

Country Football and Netball Program Guidelines, Club Expression of Interest and Council Application Forms



Country Football and Netball Program Guidelines – 2008

“These grants are an investment in our future sporting champions, as well as improving football and netball facilities for everyone in regional areas to enjoy.”



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

James Merlino MP

Minister for Sport, Recreation and Youth Affairs

What is the Country Football and Netball Program?

The Country Football and Netball Program provides funding to assist grass roots country football and netball clubs and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations, including:

- Football, netball and umpire facilities
- Shared community, club and social facilities
- Multi-use facilities
- Lighting

Priority will be given to a range of project proposals, particularly those that can successfully demonstrate a positive impact on participation levels in country football and netball. Examples include:

- Applications relating to venues where football and netball activities are jointly located.
- Applications that demonstrate football and netball sections of the club operating together and sharing project benefits.
- Applications that develop facilities from a holistic perspective to increase participation levels (i.e. courts, lighting and shelters), rather than solely addressing a safety focused element such as minimum court run off requirements.
- Applications relating to venues/clubs that have not previously benefited from funding under this program.
- Applications that demonstrate collaboration between a range of stakeholders.

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Why is the Victorian Government and the Australian Football League funding these grants?

The Department of Planning and Community Development was created to strengthen communities and support more integrated government services.

The Country Football and Netball Program is a response to the Parliamentary Rural and Regional Services and Development Committee's *Inquiry into Country Football Report*, tabled in State Parliament in December 2004.

In 2005/06, the Victorian Government created a partnership with the Australian Football League and each committed \$2 million to the Country Football and Netball Program. In 2006, as part of the *Moving Forward – Provincial Victoria Statement* the Victorian State Government tripled its funding contribution to the Country Football and Netball Program, investing a further \$6 million to specifically assist rural and regional councils. Improving football and netball sports facilities in rural, regional and outer metropolitan areas will contribute to community strengthening and ensures the sustainability of country football and netball into the future.

Who can apply?

Funding will be available to country football and netball clubs and umpiring organisations through the eligible rural, regional and outer metropolitan councils. Clubs and umpiring organisations can apply for funding by submitting an expression of interest to their local council. Councils then choose the expressions of interest they wish to endorse and submit applications to the Department of Planning and Community Development for funding consideration.

What type of projects might be funded?

Examples of potential projects include:

- Modifying existing football and netball club and umpiring organisation facilities to improve usage and provide access such as:
 - o Meeting space.
 - o Disability access.
 - o Change room facilities for players and umpires of both genders.
- Projects encouraging interaction of all age groups including associated facilities for families and carers.
- Development or upgrading football playing fields.
- Development or upgrading of netball courts.
- Development or upgrading of lighting facilities.

All project applications will be assessed against the Country Football and Netball Program eligibility and assessment criteria. Smaller scale local level projects are encouraged.

It is highly recommended that clubs/ organisations and council make timely contact with the Victorian Country Football League, AFL Victoria and Netball Victoria representatives (where applicable) to seek their support for project ideas.



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What will not be funded?

The Country Football and Netball 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.
- Individuals or organisations that do not have a legal status such as being incorporated.
- Project areas designated for gaming machine operations within a proposed facility. In addition, applications where the recipient organisation/s receive revenue from electronic gaming machines will generally be given a lower priority.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance.
- Requests for ongoing operational costs such as, but not limited to, 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.



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How will applications be assessed?

A Country Football and Netball Program Steering Committee has been formed to oversee this program. This includes the assessment of applications and comprises representatives from Sport and Recreation Victoria, Regional Development Victoria, Australian Football League, Victorian Country Football League, AFL Victoria, Netball Victoria and the Municipal Association of Victoria.

Applications will be assessed using the questions **Why?** (20%), **How?** (20%), **Who?** (10%) and **What will the project achieve?** (50%).

