



2021 Local Sports Infrastructure Fund

GUIDELINES



Jobs,
Precincts
and Regions

CONTENTS

MESSAGE FROM THE MINISTER	4
1. THE 2021 LOCAL SPORTS INFRASTRUCTURE FUND	5
1.1 About the Fund	5
1.2 Objectives of the Fund	5
1.3 Outcomes of the Fund	6
1.4 Fund Investment Guidance and Priorities	7
1.4.1 Project commencement	7
1.4.2 Priority will be given to projects:	7
1.4.3 Facilities on School Land	7
2. ELIGIBILITY	8
2.1 Who can apply?	8
2.2 Who cannot apply?	8
3. FUNDING DETAILS	9
3.1 Funding Streams	9
3.2 Funding Ratios	10
4. FUNDING STREAM DETAILS	11
4.1 Better Indoor Stadiums Stream	11
4.2 Female Friendly Facilities Stream	14
4.3 Community Sports Lighting Stream	17
4.4 Facilities for Active Seniors Stream	20
4.5 Scoreboards and Fixed Equipment Stream	23
5. APPLICATION AND ASSESSMENT PROCESS	25
5.1 Application Process	26
5.2 Assessment Guidance	26
5.3 Assessment Process	27
5.4 Timelines	28
6. SUPPORTING DOCUMENTATION CHECKLIST	29
6.1 Submitting supporting documentation	32
7. TYPES OF ACTIVITIES THAT WILL NOT BE FUNDED	33
8. CONDITIONS THAT APPLY TO FUNDING	35
8.1 Funding Agreements	35
8.2 Acknowledging the Victorian Government's support and promoting success	38
8.3 Payments	38
8.4 Performance	38
8.5 Privacy	39
9. RESOURCES AND ADDITIONAL INFORMATION	40
9.1 Supporting documentation, forms and templates	40
9.2 Universal Design	40
9.3 Environmentally Sustainable Design	40
9.4 Female Friendly Sport Infrastructure Guidelines	40
9.5 Voluntary Labour and In-kind Support	40
9.6 Fair Play Code	41
9.7 Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018)	41
9.8 Future Proofing Community Sport and Recreation Facilities: A Road Map for Climate Change Management for the Sport and Recreation Facilities Sector	41
10. APPENDIX 1 – GLOSSARY	42

MESSAGE FROM THE MINISTER

Whether it's helping community sport through the pandemic or making facilities more accessible, the Victorian Government is committed to supporting communities and sporting clubs upgrade or build new community sport and active recreation infrastructure to ensure more Victorians can access the benefits of participating in sport and active recreation.

That's why I'm pleased to announce the new *2021 Local Sports Infrastructure Fund* is investing up to \$22 million to ensure even more of our facilities are accessible to more people.

The fund will invest in projects that deliver new and upgraded community sport and active recreation infrastructure, through continued and new funding opportunities for multi-sport indoor courts, sports lighting, facilities for Senior Victorians, and facilities that enable more women and girls to participate in sport and active recreation.

The *2021 Local Sports Infrastructure Fund* builds on the Victorian Government's determination to support disadvantaged communities and grow participation by under-represented groups identified in *Active Victoria*.

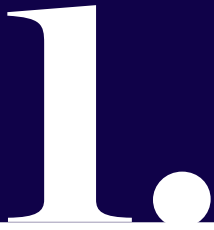
These investments will also support local economies by creating economic activity and hundreds of jobs for planners, architects, engineers, project managers, buildings, carpenters, plumbers, electricians, maintenance staff, facility managers and operational personnel. Sourcing local materials will also enable many more Victorian businesses to thrive in these uncertain times.

The *2021 Local Sports Infrastructure Fund* is part of the \$1.05 billion invested in community sport and active recreation infrastructure by the Victorian Government since 2014.

I look forward to seeing new and exciting projects supported through the *2021 Local Sports Infrastructure Fund*.



THE HON ROS SPENCE MP
Minister for Community Sport



THE 2021 LOCAL SPORTS INFRASTRUCTURE FUND

1.1 About the Fund

The *2021 Local Sports Infrastructure Fund (LSIF)* is a state-wide competitive Victorian Government investment program that funds the development of high-quality, accessible community sport and active recreation infrastructure.

The fund promotes partnerships between the Victorian Government, Local Government Authorities (LGAs), Alpine Resort Boards (ARBs), sport leagues and associations, sporting clubs, schools and community organisations to deliver the strategic directions identified in *Active Victoria: A strategic framework for sport and recreation 2017 – 2021*.

The fund is underpinned by the Department of Jobs, Precincts and Regions' (DJPR) priorities of ensuring the state's economy benefits all Victorians by creating more jobs for more people, building thriving places and regions and nurturing inclusive communities. The LSIF is administered by Sport and Recreation Victoria on behalf of DJPR.

1.2 Objectives of the Fund

Strong, active and healthy communities need high-quality, accessible, well-designed and managed infrastructure to conduct sport and active recreation activities. Developing infrastructure that supports increased participation in disadvantaged communities and by under-represented groups, while driving local economic activity are priorities for the Victorian Government.

The fund aims to achieve this by:

- Investing in community sport and active recreation infrastructure opportunities.
- Encouraging flexible, multi-use, shared and integrated services and facilities.
- Fostering inclusive, diverse, accessible and responsible development through universal design, environmental sustainability, and strategically planned facilities.

- Encouraging collaboration with schools, service providers, facility managers and community organisations to deliver outcomes.
- Encouraging collaboration with state sporting associations and peak bodies to foster better decision making.

Rates of participation in sport and active recreation are well below the state average for many groups of Victorians, including Aboriginal Victorians, people with a disability, seniors, disengaged youth, culturally and linguistically diverse (CALD) communities, women and girls, LGBTIQ people and socio-economically disadvantaged communities. The Victorian Government is committed to supporting greater opportunities for all Victorians, and the *2021 Local Sports Infrastructure Fund* will prioritise projects that will support participation by these groups.

