

# 2017-18 Better Indoor Stadiums Fund Application Guidelines



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## Message from the Minister for Sport, John Eren

The Victorian Government knows demand for indoor court space is outstripping supply. That's why we're getting on with ensuring more players can get on the court where they want, when they want.

From Myrtleford to Oakleigh, the new \$22 million *Better Indoor Stadiums Fund* is already making a difference to a number of clubs, schools and communities who can now upgrade those local stadiums they depend on for basketball, netball, gymnastics, badminton, volleyball and a range of other indoor sport and recreation activities.

That's why I am pleased to announce that even more sporting organisations, working through their local councils, can benefit. Grants of up to \$3 million are available in the next round of funding to develop new or expand existing indoor multi-sport stadiums.

This funding is in addition to our \$100m *Community Sports Infrastructure Fund* which is upgrading grassroots facilities including tired sports grounds, ageing clubrooms and other community sports facilities like indoor and outdoor courts across the state for all Victorians.

The program reflects our major commitment to health, wellbeing, and community sport as well as boosting the capacity of communities to attract and host local and regional competitions and events.

Indoor multi-sport stadiums are at the heart of our suburbs and towns, and a hive of activity for more than 450,000 Victorians that play indoor sports like volleyball, basketball, netball and badminton.

I'm confident that by working together we can make sport more inclusive, increase local participation, make highball sports more accessible, stimulate local economies and create new jobs and volunteer opportunities.

I look forward to seeing new and exciting projects benefitting even more Victorians as part of the *Better Indoor Stadiums Fund*.



*John Eren*

**Hon John Eren MP**  
Minister for Sport

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# Program description and objectives

## 1. What is the Better Indoor Stadiums Fund?

The *Better Indoor Stadiums Fund* is a Victorian Government funding program that helps provide indoor multi-sport stadiums across metropolitan Melbourne and regional Victoria. The fund assists in meeting the community demand for indoor sport and recreation participation opportunities.

Indoor multi-sport stadiums are indoor facilities that are purpose-built for indoor sports such as badminton, basketball, netball and volleyball. In addition, these facilities can also be used for a range of other physical activities including futsal (indoor soccer), table tennis, gymnastics, calisthenics and dance, as well as community based programs and local and regional sporting events.

### 1.1. Why is the Victorian Government funding these grants?

Strong, active and healthy communities need high-quality, accessible, well-designed and managed facilities for sport and recreation activities. Developing new stadiums or increasing the size of existing stadiums to increase participation and wellbeing is a priority for the Victorian Government.

Construction of new or improved facilities also stimulates the local economy and creates a range of employment and volunteer opportunities, from construction and facility management, through to coaching and officiating.

## 2. Who can apply?

Only local government authorities can apply directly to Sport and Recreation Victoria for funding from this program.

Councils are required to discuss their project(s) with their Sport and Recreation Victoria representative before submitting a Full Application.

Community organisations are advised to contact their local council to further discuss project proposals. Councils may auspice projects on behalf of community organisations.

## 3. What types of activities might be funded?

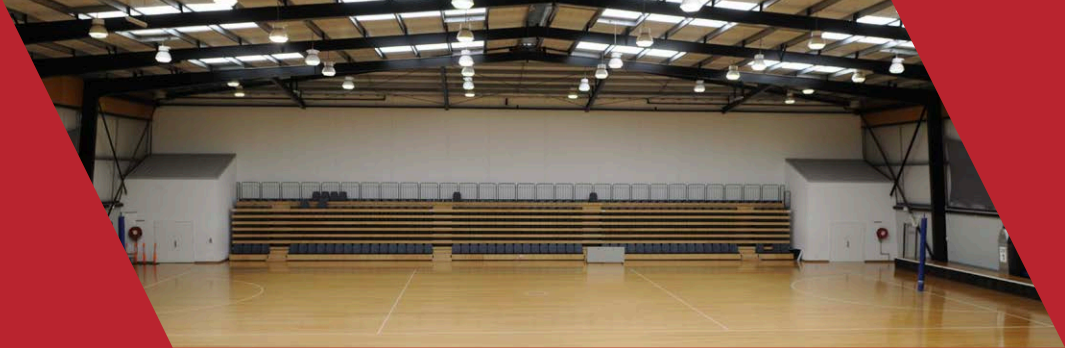
The development of new indoor multi-sport courts. Priority will be given to projects that can demonstrate collaboration with schools, multiple sporting organisations and are of regional significance.

