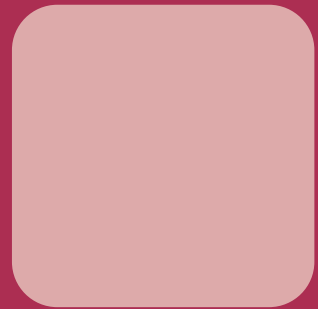


Community Facility
Funding Program
– Minor Facilities
Category

Guidelines and
Application Form
for Community
Organisations

2009-2010



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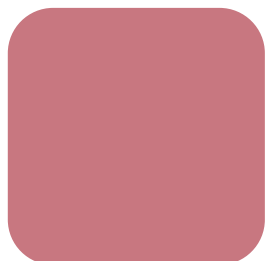
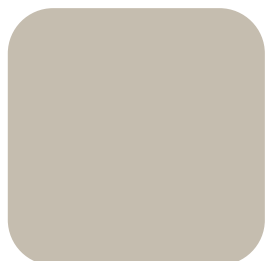
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Minister's Foreword

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".

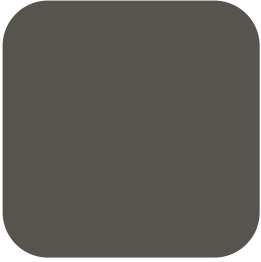
James Merlino MP

Minister for Sport, Recreation
and Youth Affairs

What is Minor Facilities Funding?

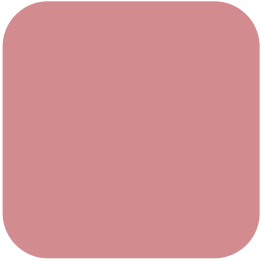


Minor Facilities funding is a category of the Victorian Government's *Community Facilities Funding Program* and is designed to assist organisations, communities and councils to work together to develop local sport and recreation facilities that create more accessible, usable and sustainable leisure opportunities.



The objectives of Minor Facilities funding are to encourage:

- Participation in sport and recreation
- Involvement of community organisations in planning and developing facilities
- A co-ordinated response through co-operation between councils and their communities
- A strengthened community through sustainable sport and recreation facilities.

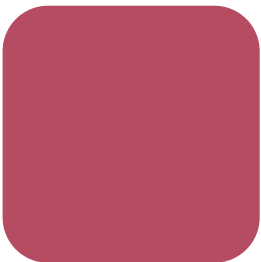


Up to \$60,000 is available for individual projects. Funding will be provided directly to councils.



Why is the Victorian Government funding these grants?

The Department of Planning and Community Development provides a focus for the Government's activities around strengthening communities and supporting more integrated Government services. The *Community Facilities Funding Program* develops community sport and recreation facilities which help to build and strengthen communities throughout Victoria.



Improving community facilities also complements the goals of the Government's *Go for your life* campaign by creating more opportunities for people to become active by participating in sport and recreation.

Who can apply?

Funding under this program is provided through councils.

Community organisations have the opportunity to access funds by applying directly to their local council using the application form for community organisations at the rear of this document.

Councils are able to submit up to three applications to Sport and Recreation Victoria. These should consist of:

- Two applications that seek up to \$60,000 each towards a total project cost of \$200,000 or less (GST exclusive)
- One application towards a total project cost of \$60,000 or less (GST exclusive).

Projects that will cost above \$200,000 (GST exclusive) are not eligible.

What type 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
- 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.

What will not be funded?

Minor Facilities funding will not support:

- 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
- Applications where the recipient organisation/s receive revenue from electronic gaming machines
- Areas designated for gaming machine operations within a proposed facility
- In general, areas designated as licensed areas 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, salary subsidies, electricity, water and other utilities
- The purchase of recreation, entertainment, sporting, maintenance or any other equipment
- Community transport or any other type of vehicle
- 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.

What are the funding details?

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

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

Projects costing up to \$200,000 (GST exclusive)

	Maximum grant	Funding ratio
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

What are the funding conditions?

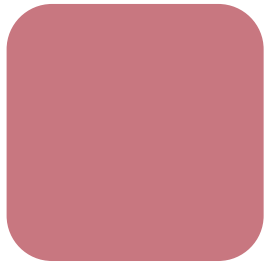
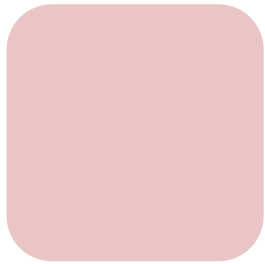
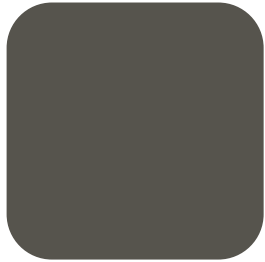
- Councils must enter into a funding agreement with the Department for Planning and Community Development that sets out the grant conditions and reporting requirements
- Funds must be spent on the project as described in the funding agreement
- The project must be completed within 12 months of a signed funding agreement
- A request to vary an approved project must be submitted to the Department for Planning and Community Development by council 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 www.grants.dpcd.vic.gov.au and must be completed and returned with the application form.

How will applications be assessed?