1.3 Outcomes of the Fund

The fund reflects the Victorian Government's commitment to securing the many benefits of participating in sport and active recreation. This includes supporting Victorians, particularly disadvantaged communities to achieve better health, wellbeing, social, and economic outcomes through the construction, programming and activation of community sport and active recreation infrastructure.

The fund will invest in proposals that can demonstrate commitment to the following outcomes:

- Develop new or maintain existing participation opportunities where there is a risk to participation decline. Improve diversity and inclusion by increasing participation by under-represented groups identified in *Active Victoria*.
- Develop local economic activity through the planning, building, maintenance, management and activation of new or redeveloped infrastructure.

- Improve physical and mental health and wellbeing in traditionally disadvantaged communities such as low socio-economic areas, growth areas, and communities experiencing long-term disadvantage.
- Support gender equity in participation, coaching, administration, officiating and volunteering.

- Facilitate the delivery of vital fixed equipment to support volunteers and enhance member experiences

Participation is defined as engaging, coaching, officiating or volunteering in a sport or active recreation activity.

1.4 Fund Investment Guidance and Priorities

1.4.1 Project commencement

Successful projects will need to commence construction within six (6) months of executing a funding agreement (in June 2021) with DJPR.

1.4.2 Priority will be given to projects:

- Supporting communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing socio-economic disadvantage, strong population growth or significant change in circumstances (e.g. economic challenges).
- Demonstrating specific participation outcomes for disadvantaged communities and under-represented groups, including women and girls, Aboriginal Victorians, people with a disability, seniors, disengaged young people, CALD communities, and LGBTIQ people.
- Demonstrating economic uplift in the form of job creation during construction and operation, non-government investment in the facility and local/regional event attraction.
- Demonstrating implementation of Universal Design principles and Environmentally Sustainable Design in project planning.

- Projects or facilities on school land that can demonstrate multi-use opportunities and ensure long-term community access.

1.4.3 Facilities on School Land

For projects on school land, a Community Joint Use Proposal (to the Department of Education and Training) which is completed by the applicant and the school must be submitted by the applicant to be eligible for funding (schools can access this document from the Department of Education and Training website). Applicants must allow sufficient time to complete this document and obtain the necessary written endorsement from the Department of Education and Training.

A letter from the Department of Education and Training central office must also be provided that indicates endorsement of the project.

Applicants requesting this letter should email vsbaproperty@education.vic.gov.au.

Projects in non-government schools are also eligible for funding through LGAs/ARBs and require similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.

FUNDING STREAM	BETTER INDOOR STADIUMS	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	FACILITIES FOR ACTIVE SENIORS	SCOREBOARDS AND FIXED EQUIPMENT
NUMBER OF APPLICATIONS	ONLY 1	UNLIMITED	ONLY 1 Site bundling is allowed	ONLY 1 Site bundling is allowed	ONLY 1 Site bundling is allowed
MAXIMUM TOTAL GRANT AMOUNT PER APPLICANT	UP TO \$2 MILLION	UP TO \$500,000	UP TO \$250,000	UP TO \$200,000	UP TO \$25,000
PROJECT TYPES ELIGIBLE FOR FUNDING	Indoor Stadiums Multi Sports Courts	Change Rooms Lighting Sportsfields Courts	Lighting	Change Rooms Lighting Active Recreation Courts	Scoreboards Fixed Equipment

2.



ELIGIBILITY

2.1 Who can apply?

The 2021 Local Sports Infrastructure Fund accepts applications from Victorian LGAs and ARBs only.

LGAs/ARBs are required to discuss their project/s with their Sport and Recreation Victoria (SRV) representative before submitting their application/s to receive advice about developing project that meet the fund's objectives.

2.2 Who cannot apply?

Individuals, schools, educational institutions, not-for-profit community organisations and businesses cannot apply directly to the fund.

An **Expression of Interest for Community Organisations Form** has been developed. The purpose of this form is to assist community organisations including clubs liaise directly with their LGA or ARB on possible applications to the fund. Community organisations are advised to contact their LGA or ARB about timelines and processes for expressions of interest.

3.



FUNDING DETAILS

3.1 Funding Streams

Funding from the 2021 Local Sports Infrastructure Fund is available under the following streams:

LOCAL GOVERNMENT AUTHORITIES AND ALPINE RESORT BOARDS	BETTER INDOOR STADIUMS	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	FACILITIES FOR ACTIVE SENIORS	SCOREBOARDS AND FIXED EQUIPMENT
METROPOLITAN MELBOURNE	SRV= \$1 Local = \$3	SRV= \$1 Local = \$1	SRV= \$1 Local = \$1	SRV= \$1 Local = \$1	SRV= \$1 Local = \$1
METROPOLITAN INTERFACE *	SRV= \$1 Local = \$2	SRV= \$1.5 Local = \$1	SRV= \$1.5 Local = \$1	SRV= \$1.5 Local = \$1	SRV= \$1 Local = \$1
BALLARAT GREATER BENDIGO GREATER GEELONG	SRV= \$1 Local = \$2	SRV= \$1.5 Local = \$1	SRV= \$1.5 Local = \$1	SRV= \$1.5 Local = \$1	SRV= \$1 Local = \$1
REGIONAL AND RURAL VICTORIA (ALPINE RESORT BOARDS)	SRV= \$1 Local = \$1	SRV= \$2 Local = \$1	SRV= \$2 Local = \$1	SRV= \$2 Local = \$1	SRV= \$1 Local = \$1

* Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges

Applicants cannot utilise other State Government funding, including the Community Sports Infrastructure Loans Scheme or Growing Suburbs Fund as part of their local contribution. Local contributions may comprise of funding from all other organisations such as LGAs/ARBs, clubs, State Sporting Associations, Federal Government, community partners, private borrowings, or in-kind support.