Projects may cater for, but are not limited to: basketball, netball, badminton, volleyball, futsal (indoor soccer) and table tennis. Gymnastics, calisthenics and dance will also be considered when they are included as part of a larger project.

Improving participation outcomes is a key objective of the program. Applications must clearly outline how the project will improve participation outcomes. Priority will be given to projects that can also demonstrate gender equity of programming.

Specifically, proposals should demonstrate how the project:

- will increase or maintain participation
- encourages participation by females, juniors, people living in growth areas and communities experiencing disadvantage
- improves health and wellbeing of the community
- encourages development of multi-use, shared and co-located facilities
- collaborates with schools and community groups



- collaborates with state sporting associations or relevant peak bodies
- improves or implements environmental sustainable design
- applies or demonstrates principles of Universal Design
- applies the Healthy Choices Guidelines.

Councils should make contact with peak bodies, local leagues/associations, state sporting associations and regional sports assemblies (where appropriate) to seek their support and input into the planning and design of facilities along with developing participation/programming initiatives.

Councils are encouraged to explore funding models that demonstrate stakeholder commitment to the project.

Staged components of a larger facility development, providing the particular stage meets the program criteria, are eligible.

Projects on private land are eligible, but will be subject to the establishment of a legally binding agreement between the organisation and local council to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in the Full Application.

Projects on school land are eligible subject to a completed *Community Joint Use Proposal* (to the Department of Education and Training) which is completed by the applicant and the school. (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 endorsement from the Department of Education and Training at both the regional office and central office.

Councils wanting to undertake detailed design and construct projects are eligible. However councils will need to demonstrate appropriate levels of planning and are still required to submit schematic designs and costings with the Full Application.

### 3.1. What will not be funded?

The *Better Indoor Stadiums Fund* will not fund:

- projects where contributions from funding partners are not confirmed in writing or underwritten by council
- tenant clubs that have failed to resolve a breach of the *Victorian Code of Conduct for Community Sport*
- projects that do not strongly meet the assessment criteria
- projects that do not align with the objectives of the program
- projects that do not meet relevant Australian standards (e.g. court dimensions)
- projects that are deemed by Sport and Recreation Victoria as not ready to proceed
- applications submitted after the closing date, unless written approval from Sport and Recreation Victoria has been obtained before the closing date which will only be granted under exceptional circumstances (e.g. significant technology disruptions)
- 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, site clearing, earthworks and building works)
- 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, or land held for public purposes by trustees)
- facilities where little or no public access is available

- applications where the recipient organisation/s receive revenue from electronic gaming machines will generally be given a lower priority
- facilities designated for electronic gaming machine operations
- in general, areas designated as licenced areas within a proposed facility will not be eligible for funding. The Department of Health and Human Services 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 child care or access by young people
- routine or cyclical maintenance works
- repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be covered by insurance
- requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities
- costs associated with the purchase of transport or any other type of vehicle
- upgrading or redeveloping kitchen or toilet facilities, except as part of a larger project that meets the objectives of the funding program
- purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out)
- projects previously funded by Sport and Recreation Victoria, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes
- the replacement of like-for-like surfaces (e.g. old floorboards replaced with new floorboards) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is being introduced. Additional use should be confirmed through a letter of support. Exceptional circumstances may be considered where a safety and/or standard/compliance issue is evident
- projects that do not demonstrate how the principles of Universal Design and Environmentally Sustainable Design have been incorporated
- costs for the design of sport and recreation facilities only.

### 3.2. Past performance

Sport and Recreation Victoria 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. Poor past performance will be taken into account when assessing applications and may be reason for projects not being supported.

This assessment will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by Sport and Recreation Victoria (within appropriate timeframes)
- organisations have overdue or incomplete projects funded by Sport and Recreation Victoria and whether they have requested a variation
- organisations have completed projects funded by Sport and Recreation Victoria and whether they have submitted required final acquittal documentation.

