for Community Sport and Recreation Program* funding for projects in areas on Stage 3 or higher water restrictions, or in areas where the continued use of a facility is at risk because of lack of water.

All Victorian Councils can apply for *Synthetic Surfaces Program* funding.

Applications must be submitted by **Wednesday 28 October 2009**. Late or incomplete applications may not be considered.

Councils can submit applications in a number of ways:

- **Preferred method:** Online at www.grants.dpcd.vic.gov.au (including any attachments)
- by email to 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

Receipt of applications will be acknowledged in writing.

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



What type of projects might be funded?

Drought Relief for Community Sport and Recreation Program funding will support projects that provide sustainable reductions in the use of potable water, including:

- provision of recycled water to sports fields
- replacement of turf or red porous surfaces with hard or synthetic surfaces
- water run-off harvesting and storage initiatives
- developing fields with drought resistant turf species
- water efficient irrigation systems for sport facilities
- upgrades to swimming pools which reduce water needed
- purchasing pool blankets to reduce evaporation

- recycling of water used at sporting facilities
- the development and use of alternative water sources.

Synthetic Surfaces Program funding will support projects that provide new hardcourt or synthetic turf surfaces or replace existing turf or red porous surfaces with synthetic surfaces.

It is highly recommended that Council make timely contact with the relevant State Sporting Association, local leagues or associations (where applicable) to seek their support and input into project proposals. Support from such bodies should clearly indicate how they will be involved and/or how they will benefit from the project.

What will not be funded?

The *Drought Relief for Community Sport and Recreation Program* and *Synthetic Surfaces Program* will not fund:

- requests for retrospective funding, where projects have commenced or are completed prior to receiving funding approval
- the purchase of land
- projects that require ongoing funding or support other than the initial grant
- routine or cyclical maintenance works to existing facilities
- facilities where little or no public access is available
- project areas designated for gaming machine operations within a proposed facility
- 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, salaries, electricity, water and other utilities
- requests for the purchase of recreation, entertainment, sporting, maintenance or any other equipment, community transport or any other type of vehicle
- upgrading or redeveloping kitchen facilities and/or toilet facilities, except as part of a larger project that meets the objectives of the funding program.

What are the funding details?

Drought Relief for Community Sport and Recreation Program

Councils can apply for grants up to a total of \$100,000 from the *Drought Relief for Community Sport and Recreation Program*. This can comprise one larger project seeking \$100,000 or several smaller projects.

Separate applications are required for each project unless the applicant can establish a compelling link across projects, in which case, one application for all related projects will be accepted.

Synthetic Surfaces Program

Councils may only submit one application to the *Synthetic Surfaces Program*. Grants of up to \$300,000 are available. All applications to the *Synthetic Surfaces Program* must include a developed capital replacement program and schedule of use.

Department of Planning and Community Development funding towards total project costs (excluding GST) will be based on the following grant levels and ratios:

	Maximum grant	Funding ratio
Drought Relief for Community Sport and Recreation Program		
Metropolitan	\$100,000	DPCD \$1:\$1 local
Outer metropolitan (Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges)	\$100,000	DPCD \$1.5:\$1 local
Regional cities (Ballarat, Bendigo, Geelong)	\$100,000	DPCD \$1.5:\$1 local
Rural	\$100,000	DPCD \$2:\$1 local

Synthetic Surfaces Program		
Metropolitan	\$300,000	DPCD \$1:\$3 local
Outer metropolitan	\$300,000	DPCD \$1:\$2 local
Regional cities	\$300,000	DPCD \$1:\$2 local
Rural	\$300,000	DPCD \$1:\$1 local

What are the funding conditions?