3.2 Funding Ratios

Funding ratios apply to this fund and applications will be required to confirm matched funding in accordance with the funding ratios in the table above in section 3.1.

Funding ratios under individual streams consider the differing capacity of the various types of LGAs and ARBs across Victoria.

4.



FUNDING STREAM DETAILS

4.1 Better Indoor Stadiums Stream

4.1.1 Stream Objectives

This stream supports new and/or redevelopment of multi-sport indoor stadiums and courts.

4.1.2 Funding Details

One application can be submitted by each eligible organisation requesting up to \$2,000,000.

Applicants must respond to the assessment criteria for the Better Indoor Stadiums stream and provide the mandatory documentation in **Section 6 – Supporting Documentation**.

4.1.3 Eligible Projects

The types of projects that are eligible include:

- New and/or redevelopment of multi-sport indoor courts at a new or existing indoor stadium.
- Spaces for gymnastics, calisthenics and dance are only eligible as part of a larger project that includes new or redevelopment of multi-sport indoor courts.

Applications must demonstrate a commitment to programming and activation that is diverse, inclusive and engages under-represented groups. This may include partnering with organisations that regularly engage those groups to maximise facility use during peak and non-peak times.

Applications must also demonstrate a commitment to implementing all or parts of *Healthy Choices* in the facility to be eligible.

Healthy Choices is a framework for improving availability and promotion of healthier foods and drinks in community settings. *Healthy Choices* is part of the Victorian Government's commitment to promote healthy food and drink options in a range of public settings including sport and recreation. Sport and recreation organisations can use the framework to provide consistent health promoting messages. *Healthy Choices* can be found at: [Healthy Choices](#).

Applications must identify and allocate a minimum of 25 per cent of the requested grant amount to components that will improve environmental sustainability such as energy (eg LED lighting) and/or water efficiency to be eligible. This must be demonstrated with a specific Environmental Sustainability Design budget in the application that demonstrates the 25 per cent requirement is reached.

Successful projects will need to commence construction within six (6) months of an executed funding agreement with DJPR (in June 2021).

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within 24 months of the executed agreement.

4.1.4 Stream Priorities

Priority will be given to applications that support community sport and active recreation programming, high performance pathways and regional events within the facility.

Priority will be given to applications that demonstrate economic uplift in the form of job creation during construction and operations, non-government investment in the facility and participant/event attraction.

Projects that include lighting elements are encouraged to include LED lighting solutions to support sustainability and reduced operational costs and will be prioritised accordingly.

4.1.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED	30%	1. Explain the participation issue/s the project is seeking to address and why the project is needed.
		2. Detail the project scope and how it will address the participation issue/s identified.
		3. Describe how the project is supported by planning and its strategic significance e.g. LGA/ARB plans, master plans, State Sporting Association's infrastructure plans. Reference should be made to the role the facility plays in high performance pathways and regional events.
PROJECT OUTCOMES	30%	4. Outline current participation levels and future confirmed activities / programs and additional benefits that will specifically result from the project.
		5. Describe the new opportunities and initiatives that improve participation by disadvantaged communities and under-represented groups as a result of the project.
		6. Detail the economic activity that the project will produce during the planning, construction and operational phases.
COMMUNITY AND STAKEHOLDER ENGAGEMENT	15%	<p>7. Detail the community consultation and stakeholder engagement that has occurred on the project.</p> <p>Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> • How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts). • Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).
PROJECT READINESS	15%	<p>8. Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin project construction within six (6) months of an executed funding agreement.</p> <p>Note: the quality of supporting documentation will also be considered in assessing this criterion.</p>
FACILITY DESIGN AND OPERATION	10%	<p>9. What Universal Design Principles and Environmentally Sustainable Design elements will be implemented in the project?</p> <p>10. Demonstrate appropriate feasibility, business and management planning, to support operational and financial sustainability.</p> <p>11. Demonstrate how <i>Healthy Choices</i> will be implemented in the project.</p>

4.2 Female Friendly Facilities Stream

4.2.1 Stream Objectives

This stream supports the development of new and/or redevelopment of existing infrastructure that enables more women and girls to participate in sport and active recreation.

4.2.2 Funding Details

Applicants may submit one or unlimited number of applicants up to a maximum total request amount of \$500,000 per applicant.

Each project will require a separate application under this stream.

Applications claiming in-kind expenses up to a maximum of 50 per cent of the total project cost for this stream will be accepted. Applicants must approve and underwrite any in-kind contribution from third parties.

Applicants must respond to assessment criteria for the Female Friendly Facilities Stream and provide the list of mandatory documentation in **Section 6 – Supporting Documentation**.

4.2.3 Eligible Projects

The types of projects that are eligible include:

- Building new or redeveloping/refurbishing existing changerooms.
- Building new or redeveloping existing sportsfields.
- Building new or redeveloping existing multi-sport courts.
- Installing new or redeveloping existing sports lighting.

Applications that do not sufficiently demonstrate existing female participation are not eligible for funding from this stream.

Successful projects will need to commence construction within six (6) months of an executed funding agreement with DJPR (in June 2021).

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within 18 months.

4.2.4 Stream Priorities

Priority will be given to applications where initiatives, policies and practices are in place that demonstrate a sustained commitment to gender equity.