## 4. Partnership approach

To strengthen the potential outcomes from the *Better Indoor Stadiums Fund* for communities, councils are required to engage Sport and Recreation Victoria and other appropriate major stakeholders as early as possible to develop proposals that strongly align with the fund.

This includes engaging with Sport and Recreation Victoria in the development of a project, rather than just in the development of an application. Sport and Recreation Victoria will provide guidance on how project ideas or proposals align with the fund prior to developing an application.

Once funded, projects are required to fulfil specific obligations to maintain funding commitments to projects. These obligations are outlined in the Funding Agreements. Project Managers are required to be familiar with these obligations.



## 5. What are the funding details?

Councils may submit one application for funding to the 2017-18 Better Indoor Stadiums Fund and may be successful in receiving up to \$3 million.

Sport and Recreation Victoria funding towards total project costs (excluding GST) will be based on the following ratios:

Maximum grant	Local government authority	Funding ratios
One application up to \$3 million*	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
No maximum Total Project Cost	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

\*Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost. Councils must approve and underwrite any in-kind contribution.

Proposals may include project management fees of up to 5 per cent of the total project cost.

25 per cent of the requested grant amount must be allocated to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.

Projects may utilise other state government funding sources as their local contribution. However, a minimum of 25 per cent of the total project cost must be made up of non-state government funding sources.



## 6. What is the application process?

There are some important steps to consider before submitting an application to the *Better Indoor Stadiums Fund*.

### Step 1: Check your eligibility

Only councils can apply directly to Sport and Recreation Victoria for funding.

Clubs and organisations can seek to access funding by speaking directly with their local council.

**Step 2: Councils should discuss their project proposal with a Sport and Recreation Victoria representative.**

### Step 3: Apply using Grants Online

To apply, go to [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants)

Make sure you have the information you need to apply on hand, including required documents, and click on 'Apply online' to submit your application through Grants Online. You will receive an Application Number when you submit an application online. Please quote your Application Number in all correspondence relating to your application.

Submitting your application online through Grants Online ensures it is received by Sport and Recreation Victoria immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on **1300 366 356** or email [grantsinfo@sport.vic.gov.au](mailto:grantsinfo@sport.vic.gov.au) between 8.30am – 5pm weekdays.

All supporting documentation can be emailed to [bisf@sport.vic.gov.au](mailto:bisf@sport.vic.gov.au) copying in your Sport and Recreation Victoria representative.

When you submit your application online using the grants online system you will receive an Application Number. Please quote your Application Number in the subject line of your email. Attach all documents to one email, zipping the files if required.

You can also send attachments on a CD or USB, quoting your Application Number to:

### Community Infrastructure Programs and Regional Support

Sport and Recreation Victoria  
Department of Health and Human Services  
GPO Box 4057  
Melbourne, Victoria 3001

## 7. Timelines

Program opens	March 2017
Full Applications closing date	16 August 2017
Funding Announcements and Notification of Outcomes	November 2017 onwards



## 8. How will applications be assessed?

There are a number of common features in successful applications. Good applications are well planned, involve relevant stakeholder consultation, are clear about what they are aiming to achieve and are ready to proceed. Addressing each of the Assessment Criteria will help applicants develop a more thorough project proposal.

Grant applications will be assessed against the *Better Indoor Stadiums Fund* Assessment Criteria and the required documents set out in this section.

Applications must also provide all the relevant supporting documentation to secure grant funding. The application form asks for a description of the project, response to the Assessment Criteria and an explanation of the outcomes.

Questions about Project Development, Strategic Justification, Stakeholder Engagement and Participation Outcomes are incorporated under the Assessment Criteria section. The percentage weightings allocated to each criterion represents the importance of the different weighting Sport and Recreation Victoria will use to assess project applications.