Council applications should provide answers to the following questions.

| | |
|--|---|
| <p>Why do you want to do this project?</p> <p>20%</p> | <p>What circumstances and demand have created ideas for this project? Do you have evidence to show why this approach will work? Is this project supported locally? Does it link with other plans?</p> <p>Demonstrate how the planning process:</p> <ul style="list-style-type: none"> • Responds to identified community needs and issues, based on broad consultation and support, community building initiatives and processes and addresses a gap in local provision of facilities. • Considers issues of rapid population growth/decline. |
| <p>How will you deliver the project?</p> <p>20%</p> | <p>Will it involve partnership and collaboration? Has a project plan been agreed? Will it be locally led? Will it involve knowledge and skills development of club/community volunteers? Will the project be an innovative and creative response to the issue? Will it be sustainable? How will you pay for it?</p> <p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> • Addresses issues around safety and risk management in accordance with the AFL and Netball Victoria's minimum standards requirements as well as anti-discrimination legislation such as the Disability Discrimination Act. • Includes innovative, sustainable and environmentally friendly project components and practices <p>Does the application:</p> <ul style="list-style-type: none"> • Provide comprehensive evidence that the project will be completed within the prescribed timeframe? • Demonstrate football and netball sections of the club are operating together and sharing project benefits? • Demonstrate a commitment of all financial resources required to deliver the project? • Clearly describe the scope of work and the cost of delivering the project? |

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Who will be involved in the project?
10%

Who will manage the project? Who are the partners? Describe any voluntary or in-kind contributions?
Demonstrate the extent to which the project:

- Actively involves a range of stakeholders, including the community, private sector, community service providers, state-wide associations, VCFL Area Manager, AFL Victoria or Netball Victoria (where applicable) and relevant government agencies.
- Is managed by an integrated team drawing membership from a range of areas which may include social and strategic planning, technical, engineering and economic development.
- Considers inter-municipal linkages and issues where appropriate.

What will the project achieve?
50%

How will it make the community stronger? Will it increase people's involvement and participation?
Demonstrate the extent to which the project:

- Will support an increase in, or in certain cases maintenance of participation rates in country football or netball.
- Maximises the use or multi-use of a facility.
- Improves access to quality sport and recreation opportunities particularly for those groups traditionally disadvantaged, e.g. people with disabilities, women, young people, older adults, people from non-English speaking backgrounds, Indigenous people and the rurally isolated.
- Improves energy, water, waste or emission performance (where applicable).
- Has a regional/sub-regional or multi-purpose benefit.



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What are the funding conditions?

Councils are able to submit up to three applications in any given financial year. These may consist of:

- Two applications that each seek \$20,000 or less towards each project.
- One application that seeks up to \$60,000 towards a single project.

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

- Funding contributions towards total project costs (excluding GST) are required in the following ratios:

| | |
|--|---------------------|
| Outer metropolitan councils (<i>Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges</i>) and regional cities (<i>Ballarat, Bendigo, Geelong</i>) | SRV \$1.5:\$1 local |
|--|---------------------|

| | |
|----------------|-------------------|
| Rural councils | SRV \$2:\$1 local |
|----------------|-------------------|

- Councils must enter into a funding agreement with the Department of Planning and Community Development that sets out the grant conditions and reporting requirements.
- Funds must be spent on the project as described in the funding agreement.
- The project must be completed within 12 months of a signed funding agreement.
- Any variation request to the approved project must be submitted to the Department of Planning and Community Development for approval prior to implementation.
- Consideration will be given to claiming in-kind expenses such as voluntary labour and donated materials to a maximum value of 25% of the total project cost. A voluntary labour and in-kind support information sheet is available on the grants website www.grants.dpcd.vic.gov.au and must be completed and returned with the Application Form.



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What is the application process?

The Country Football and Netball Program will be assessed through a two-step process.

Step One: Country football and netball clubs and umpiring organisations submit an expression of interest to their local council using the attached Club Organisation Expression of Interest form

- Clubs and umpiring organisations are strongly encouraged to discuss project ideas with council before completing an expression of interest. Clubs/organisations and council should investigate the:
 - o suitability of the proposed project scope and works.
 - o relationship to council's forward planning and future priorities.
 - o total budget and the availability and sources of any matching funding contributions.
- It is highly recommended that clubs/organisations and Council make timely contact with the Victorian Country Football League, AFL Victoria and Netball Victoria representatives (where applicable) to seek their support for project ideas.
- An expression of interest can be submitted to council at any time as there are no closing dates for this program.
- Check with council about the process for submitting an expression of interest.
- An expression of interest should be sent directly to council in the first instance and NOT to the Department of Planning and Community Development.