4.2.5 Assessment Criteria – Female Friendly Facilities

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED	30%	<ol style="list-style-type: none"> 1. Explain the participation issue/s the project is seeking to address and why the project is needed? 2. Detail the project scope and how it will address the participation issue/s identified. 3. Describe how the project is supported by planning e.g. LGA/ARB plans, master plans, State Sporting Association's infrastructure plans.
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> 4. Outline current participation levels and future confirmed activities / programs and initiatives that will specifically result from the project. 5. Describe the new opportunities and initiatives that improve participation by under-represented groups and disadvantaged communities as a result of the project. 6. What initiatives, policies or practices are currently being undertaken, or will be implemented in future, to support sustainable gender equity and participation for women and girls.
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<ol style="list-style-type: none"> 7. What involvement have women and girls had in the planning, design and development on the project? 8. Detail the community consultation and stakeholder engagement that has occurred on the project Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> • How the community has been consulted/informed about the pro-posed project (e.g. onsite consultation, letter box drop, social media posts) • Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).
PROJECT READINESS	20%	<ol style="list-style-type: none"> 9. Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin project construction within six (6) months of an executed funding agreement. Note: the quality of supporting documentation will also be considered in assessing this criterion.

4.3 Community Sports Lighting Stream

4.3.1 Stream Objectives

The stream supports the installation of new or redevelopment of existing sports lighting infrastructure that is sustainable and results in increased facility capacity and participation opportunities.

4.3.2 Funding Details

Applicants may submit one application up to a maximum total request amount of \$250,000.

Applications can include one or more project sites for similar lighting projects.

Applicants must respond to assessment criteria for the Community Sports Lighting stream and provide the list of mandatory documentation in **Section 6 – Supporting Documentation**.

4.3.3 Eligible Projects

Funding can only be sought for LED lighting infrastructure through this stream. Applications seeking funding for metal halide lighting are not eligible.

The types of projects that are eligible include:

- LED sports lighting that improves facility capacity.
- LED sports lighting that provides access to existing infrastructure during non-sport use that provides communities with new active recreation opportunities.
- Bundled LED lighting projects across multiple sites.

Applications seeking funding to replace existing globes with LED lighting are not eligible unless part of a new lighting installation.

Successful projects will need to commence construction within six (6) months of an executed funding agreement with DJPR (in June 2021).

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within 18 months.

4.3.4 Stream Priorities

Priority will be given to applications covering multiple sites or 'bundled' projects.

Priority will be given to applications that clearly demonstrate a commitment to lighting that supports existing sport usage and future active recreation usage.

Priority will also be given to projects on school land with confirmed community use.

4.3.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED	30%	<ol style="list-style-type: none"> 1. Explain the participation issue/s the project is seeking to address and why the project is needed. 2. Detail the project scope and how it will address the participation issue/s identified. 3. Describe how the project is supported by planning e.g. LGA/ARB plans, master plans, State Sporting Association's infrastructure plans.
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> 4. Outline current participation activities and future confirmed activities, programs and initiatives that will specifically result from the project that will support sport and active recreation participation. 5. Describe the new opportunities and initiatives that improve participation by under-represented groups and disadvantaged communities as a result of the project
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<ol style="list-style-type: none"> 6. Detail the community consultation and stakeholder engagement that has occurred on the project. Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> • How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts). • Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).
PROJECT READINESS	20%	<ol style="list-style-type: none"> 7. Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin project construction within six (6) months of an executed funding agreement. Note: the quality of supporting documentation will also be considered in assessing this criterion.

4.4 Facilities for Active Seniors Stream

4.4.1 Stream Objectives

The stream supports the development of new or redevelopment of existing infrastructure to become inclusive and age-friendly to encourage more Senior Victorians to participate in sport and active recreation.

Senior Victorians, for the purposes of this Fund, are defined as people 60 years of age and over.

4.4.2 Funding Details

Applicants may submit one application up to a maximum total request amount of \$200,000.

Multiple projects at the one site or similar projects across multiple sites can be submitted in one application.

Applications claiming in-kind expenses up to a maximum of 50 per cent of the total project cost for this stream will be accepted.

Applicants must approve and underwrite any in-kind contribution from third parties.

Applicants must respond to assessment criteria for the Facilities for Active Seniors stream and provide the mandatory documentation in **Section 6 – Supporting Documentation**.

4.4.3 Eligible Projects

The types of projects that are eligible include, but are not limited to:

- Building new and/or redeveloping existing infrastructure, including playing areas for sport and where more than 50 per cent of participants are 60 years and older.
- Accessibility improvements for facilities where Senior Victorians participate such as ramps, changerooms and lighting for sport and active recreation opportunities.
- Active recreation infrastructure including outdoor fitness/exercise facilities, or indoor spaces such as appropriate flooring for fitness classes.
- Upgrades to indoor and outdoor aquatic leisure centres that improves accessibility to dry and water-based activities (i.e hydrotherapy) including ramps and handrails.
- Combined infrastructure at a single site or bundled infrastructure of the same project type across multiple sites.

Only applications that can clearly demonstrate benefit for Senior Victorians will be considered.

Successful projects will need to commence construction within six (6) months of an executed funding agreement with DJPR (in June 2021).

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within 18 months.

4.4.4 Stream Priorities

Priority will be given to applications covering multiple sites.

Priority will be given to applications where policies, strategies and initiatives are in place that demonstrate a sustained commitment to the physical activity of Senior Victorians.

Projects that include lighting elements are encouraged to include LED lighting solutions and will be prioritised accordingly.

4.4.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED	30%	<ol style="list-style-type: none"> 1. Explain the participation issue/s for Senior Victorians the project is seeking to address and why the project is needed. 2. Detail the project scope and how it will address the participation issue/s identified. 3. Describe how the project is supported by planning and local evidence to demonstrate that Senior Victorians will be a primary beneficiary of the project e.g. Club data, LGA/ ARB plans, master plans, State Sporting Association's infrastructure plans.
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> 4. Outline current participation activities and future activities, programs and initiatives that will specifically result from the project that support sport or active recreation participation for Senior Victorians. 5. What involvement have local Senior Victorians had in the planning, design and development of the project?
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<ol style="list-style-type: none"> 6. Detail the community consultation and stakeholder engagement that has occurred on the project. Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> • How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts). • Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).
PROJECT READINESS	20%	<ol style="list-style-type: none"> 7. Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin project construction within six (6) months of an executed funding agreement Note: <i>the quality of supporting documentation will also be considered in assessing this criterion.</i>

4.5 Scoreboards and Fixed Equipment Stream

4.5.1 Stream Objectives

The stream supports the installation of new scoreboards and fixed equipment to support volunteer efforts, participant safety, participant or visitor experience.