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

- Councils must enter into a funding agreement with the Department of Planning and Community Development that sets out the grant conditions and reporting requirements.
- *Drought Relief for Community Sport and Recreation Program* funded projects must be completed within 12 months of a signed funding agreement. *Synthetic Surfaces Program* funded projects must be completed within 24 months of a signed funding agreement.
- Consideration will be given to applications to the *Drought Relief for Community Sport and Recreation Program* claiming in-kind expenses, such as voluntary labour and donated materials, to a maximum value of 25 per cent of the total project cost. A voluntary labour and in-kind support pro-forma is available on the Department of Planning and Community Development grants website and must be completed and returned with the application form. The nature and value of voluntary contributions should be discussed and agreed between council and contributing clubs prior to submission of the application.

How will applications be assessed?

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

Applications will be assessed using the questions **Why?** (20%), **How?** (20%), **Who?** (10%) and **What will the project achieve?** (50%). The percentages allocated to each question indicate the weighting the Department will use to assess project applications.

Priority will be given to projects that are well aligned with these criteria.

Assessment Criteria

Why?	Demonstrate how the project:
20%	– responds to identified community needs and issues, based on broad consultation and support, and addresses a gap in the local provision of facilities
	– considers community strengthening initiatives and aligns with Victorian Government priorities, for example, the project is in a location of rapid population growth, a Community Renewal or Neighbourhood Renewal area or bushfire affected area
	– is supported by other local, sub-regional planning studies such as councils own Sustainable Water Use Plan, strategic planning direction and/or the planning of the State Sporting Association or relevant peak bodies
	(For <i>Drought Relief for Community Sport and Recreation Program</i> applications only) – responds to the severity and duration of dry conditions and water availability in the area and reduces reliance on potable water supplies.
How?	Demonstrate how the project:
20%	– includes innovative, sustainable and environmentally friendly project components and practices
	– addresses issues around safety, risk management, accessibility and compliance with relevant anti-discrimination legislation, such as the Disability Discrimination Act
	– clearly identifies the project scope, methodology, proposed outcomes, and that the project can be completed within a prescribed timeframe
	– includes a Project Management Framework, quotations (or, for projects with a total value of \$600,000 or more, a Quantity Surveyor's Estimate), and concept/schematic plans for the project based on consultation with all stakeholders, partners and potential users.
Who?	Demonstrate how the project:
10%	– consults and collaborates with a variety of stakeholders
	– is managed by an appropriately qualified team
	– considers inter-municipal linkages and issues where appropriate.
What will the project achieve?	Demonstrate how the project:
50%	– increases, or in certain cases maintains participation in sport and recreation and addresses the demand for facilities
	– improves the quality and range of formal and/or informal sport and recreation opportunities
	– maximises the use or multi-use of a facility or facilities and improves the capacity for sport and recreation organisations to deliver activities to the community
	– improves access to women, people with a disability, young people, older adults, culturally and linguistically diverse people, and Indigenous people.
	(For <i>Synthetic Surfaces Program</i> applications only) – has a regional/sub-regional or multi-purpose benefit.

Additional information

Further information on each of the following can be found at www.grants.dpcd.vic.gov.au (go to the Grants Finder and select the *Drought Relief for Community Sport and Recreation Program* or *Synthetic Surfaces Program* from the drop down menu in the Grants Program section).

Capital replacement program

A capital replacement program can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement program is now a standard condition on many Sport and Recreation Victoria grants and is required for applications to the *Synthetic Surfaces Program*.

Voluntary labour and in-kind support (*Drought Relief for Community Sport and Recreation Program only*)

Consideration will be given to claiming In-kind expenses to a maximum of 25 per cent of the total project cost.

When claiming voluntary labour and in-kind support a voluntary labour and In-kind support pro-forma must be completed and returned with the application form.

Schedule of use

A schedule of use is a list of all sport and recreation activities, highlighting the extent to which the proposed facility development will be used. The schedule summarises the type and duration of the activity over a period of time and is a valuable tool to measure participation outcomes.

A completed schedule of use is required for applications to the *Synthetic Surfaces Program* and is encouraged where appropriate for applications to the *Drought Relief for Community Sport and Recreation Program*.