Step Two: Councils review all expressions of interest, and endorse project proposals before submitting an application to the Department of Planning and Community Development for consideration

- Councils review all expressions of interest received from clubs/organisations in their municipalities. Councils are strongly encouraged to discuss project ideas with Department of Planning and Community Development staff before completing an application and submitting to the Country Football and Netball Program. Council's should complete the application form attached and add their own analysis of the project including benefits, how they plan to manage the project and details of the financial commitments made to the project.
- Endorsed projects can be submitted to the Department of Planning and Community Development at any time as there are no closing dates for this program.
- Applications will be assessed against the eligibility and evaluation criteria at periodic regional and then state wide assessment meetings. The Country Football and Netball Program Steering Committee will meet every four months to review applications.
- Please note that applications considered to have merit but lack sufficient justification or supporting evidence may be refined and resubmitted by the Council. However, any resubmission will be counted as one of the Council's future applications allowed under the program guidelines.

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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

Contacts List

| Department of Planning and Community Development | Victorian Country Football League | AFL Victoria | Netball Victoria |
|--|--|---|---|
| <p>Barwon South West 6-8 Moorabool Street GEELONG 3220 <i>Phone:</i> (03) 5215 6000</p> <p>Gippsland Victorian Business Centre 33 Breed Street TRARALGON 3844 <i>Phone:</i> (03) 5174 7308</p> <p>Grampians Central Square Shopping Centre 18 Armstrong Street Sth BALLARAT 3350 <i>Phone:</i> (03) 5327 2800</p> <p>Hume First Floor, 62 Ovens Street WANGARATTA 3677 <i>Phone:</i> (03) 5722 7111</p> <p>Loddon Mallee 47-51 Queen Street BENDIGO 3550 <i>Phone:</i> (03) 5410 5200</p> | <p>Central/North Western Area Manager Horsham <i>Phone:</i> (03) 5382 7512</p> <p>Eastern Area Manager Dandenong <i>Phone:</i> (03) 9791 9339</p> <p>North Eastern Area Manager Wangaratta <i>Phone:</i> (03) 5721 9127</p> <p>West/South Western Area Manager Ballarat <i>Phone:</i> (03) 5334 4277</p> | <p>For clubs affiliated with a Metropolitan competition</p> <p>GPO Box 4337 MELBOURNE VIC 3001 <i>Phone:</i> (03) 8663 3000</p> <p><i>Email:</i> afvicreception@afvic.com.au</p> | <p>GPO Box 60 NORTH MELBOURNE VIC 3051 <i>Phone:</i> (03) 9321 2222</p> <p><i>Email:</i> reception@netballvic.com.au</p> |

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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).

Application Checklist

Council applications should be supported by the following documentation. Where possible clubs/organisations are encouraged to provide this information as part of their expression of interest submission to council.

In our application we have:

- Attached images of current facilities (where applicable).
- Attached evidence of support from a Victorian Country Football League Area Manager (where applicable).
- Attached evidence of support from a AFL Victoria representative (where applicable).
- Attached evidence of support from a Netball Victoria representative (where applicable).
- Attached evidence of support from any other community and business leaders or organisations such as:
 - Local Member of Parliament.
 - Other user groups associated with venue.
 - Local Chamber of Commerce.
- Attached cost justification evidence such as quotations or a quantity surveyors estimate.
- Attached schematic or draft plans.
- Attached an in-kind labour proforma (where applicable).
- Attached evidence (printable process list) that the Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project (where applicable). For further information go to: www1.dpcd.vic.gov.au/aav/heritage/management_plans



Expression of Interest Form: Club/Organisation Country Football and Netball Program 2008

This form must be completed by the club/organisation and submitted to the local council, not the Department of Planning and Community Development.

Section 1 Contact information

*(Fields marked * are mandatory)*

Part A Applicant organisation details

*Name of Club/Organisation: _____

*Main Street Address: _____

*Town/Suburb: _____ *Postcode: _____ *State: _____

Postal Address *(if different from above)*: _____

Town/Suburb: _____ Postcode: _____ State: _____

Authorised person *(This is the person who is authorised by the club/organisation to make the application on their behalf)*:

*Title: _____ *First name: _____ *Last name: _____

Position: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____

*Type of organisation: Incorporated Association Unincorporated Other (please specify) _____

Section 2 Project overview

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

Current approximate membership numbers: Football Netball

***What are you going to do?** *Describe the project in 50 words or less. We will use this in reports and other publications.*

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

Where will your project happen? *Please provide the address of where most of your planned activity will take place including town/suburb and postcode. Your response is limited to 1000 characters.*

Address: _____

Local government area: _____

Melways/VicRoads reference of proposed project site: _____

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

*Anticipated project start date / /

*Anticipated project completion date / /

(Fields marked * are mandatory)

Section 3 Project Details that Address the Assessment Criteria

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

***Why do you want to do this project?** What circumstances and demand have created ideas for this project? Do you have evidence to show why this approach will work? Is the project supported locally? Does it link with other plans?