4.5.2 Funding Details

Applicants may submit one application up to a maximum total request amount of \$25,000.

Multiple projects at the one site or similar projects across multiple sites can be submitted in one application. For example, a scoreboard and coaches boxes at one site or two scoreboards at different sites.

Applicants must respond to assessment criteria for the Community Scoreboards and Fixed Equipment stream and provide the mandatory documentation in Section 6 – Supporting Documentation.

Section 6 – Supporting Documentation.

4.5.3 Eligible Projects

The types of projects that are eligible, but are not limited to:

- LED electronic scoreboards.
- Fixed equipment or supporting infrastructure including but not limited to sports field behind-goal safety netting, coaches boxes and cricket sight screens.

Items supported must support volunteer efforts, participant safety, participant or visitor experience.

Successful projects will need to commence construction within six (6) months of an executed funding agreement with DJPR (in June 2021).

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within 12 months.

4.5.4 Stream Priorities

Priority will be given to applications covering multiple sites or bundled projects at the same site.

Funding may be prioritised for areas with higher levels of socio-economic disadvantage, projects with high existing participation levels or that benefit multiple sports.

4.5.5 Assessment Criteria –Scoreboards and Fixed Equipment Stream

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED	30%	<ol style="list-style-type: none"> 1. Explain why the project/s is/are needed. 2. Detail the project scope and how it will address the issue/s identified.
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> 3. Outline the outcome expected from the project/s related to supporting volunteer efforts, participant safety, participant or visitor experience. 4. Detail how the project will support an area of socio-economic disadvantage or where under-represented groups participate.
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<ol style="list-style-type: none"> 5. Detail the stakeholder engagement and consultation that has occurred on the project.
PROJECT READINESS	20%	<ol style="list-style-type: none"> 6. Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin project construction within six (6) months of an executed funding agreement. <p>Note: <i>the quality of supporting documentation will also be considered in assessing this criterion.</i></p>

5.



APPLICATION AND ASSESSMENT PROCESS

5.1 Application Process

Step One: Contact Sport and Recreation Victoria (SRV)

Applicants must discuss project ideas with their SRV representative/s prior to applying. Applicants will be provided with:

- high-level design advice including alignment with relevant sporting guidelines.
- guidance on the development of proposals that have merit, that align with the fund's objectives and that are ready to proceed.

Step Two: Submit application and documentation

Eligible applicants must submit an application via the SRV website, addressing the assessment criteria as outlined in **Sections 4.1.5, 4.2.5, 4.3.5, 4.4.5 and 4.5.5**. and separately email all supporting documents.

Applications can be submitted anytime (via the below link) from the opening of the fund to the closing date. Applications should only be submitted when all documentation is complete and ready to be assessed.

<https://sport.vic.gov.au/grants-and-funding/our-grants/local-sports-infrastructure-fund>

All applications must be submitted and supporting documents emailed, copying in your SRV representative, by **5:00pm on Monday 22 March 2021**.

Please see **Section 6** for a list of the mandatory supporting documentation along with instructions on how to submit supporting documentation.

If you need further assistance with applying online, please contact Business Victoria on 1800 325 206 between 9.00am and 5.00pm weekdays. Further questions on the LSIF can also be directed to communityinfrastructure@sport.vic.gov.au.

5.2 Assessment Guidance

Applicants should seek independent advice where appropriate before making an application or entering into a Grant Agreement. Applications are at the cost of the applicant.

SRV encourages LGAs/ARBs to work with relevant State Sporting Associations, clubs and organisations to seek their contribution and support in the planning and design of facilities along with identifying participation, programming and activation initiatives that strengthen project outcomes, particularly for under-represented groups identified in *Active Victoria – A strategic framework for sport and recreation in Victoria 2017-2021*.

All projects must demonstrate a commitment to implementing Universal Design Principles. This can be demonstrated through the assessment criteria and supporting documentation such as schematic plans. Projects are also strongly encouraged to include clearly identifiable Environmentally Sustainable Design elements in the project scope and budget, where possible.

LGAs/ARBs are encouraged to explore and confirm funding contributions that demonstrate stakeholder commitment to the project. Stages of a larger facility development may seek support from the program, providing the stage addresses the assessment criteria and is eligible.

LGAs/ARBs wanting to undertake prefabricated and modular design and construct projects are eligible. However, applicants are required to submit a detailed area schedule rather than schematic plans (although plans can be submitted if available). These projects must be permanent buildings, rather than temporary facilities to ensure long-term benefits for local communities.

5.3 Assessment Process

Only eligible applications will be assessed and considered for funding by the department. An application must address all assessment criteria as per **Sections 4.1.5, 4.2.5, 4.3.5, 4.4.5 and 4.5.5**. Claims made against each criterion must be substantiated with evidence.

The department reserves the right not to assess an application should insufficient information be provided, including responses to assessment criteria and mandatory supporting documentation.

Applications will be considered against the assessment criteria by SRV staff and then reviewed by a Moderation Panel. The Moderation Panel will consider the Investment Priorities outlined at Section 1.4 and in each stream before making recommendations to the Minister. Consideration will also be given to:

- ensuring an equitable distribution of funding across Victoria, including across rural, regional, interface and metropolitan communities.

LGA/ARB performance and the organisation’s capacity to deliver the projects on time based on recent performance or current project management capacity. Compliance with past funding agreements and the number of overdue milestones for existing projects will also be considered.

Decisions by the Minister for Community Sport regarding funding are final and no further correspondence shall be entered into regarding such decisions. However, applicants can seek feedback on unsuccessful applications from SRV.