Inclusive design

Projects must comply with relevant anti-discrimination legislation such as the *Disability Discrimination Act 1992* and the *Victorian Government Disability Act 2006*. Particular reference should be made to the recommendations made in the *Sport and Recreation Access for All* handbook and technical and/or access audits.

More information

For 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).

Drought Relief for Community Sport and Recreation Program Synthetic Surfaces Program Council application form

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

Part A: Applicant organisation details

* Name of Council

* Main street address

* Town/Suburb

* Postcode

* State

Postal address (if different from above)

Town/suburb

Postcode

State

Authorised person

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

* Title

* First name

* Last name

Position

Telephone

Mobile

Fax

Email

Please provide your Australian Business Number

ABN

Part B: Project representative 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

Position

Club name

Telephone

Mobile

Fax

Email

Drought Relief for Community Sport and Recreation Program

Synthetic Surfaces Program

Council application form

Section 2 – Project overview Fields marked (*) are mandatory

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

Drought Relief for Community Sport and Recreation Program

Synthetic Surfaces Program

* **Project name** (We will use this name on all correspondence. Please use 10 words or less).

* **What are you going to do?** Describe your project in one or two sentences. Particularly describe what you have now and what you are going to achieve as a result of the project.

* **What communities will benefit?** Describe by people (e.g. women, people with a disability, young people, older adults, culturally and linguistically diverse people, and Indigenous people) and/or place (e.g. neighbourhood or town).

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

Project address

Street address

Suburb/town

State

Postcode

Local Government Area

Melways / Vic Roads reference of proposed project site

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

* Anticipated project start date: / /

* Anticipated project completion date: / /

Drought Relief for Community Sport and Recreation Program

Synthetic Surfaces Program

Council application form

Section 4 – Program budget Fields marked (*) are mandatory

Please provide details of the income and expenditure for your project (excluding GST); noting that total income must equal total expenditure. Quotes or surveyor's estimates should be provided to justify your project costs. 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	\$	Professional planning advice	\$
Local Government funding	\$	Project construction	\$
Federal Government funding	\$	Project coordination	\$
Funds from community organisations	\$	In-kind labour support (DRCSR only)	\$
Funds from business contributions	\$	Site preparation	\$
Funds from philanthropic contributions	\$	Contingencies escalations and allowances	\$
In-kind support (DRCSR only)	\$	Other (please specify)	\$
Other (please specify)	\$		
* Total income	\$	* Total expenditure	\$

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

Declaration

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

* Signature:

* Date:

* Print name:

* Position:

(Note: To be signed by the person with delegated authority to submit application, i.e. Chief Executive Officer or Director/General Manager)

Application checklist

Council applications should be supported by the following documentation:

- a project management framework
- cost justification evidence such as quotations (for projects with a total value of less than \$600,000) or a quantity surveyors estimate (for projects with a total value of \$600,000 or more)
- evidence of confirmation of funding sources (for example, club bank statements, council report confirming contribution).
- letters of support from relevant peak sporting bodies or other organisations that clearly indicates how the group/individual will either support the project or benefit from the scope of works
- copy of planning permits (if available)
- schematic or draft plans (where applicable)
- images of current facilities (where applicable)
- a legally binding land use or joint use agreement for projects located on non-council land (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: www.grants.dpcd.vic.gov.au
- a completed capital replacement plan (required for *Synthetic Surface Program* applications)
- a completed schedule of use pro-forma (required for *Synthetic Surface Program* applications)
- in-kind voluntary labour support and information sheet (*Drought Relief for Community Sport and Recreation Program* only)



Published by Community Sport and Recreation
Sport and Recreation Victoria
Department of Planning and Community Development
1 Spring Street
Melbourne Victoria 3000

August 2009

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Authorised by James Merlino MP
Minister for Sport, Recreation and Youth Affairs
1 Spring Street
Melbourne Victoria 3000

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