Assessment Criteria

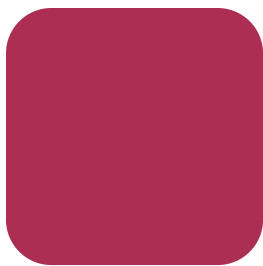
<p>Why? 20%</p>	<p>Demonstrate how the planning process:</p> <ul style="list-style-type: none"> • responds to identified community needs and issues, based on broad consultation and support, and addresses a gap in local provision of facilities; • considers community strengthening initiatives and aligns with Government priorities eg. is in a location of rapid population growth or a community/neighbourhood renewal area; and • is supported by local, sub-regional or regional planning studies such as council's corporate goals, business plans or strategic planning direction.
<p>How? 20%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> • includes innovative, sustainable and environmentally friendly project components and practices; • has a clearly identified project scope, methodology and proposed outcomes; and • 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. <p>Does the application:</p> <ul style="list-style-type: none"> • provide evidence that the project will be completed within the prescribed timeframe including provision of quotations and other documentation? • include concept/schematic plans for the project based on consultation with all stakeholders, partners and potential users? • identify community involvement?

How will applications be assessed?



<p>Who? 10%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> • consults and collaborates with a variety of stakeholders. Describe their involvement; • will be managed by an appropriately qualified team; • involves volunteers and/or community members in the planning and implementation of the project and how their involvement will increase their skill base; • considers inter-municipal linkages and issues where appropriate; and • provides evidence of support from community organisations and other partners.
<p>What will the project achieve? 50%</p>	<p>Demonstrate the extent to which the project:</p> <ul style="list-style-type: none"> • 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 the facility or facilities and improves the capacity for sport and recreation organisations to deliver activities to the community, including daytime use; • 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.

What is the application process?



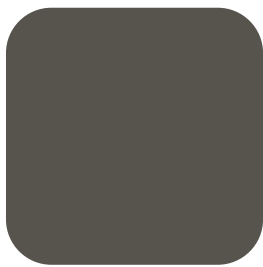
The Community Facility Funding Program – Minor Facility Category will be assessed through a two-step process.

Step One:

Community organisations submit the Application Form for Community Organisations to their councils (see attached form) by 1 October 2008.

Applicants are strongly encouraged to discuss project ideas with council before completing the Application Form for Community Organisations. Advice should include investigating the:

- Suitability of the proposed project scope and works
- Relationship to council's forward planning and future priorities
- Total budget and the availability and sources of any matching funding contributions
- Process for submitting an Application Form for Community Organisations
- When a project idea is developed, complete an Application Form for Community Organisations and submit to council for consideration
- Application Forms for Community Organisations should be sent directly to council and NOT to the Department of Planning and Community Development.



Step Two:

Councils review applications from community organisations, and following council endorsement develop up to three (3) applications for submission to the Department of Planning and Community Development for consideration by 3 November 2008.

- Council reviews all applications from community organisations in their municipality
- Council assesses these project proposals and endorses the projects that best meet the assessment criteria
- Council then write a full application to ensure the project is in a strong position to be considered for funding
- Council submits completed applications to the Department for Planning and Community Development.

Project applications will be assessed and announcements will be made from March 2009 onwards.

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).

Application Form: Community Facility Funding Program 2009-2010

Community Organisation

Section 1 – Contact Information

Fields marked (*) are mandatory

Part A: Applicant Organisation Details

*Name of Organisation: _____

*Main Street Address: _____

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

Postal Address (if different from above): _____

Town/Suburb: _____ Postcode: _____ State: _____

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

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

Position: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____

*Type of Organisation: Co-operative Government School
 Incorporated Association Other (please specify) _____

Australian Business Number (ABN), if applicable:

Part B: Project Representative Contact Details

Title: _____ First name: _____ Last name: _____

Postal Address: _____

Town/Suburb: _____ Postcode: _____ State: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____

Section 2 – Project Overview

*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: _____

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) _____

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

*Anticipated project start date _____ / _____ / _____

*Anticipated project completion date _____ / _____ / _____

Section 4 – Project Budget

Fields marked (*) are mandatory

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 ¹	\$
Federal Government funding	\$	Energy and Running Cost Savings ¹	\$
Funds from your organisation	\$	Professional Planning/Advice	\$
Funds from other Community organisations	\$	Project Construction	\$
Funds from Business contributions	\$	Project Co-ordination	\$
Funds from Philanthropic contributions	\$	In-kind labour (if applicable) ²	\$
In-kind support from your organisation	\$	In-kind – other support (if applicable) ²	\$
In-kind from other sources	\$	Site Preparation	\$
Other (<i>please specify</i>)	\$	Water Savings*	\$
		Other (<i>please specify</i>)	\$
*Total Income	\$	*Total Expenditure	\$

¹ Whilst not mandatory under the Minor Facilities category, applicants are encouraged to identify any Environmentally Sustainable Design components that can be undertaken in this project.

² The value of In-kind support cannot 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. Chairperson, Secretary or Treasurer.)



Supporting documents checklist

Please identify which documents are attached with your application:

- Planning permits (if available)
- A legally binding land use or community access 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 defines their contribution to the project
- Quotes from consultants/ contractors detailing their input into the project
- Schematic plans for the project
- Technical and/or Access Audits (if applicable)
- Club Bank Statement/s or Financial Reports
- Council reports/plans/strategies/community consultation to support the project.

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