5.4 Timelines

APPLICATIONS OPEN	APPLICATIONS CLOSE	APPLICATION ASSESSMENT	PROJECTS ANNOUNCED	FUNDING AGREEMENTS EXECUTED	PROJECTS COMMENCE CONSTRUCTION
February 2021	22 March 2021	April-May 2021	June 2021	June 2021	November 2021
					

6.



SUPPORTING DOCUMENTATION CHECKLIST

Please submit all required documentation with your application to ensure eligibility and demonstrate project readiness.

FUNDING STREAM	BETTER INDOOR STADIUMS	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	FACILITIES FOR ACTIVE SENIORS	SCOREBOARDS AND FIXED EQUIPMENT
SUPPORTING DOCUMENTATION	REQUIREMENT				
Project Management Framework	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Detailed Schedule of Use	Mandatory	Mandatory	Mandatory	Mandatory except for active recreation	Not Applicable (NA)
Evidence of community and stakeholder consultation where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letterbox drop, social media posts). Outcomes of any formal engagement (e.g. master plan, Council report) 	Mandatory	Mandatory	Mandatory	Mandatory	Not Applicable (NA)
Detailed area schedule for prefabricated/modular construction projects	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Not Applicable (NA)
Site specific plan / aerial map showing location of proposed project	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Clear product specifications	Concept Plans Only	Concept Plans Only	Concept Plans Only	Concept Plans Only	Mandatory

FUNDING STREAM	BETTER INDOOR STADIUMS	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	FACILITIES FOR ACTIVE SENIORS	SCOREBOARDS AND FIXED EQUIPMENT
SUPPORTING DOCUMENTATION			REQUIREMENT		
<p>Site specific schematic developed with stakeholder input including clear dimensions, measurements and scale. The plans should support compliance against relevant <i>State Sporting Association Facility Guidelines</i>. (Not applicable for modular construction projects).</p> <p><i>Note: High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted</i></p>	Mandatory	Mandatory	Mandatory	Mandatory	Concept Plans Only
<p>Lighting Plans including lux charts that are site specific for lighting projects (where lighting is requested in the project scope)</p>	Mandatory if applicable	Mandatory if applicable	Mandatory	Mandatory if applicable	Not Applicable (NA)
<p>If total project cost is over \$1 million (excluding GST): Quantity survey, tender price or independent qualified expert report (not less than 12 months old)</p>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
<p>If total project cost is under \$1 million (excluding GST): <i>Quotes or internal cost estimates (not less than 12 months old)</i></p>					
<p>Evidence confirming funding required to complete the project: Council resolution (preferred) or letter from CEO confirming applicant funding (outlining total funding contribution) is available to deliver the project</p> <p>Where funding from a club/organisation is indicated, current bank statement/s evidencing that amount is held by the club must be provided with a letter from a club authorised officer committing the nominated funding amount</p>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
<p>Completed in-kind and voluntary labour support form</p>	Concept Plans Only	Mandatory if applicable	Concept Plans Only	Mandatory if applicable	Not Applicable (NA)
<p>Relevant sections of LGA/ARB reports/plans/strategies/ community consultation to support the project</p> <p>Note: Please do not attach entire documents</p>	Mandatory	Mandatory	Mandatory	Mandatory	Desired
<p>Letters of support from organisations that clearly indicate how the group will either support or benefit from the project</p>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
<p>Completed Fair Play Code Form for Tenants from all clubs and/or associations that are tenants of the facility and benefiting from the project (formerly Victorian Code of Conduct for Community Sport)</p>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory

FUNDING STREAM	BETTER INDOOR STADIUMS	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	FACILITIES FOR ACTIVE SENIORS	SCOREBOARDS AND FIXED EQUIPMENT
SUPPORTING DOCUMENTATION			REQUIREMENT		
Attach evidence that the Aboriginal Heritage Planning Tool (<i>Aboriginal Heritage Act 2006</i>) has been completed	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
For projects on school land (If applicable, see Section 1.4.3):					
<ul style="list-style-type: none"> A completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement A letter from the Department of Education and Training central office that indicates endorsement of the project. Applicants requesting this letter should email vsbaproperty@education.vic.gov.au 	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable
A legally binding land-use agreement for projects located on private land (if applicable)	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable
Project Governance Framework	Mandatory	Desired	Desired	Desired	Not Applicable (NA)
Facility Management Plan	Mandatory	Desired	Desired	Desired	Not Applicable (NA)
Environmentally Sustainable Design report(s) and budget	Mandatory	Desired	Desired	Desired	Not Applicable (NA)
Business or Feasibility Planning Documents	Mandatory	Desired	Desired	Desired	Not Applicable (NA)
Soil/Geo-tech assessments	Desired	Desired	Desired	Desired	Not Applicable (NA)
Access audits (where available)	Desired	Desired	Desired	Desired	Not Applicable (NA)

6.1 Submitting supporting documentation

Please ensure all documents are clearly named (eg: Plans – Project Name, Costs – Project Name, etc).

If any mandatory supporting documents are missing at the time of submission, the LGA/ARB will be provided with two (2) business days to provide the document. If after that day the documentation is not provided the application will be deemed ineligible.

Once all documents have been obtained, please zip them all into one compressed folder and email to communityinfrastructure@sport.vic.gov.au.

You must also quote your project name in the subject line of your email. Please see instructions below on how to zip files into a compressed folder.

Compressing files into a compressed folder

Select all files using your mouse, then **right click**, select **Send to** and then select **Compressed (zipped) folder**.

This will prompt a **Save** window allowing you to save all selected files into one compressed folder.

The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into zip folders and email them separately (eg: Part 1 – Project Name, Part 2 – Project Name, etc.).

Please email communityinfrastructure@sport.vic.gov.au if you experience any issues with emailing your supporting documentation.