***How will you deliver the project?** Will it involve partnership and collaboration? Has a project plan been agreed? Will it be locally led? Will it involve knowledge and skills development of club/community volunteers? Will the project be an innovative and creative response to the issue? Will it be sustainable? How will you pay for it?

***Who will be involved in the project?** Who will manage the project? Who are the partners? Describe any voluntary or in-kind contributions?

***What will the project achieve?** How will it make the community stronger? To what extent will it increase people's involvement and participation?

Section 4 Program 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 (or sheets) using the same categories.

| Income | | Expenditure | |
|-------------------------------------|-----------|--|-----------|
| *Amount requested from this program | \$ | Professional Planning/Advice | \$ |
| Local Government funding | \$ | Project Coordination | \$ |
| Funds from your club/organisation | \$ | Equipment and Materials/Infrastructure | \$ |
| In-kind from your club/organisation | \$ | Site Preparation | \$ |
| In-kind from other sources | \$ | | |
| Other (please specify) | \$ | Other (please specify) | \$ |
| *Total Income | \$ | *Total Expenditure | \$ |

Declaration

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

*Signature

*Date

*Printed name

*Position

(To be signed by the person with delegated authority to apply - ie. President, Secretary, Public Officer or Treasurer)

Application form: Council Country Football and Netball Program 2008

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:

*Type of organisation:

Local Government

Other (please specify) _____

Please select the Council type:

Rural

Regional city (Ballarat, Bendigo, Geelong)

Outer Metropolitan

Applicant Organisation's Australian Business Number (ABN), if you have one:

Section 2 Project overview

*Project name Name of club/organisation(s) involved in the project. We will use this name on all correspondence. Please use 10 words or less. _____

Current approximate membership numbers:

Football

Netball

What are you going to do? Describe the project in 50 words or less. We will use this in reports and other publications. _____

*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 1000 characters. _____

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

Where will your project happen? Please provide the address of where most of your planned activity will take place including town/suburb and postcode. Your response is limited to 1000 characters.

Address: _____

Local government area: _____

Melways/VicRoads reference of proposed project site: _____

(Fields marked * are mandatory)

*When will your project take place?

*Anticipated project start date ____ / ____ / ____

*Anticipated project completion date ____ / ____ / ____

Section 3 Project Details that address the Assessment Criteria

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

Why do you want to do this project?

How will you deliver the project?

Who will be involved in the project?

What will the project achieve?

Section 4 Program 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 (or sheets) using the same categories.

| Income | | Expenditure | |
|--|-----------|--|-----------|
| *Amount requested from this program | \$ | Architect Design Fees | \$ |
| Other State Government funding | \$ | Contingencies/Escalations & Allowances | \$ |
| Local Government funding | \$ | Project Coordination | \$ |
| Federal Government funding | \$ | Professional Planning/Advice | \$ |
| Funds from the club(s) | \$ | Project Construction | \$ |
| Funds from other Community orgs | \$ | In-kind labour | \$ |
| Funds from Business contributions | \$ | In-kind from other sources | \$ |
| Funds from Philanthropic contributions | \$ | Site Preparation | \$ |
| In-kind support from the club(s) | \$ | | |
| In-kind from other sources | \$ | | |
| Other (please specify) | \$ | Other (please specify) | \$ |
| *Total Income | \$ | *Total Expenditure | \$ |

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 (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 _____

*Printed name _____ *Position _____

(To be signed by a person with delegated authority to apply – ie. Chief Executive Officer or Director/General Manager)

Supporting documents

Please submit the following documents with your application:

- Images of current facility (where applicable).
- Evidence of support from a Victorian Country Football League Area Manager (where applicable).
- Evidence of support from an AFL Victoria representative (where applicable).
- Evidence of support from a Netball Victoria representative (where applicable).
- Evidence of support from any other community and business leaders or organisations such as:
 - Local Member of Parliament.
 - Other user groups associated with venue.
 - Local Chamber of Commerce.
- Evidence of cost justification such as quotations and other quantity surveyors estimates.
- Schematic or draft plans.
- In-kind labour proforma (where applicable).
- Attached evidence (printable process list) that the 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

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