

Community Facility Funding Program 2008/2009

Guidelines and Application Form for Community Organisations



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Minister's Foreword

Sport and recreation encourages people to get involved in their community, in a positive and supportive environment. It is also widely recognised that people who are active are more likely to enjoy good health and less likely to suffer from a range of health conditions like obesity, heart disease and diabetes.

With some of the most outstanding sports facilities in the world, Victoria is renowned as the leading sporting state in Australia. Sport at the grassroots level is just as important, playing an integral role in our community with local clubs providing gathering places that enhance community connectedness, family interaction and social cohesion. Providing quality sport and recreation facilities is critical to encouraging active participation in the community and promoting healthy lifestyles for all Victorians.

Community sport and recreation facilities are often the hub of local activity, providing more liveable environments where people can play, exercise, socialise, volunteer, and be a part of their community. That's why I am pleased to announce the opening of the 2008-2009 *Community Facility Funding Program*. The funding is possible thanks to a \$76 million commitment, made by the State Government through Sport and Recreation Victoria, to extend support to sports facility development through to 2010-2011.

The *Community Facility Funding Program* provides funding to boost participation in sport and recreation via the development of high-quality, sustainable and accessible community sport and recreation facilities across Victoria. The introduction of a new Seasonal Pool Renewal category will assist councils to modernise seasonal aquatic facilities in rural and regional Victoria and the interface councils to better cater for the needs of their communities.

Since 2000 the Victorian Government has invested \$146 million through the *Community Facility Funding Program* towards more than 1,650 community facility projects. This investment has seen the development of:



- 119 swimming pools and aquatic leisure projects;
- 126 major facilities including multi-purpose indoor facilities and multi-use outdoor courts and spaces;
- 1113 minor facilities including sports surface development, BMX tracks and change room facilities; and
- 319 planning projects to ensure quality community outcomes.

Combined with our *Country Football Netball Program* and the *Drought Relief for Community Sport and Recreation* and the *Drought Relief for Country Sport and Recreation* programs, more than \$157 million of funding has been provided to more than 2,000 local sport and recreation projects in Victoria since 2000.

The Brumby Government is committed to providing accessible community sport and recreation facilities to meet the demands of communities across Victoria and, in particular, the unique demands in growing outer suburbs and regional Victoria. The partnership between the community, local government and State Government is the cornerstone of a strong sport and recreation sector in Victoria.

It is with great pleasure I invite applications for the 2008-2009 *Community Facility Funding Program* and I look forward to receiving many innovative and exciting project proposals.

A handwritten signature in black ink that reads "James Merlino". The signature is fluid and cursive, with a large initial 'J' and 'M'.

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 Facility 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.

Grants of up to \$60,000 are available for councils to contribute to projects under this program.

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 Facility Funding Program develops community sport and recreation facilities which help to build and strengthen communities throughout Victoria.

These funds are provided from the Community Support Fund and administered by Sport and Recreation 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 Local Government Authorities.

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 sport and recreation projects such as:

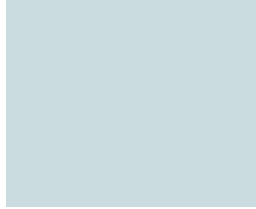
- Program and meeting space
- Provision of disability access
- Change facilities for junior or female use
- Shared paths and tracks
- Open space development
- Sports surface development
- Projects promoting efficient and sustainable use of Victoria's natural resources for community sport and recreation facilities
- Projects for young people, such as playgrounds, 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
- Facilities where the primary function is rehabilitative or therapeutic rather than recreational will be afforded a lower priority
- 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, electricity, water and other utilities
- Requests for salary subsidies
- Requests for 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 conditions?



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:

Metropolitan	SRV \$1:\$1 local
Outer metropolitan (<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	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
- A request to vary an approved project must be submitted to the Department of 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.dvc.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>What circumstances and demand exists that have created the 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 that show the project will contribute to increasing liveability and participation levels for the surrounding community?</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 community strengthening initiatives and processes and aligns to Government and Department of Planning and Community Development priorities, e.g. in a location of rapid population growth/decline, community renewal or neighbourhood renewal.• Is being developed within the context of other relevant local government strategic planning initiatives.
<p>How? 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? 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 and compliance with relevant anti-discrimination legislation such as the <i>Disability Discrimination Act</i>. SRV Publications such as the Sport and Recreation Access for All Guide and the Good Play Space Guide can assist in the planning for new and improved facilities.• 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 a commitment of all financial resources required to deliver the project?• Clearly describe the scope of work and the cost of delivering the project?

How will applications be assessed?



Who? 10%

Who will manage the project? Who are the partners? Will there be 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 and relevant government agencies
- Is managed by an integrated team drawing membership from a range of areas including social and strategic planning, technical, engineering and economic development
- Has strategies to increase skills and opportunities for community members
- Considers inter-municipal linkages and issues where appropriate

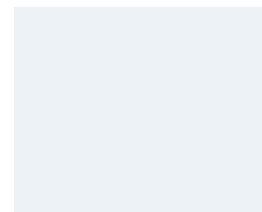
What will it achieve? 50%

How will it address demand to 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 and improve the range of formal and/or informal sport and recreation opportunities
- Maximises the use or multi-use of a facility
- Improves the capacity for sport and recreation organisations to deliver activities to the community
- 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

What is the application process?



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

Step One: Community organisations submit the Application Form for Community Organisations to their local council (see attached form) by 2 October 2007.

- Applicants are strongly encouraged to discuss project ideas with council before completing the Application Form for Community Organisations. Advice should include investigating the project's:
 - 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
- Check with council about the process for submitting an Application Form for Community Organisations
- When a project idea is developed and has sought the support of the sport's governing body, 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 9 November 2007.

- Council reviews all applications from community organisations in their municipality
- Council will assess these project proposals and endorse the projects that best meet the criteria
- Council will then write a full application to ensure they are in a strong position to be considered for funding
- Council will submit completed applications to the Department of Planning and Community Development

Project applications will be assessed and announcements will be made in **March 2008**.

More information

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).

Application Form: Community Facility Funding Program 2008/2009 Community Organisations

Section 1 – Contact Information

Part A: Applicant Organisation Details

Fields marked (*) are mandatory

*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: Cooperative Government School Incorporated Association

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. We will use this in reports and other publications.

Fields marked (*) are mandatory

What 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.

Describe any groups or communities your project is directed at or 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.

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 Training) _____

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

Please provide details of the income and expenditure budget 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 Coordination	\$
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 (please specify)	\$	Water Savings ¹	\$
		Other (please specify)	\$
*Total Income	\$	*Total Expenditure	\$

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

²The 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 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: 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

Please submit the following documents with your application:

- Letters of support from organisations that clearly defines their contribution to the project.
- Quotes from builders contractors.
- Schematic plans for the project.
- Planning permits if available.
- A legally binding land use or community access agreement for projects located on non-council land.
- A completed Voluntary Labour and In-Kind Support Information Sheet

Authorised by: James Merlino MP
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