7.



TYPES OF ACTIVITIES THAT WILL NOT BE FUNDED

- Applications submitted after the closing date will not be considered eligible and will not be assessed, unless an extension has been requested and approved in writing by SRV before the closing date, which will only be granted under exceptional circumstances (e.g. significant technology disruptions).
- Facilities where little or no public access is available.
- The purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, private land with public access rights or land held for public purposes by trustees).
- Requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to demolition, site clearing, earthworks, building works and any form of early works).
- Buildings or equipment considered temporary or not permanent in nature or intended use.
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the fund.
- Scoreboards, coaches' boxes and other fixed equipment unless considered a minor component of a larger project (for all streams other than Scoreboards and Fixed Equipment).
- Routine or cyclical maintenance works.
- Purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out).
- Projects previously funded by SRV, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Projects that do not meet relevant sport or Australian Standards (e.g. lighting projects). Facilities that do not comply with the relevant sport standard must seek exemption from the relevant sporting organisation and supply appropriate evidence to be supported by the Fund.
- The replacement of like-for-like surfaces (e.g. synthetic surface replaced by a similar synthetic surface) are ineligible for funding. To be eligible for funding the application will need to demonstrate that additional uses are proposed and/or a multi-purpose element is being introduced. Exceptional circumstances may be considered where a significant safety or compliance issues are evident, and an activity will not continue to be conducted as a result.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance. The Fund may consider supporting applications where the scope includes elements in addition to the facility damaged.
- In general, areas designated as licenced areas within a proposed facility will not be eligible for funding. DJPR may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as childcare or access by young people.
- Projects where contributions from funding partners are not confirmed in writing and by bank statement/s or underwritten by the applicant.
- Applications where the recipient organisation/s receive revenue from electronic gaming machines will be given a lower priority.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.

8.

CONDITIONS THAT APPLY TO FUNDING

8.1 Funding Agreements

Successful applicants must enter into a Funding Agreement with DJPR by **22 June 2021** with an initial project payment made in the 2020-21 financial year.

The Minister for Community Sport reserves the right to withdraw funds for projects that do not commence within six (6) months of execution of a funding agreement without recipients demonstrating due cause.

Funding Agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applicants view the template funding agreement on the SRV website. The funding agreement will include reference to the following:

- Projects funded under the Better Indoor Stadiums stream will be given a period of up to 24 months for completion.
- Projects funded from the Female Friendly Facilities, Community Sports Lighting and Facilities for Active Seniors streams will be given up to 18 months for completion.
- Projects funded from the Community Scoreboards and Fixed Equipment stream will be given up to 12 months for completion.
- The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding.
- A Funding Agreement is required to be executed (signed) by both parties. The Agreement sets out the:
 - activity details and funding amounts
 - agreed milestones and payments
 - outcomes reporting and other reporting requirements
 - acknowledgement and publicity requirements
 - other activity specific requirements
 - notices.
- Funds must be spent on the project as described in the funding application and outlined in the Funding Agreement, unless changes are agreed to in writing.
- The facility tenant club(s) are expected to adhere to the Fair Play Code (formerly Victorian Code of Conduct for Community Sport) or related state sporting association Code of Conduct. More information can be found at the SRV website (www.sport.vic.gov.au).
- A request to vary the timing of an approved project must be discussed with your SRV representative before submitting your request or commencing works. Timing variation approval is at SRV's discretion and may lead to a reduction or cancellation of the grant depending on the change in timing or the inclusion of additional milestones.
- A request to vary the scope of an approved project can only be approved by the Minister for Community Sport. A formal process and documentation to request a change of scope is provided on SRV's website.
- LGAs/ARBs must inform the participating organisation(s), where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the funding agreement.
- LGAs/ARBs are obliged to liaise with SRV on the progress of funded projects, as requested throughout the life of projects.
- The principles of the [Local Jobs First Policy](#) should be adhered to for relevant projects including any grant of \$1 million or over for a rural/regional area.
- An LGA/ARB Officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
 - A Project Management Framework* must be completed and submitted for all streams.
 - LGAs/ARBs must secure SRV's endorsement of key documents such as schematic plans and architectural/planning briefs prior to work commencing. Projects must not commence or be tendered until endorsement is provided. SRV may not make milestone payments if endorsement is not secured in a timely manner.

- LGAs/ARBs must provide project acquittal documentation as required.
- LGAs/ARBs are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- Successful applicants will need to develop a participation plan prior to project completion demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or DJPR publications, 12 months after project acquittal.
- Successful applicants from the Female Friendly Facilities Stream will be required to complete a Female Friendly Club Survey.

* A Project Management Framework is a statement/spreadsheet that includes the name of the local government officer responsible for the project, project activities and project timelines. The Project Management Framework Fact Sheet, along with a basic Project Management Framework template, can be obtained from the SRV website.

8.2 Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the 2021 Local Sports Infrastructure Fund. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Details of requirements for funded projects are available in the [Sport and Recreation Victoria: Infrastructure Grants Acknowledgement and Publicity Guidelines](#).

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials.

8.3 Payments

Payments will be structured with up to 90% paid upon an executed funding agreement and 10% upon final acquittal for grants up to \$250,000.

Grants over \$250,000 will include payments of up to 60% upon an executed funding agreement, 30% on construction commencing and 10% on financial acquittal.

Payments will be made conditional upon:

- the Funding Agreement having been executed by both parties.
- milestones having been achieved to the department's satisfaction including provision of required/requested information and reports to the satisfaction of the department.
- other terms and conditions of funding continue to be met.

8.4 Performance

SRV will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. LGAs/ARBs are expected to deliver milestones and acquit projects within the prescribed timeframes. Poor past performance will be considered when assessing applications and may be reason for projects not being recommended.

This will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by SRV (within appropriate timeframes).
- organisations have overdue milestones and whether they have requested a variation.
- organisations have already completed projects funded by SRV and whether they have submitted required final acquittal documentation.
- organisations have a large number of current projects and capacity to deliver additional projects isn't well evidenced.

8.5 Privacy

DJPR is committed to protecting your privacy. We collect and handle any personal or health information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal or health information with others for the purpose of assessment, consultation, and reporting. This can include departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

To obtain a copy of the DJPR Privacy Policy, please email info@sport.vic.gov.au.

For information about how to access information about you held by DJPR, please email info@sport.vic.gov.au.

9.



RESOURCES AND ADDITIONAL INFORMATION

SRV has consolidated several helpful guidelines, tools and resources to assist with project and application development that can be found on the SRV website <https://sport.vic.gov.au/grants-and-funding/our-grants>.

9.1 Supporting documentation, forms and templates

Templates, forms and factsheets to support applications can be found on the SRV website. These include but are not limited to:

- Schedule of Use.
- Project Management Framework.
- Project Governance Framework.
- Fair Play Code for Tenants.

For more information and copy of these forms and templates please visit:

<https://sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates>

9.2 Universal Design

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. SRV's The Design for Everyone Guide incorporates the Universal Design Principles approach to best practice facility design. This is available at www.sport.vic.gov.au.

9.3 Environmentally Sustainable Design

All projects are encouraged to consider Environmentally Sustainable Design. This must be demonstrated with a specific Environmentally Sustainable Design budget in the application. It is good practice to incorporate Environmentally Sustainable Design initiatives in all projects where possible.

9.4 Female Friendly Sport Infrastructure Guidelines

The Female Friendly Sport Infrastructure Guidelines provide information and advice on how to deliver more gender equitable environments. The Guidelines have relevance to all funding streams.

9.5 Voluntary Labour and In-kind Support

Applicants may claim in-kind expenses to a maximum of 50 per cent of the total project cost for Female Friendly Facilities, Facilities for Active Seniors and Community Sports Lighting stream projects.

9.6 Fair Play Code

The facility tenant club(s) are expected to adhere to the Fair Play Code (formerly Victorian Code of Conduct for Community Sport) or related state sporting association Code of Conduct. More information can be found at SRV's website www.sport.vic.gov.au.

9.7 Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018)

This tool is used and completed to determine if a Cultural Heritage Management Plan is required for the project: <https://www.aboriginalvictoria.vic.gov.au/protecting-aboriginal-heritage-during-land-development>.

9.8 Future Proofing Community Sport and Recreation Facilities: A Road Map for Climate Change Management for the Sport and Recreation Facilities Sector

The guide is designed to support community sports clubs in understanding their impact on the environment and to empower, equip and motivate the them to take action and change behaviours within their clubs.

[Future Proofing Community Sport & Recreation Facilities A Roadmap for Climate Change Management for the Sport and Recreation Facilities Sector](#)

A supporting online resource 'No Planet No Play' has also been developed for clubs. Clubs are encouraged to undertake a self-assessment to identify opportunities to improve the sustainability of their operations.

10.



APPENDIX 1 – GLOSSARY

TERM	DEFINITION
Commencement of Works	The undertaking of any project activities that contribute to the physical construction of new infrastructure or upgrades, improvements, refurbishment of existing infrastructure as outlined in the application and supporting information. This includes, but is not limited to, site clearing, earthworks, building works and any form of early works.
Concept Plan	A concept plan serves as a starting point in the site development process. It provides preliminary drawings that convey the concept of the project but with insufficient detail to provide a basis for project costing.
Cultural Heritage Management Plan	Assesses the potential impact of a proposed activity on Aboriginal cultural heritage and outlines measures to be taken before, during and after an activity to manage and protect Aboriginal cultural heritage in the area.
Geotech Report	A geotechnical report is a site analysis undertaken by a geotechnical engineer. The document communicates ground conditions including soil, rock and groundwater
In-kind contributions	In-kind contributions are non-cash contributions towards your total project cost. In-kind contributions must directly relate to delivering the project activities.
Lux Charts/Lighting Plans	Detailed plans that outline the lux (illumination) that will be exhibited across the court/field/pitch. These requirements are sport specific.
Outcomes Report	A report comprised of reporting requirements relating to the funded project that is compiled 12 months after project completion by successful applicants.
Participation	Participation is defined as involved in engaging, coaching, officiating or volunteering in a sport or active recreation activity.
Participation Plan	Successful applicants will need to complete a participation plan prior to project completion demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
Project Readiness	The confirmation that a proposed project has all elements prior to commencement completed, which would allow the project to commence in a timely manner.
Quantity Surveyor (QS) Report	For the purposes of this program, a Quantity Surveyor report is a cost plan estimating construction costs completed by a qualified Quantity Surveyor and based on plans that are at least at a schematic level.
Rural and Regional	Defined under the Regional Development Victoria Act 2002 (Act) as comprising the 48 LGAs outside of metropolitan Melbourne plus the six (6) alpine resorts set out in Schedule 2 of the Act.
Schedule of Use	Refers to the documented outline of how the use of a specific facility will be scheduled to ensure equitable use by all user groups.
Schematic Plan	Refers to scaled and labelled drawings produced by a professional designer or architect of an agreed development option. These plans are used to identify the project scope in sufficient detail to enable accurate project costings.
Senior Victorians	Victorian people aged 60 years and over, often referred to as 'older people', 'ageing' or 'aged'.

These guidelines are subject to changes at the discretion of the Minister for Community Sport.

Authorised and published by the Victorian Government, 1 Spring Street, Melbourne.

© State of Victoria, Department of Jobs, Precincts and Regions. February 2021

To receive this publication in an accessible format, please Business Victoria on 1800 325 206 between 9.00am and 5.00pm weekdays, using the National Relay Service 13 36 77 if required.

Available at [Sport and Recreation Victoria's website](#)