## 8.1 Assessment Criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing and confirmation of funding sources.
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria), and describe how safety, risk management, Universal Design Principles and Environmentally Sustainable Design* have been incorporated into the proposed project.
	How does the project demonstrate economic impact during construction and operation, including employment during and after construction?
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence how the project is strategically supported by local and regional major facility planning and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
	Will the project be managed by an appropriately qualified team? Provide a Governance Framework outlining the involvement and expertise of team members.
	Has consideration been made regarding inter-municipal linkages and issues where appropriate?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase participation.
	Describe how the project encourages the broadest possible community participation in sport and active recreation activities?
	Describe the project's regional/district and multi-purpose benefits.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.
	Demonstrate gender equity through usage policies and facility management plans.
Demonstrate how Healthy Choices Guidelines will be implemented in the project.	

*\*25% of the requested grant amount must be allocated to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.*



## 8.2 Information you will need to provide as part of your application

Please submit the following mandatory documentation with your application

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Feasibility Studies or Business Case
- Current Quantity Survey Report
- Project Governance Framework
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcome' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Facility Management Plan
- Detailed Schedule of Use
- Environmentally Sustainable Design report(s) and budget
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct Form for Tenants* from all clubs and/or associations that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed *Community Joint Use Proposal* to enter into a Community Joint Use Agreement, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level

Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)

## 9. Resources and additional information

Sport and Recreation Victoria has consolidated a number of helpful tools and resources to assist with application development that can be found at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

### Planning guides

Sport and Recreation Victoria and other industry stakeholders, have developed a series of planning guides for sport and recreation facility development which include:

- Design for Everyone Guide
- Female Friendly Sports Infrastructure Guidelines
- Netball Australia National Facilities Policy
- Indoor Aquatic and Recreation Facility Development Guidelines
- Healthy Choices: Policy Guidelines For Sport and Recreation Centres

### Universal Design Principles fact sheet

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.

### Environmentally Sustainable Design

Proposals are encouraged to incorporate Environmentally Sustainable Design initiatives in project designs.

#### Capital Replacement Planning

A Capital Replacement Plan is a tool that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is recommended by Sport and Recreation Victoria where facilities need to be periodically replaced or renewed.

### Project Management Framework

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 [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

### Project Governance Framework

A Project Governance Framework must be completed and submitted with the Full Application. This identifies key stakeholders and their involvement, e.g. PM, PCG and the expertise they bring to the project.

### Schedule of Use

A Schedule of Use is a list of all the sport and recreation activities, highlighting the extent to which the proposed facility development will be used. The schedule summarises the type and duration of the activity over a period of time and is a valuable tool to measure participation outcomes. Councils can use the Schedule of Use as provided or adapt and/or provide their own.

### Voluntary Labour and In-kind Support

Consideration will be given to claiming in-kind expenses to a maximum 25 per cent of the Total Project Cost.

### Environmentally Sustainable Design

Proposals are encouraged to incorporate Environmentally Sustainable Design initiatives in project designs.



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A Capital Replacement Plan is a tool that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is recommended by Sport and Recreation Victoria where facilities need to be periodically replaced or renewed.

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## Voluntary Labour and In-kind Support

Consideration will be given to claiming in-kind expenses to a maximum 25 per cent of the Total Project Cost.

## Victorian Code of Conduct for Community Sport

The facility tenant club(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport* or related *State Sporting Association Code of Conduct*. More information can be obtained from [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

## Healthy Choices: policy guidelines for sport and recreation centres

Guidelines to help sport and recreation centres improve the availability and promotion of healthier foods and drinks.

The Healthy Eating Advisory Service (HEAS) provides the necessary support and tools to assist organisations in undertaking an independent

assessment of food and drinks sold within the premises. HEAS can be contacted on [www.heas.health.vic.gov.au](http://www.heas.health.vic.gov.au) or on 1300 22 52 88.

## Competitive Neutrality Policy

Under the Council of Australian Governments' Competition Principles Agreement, Victoria is a signatory to the Council of Australian Governments' Competitive Neutrality Policy.

## Crime Prevention through Environmental Design Principles

Proposals are encouraged to incorporate Crime Prevention Through Environmental Design Principles in planning and designing projects. The Safer Design Guidelines provide guidance for designing safer environments that minimise the opportunity for crime to occur and promote safe, accessible and liveable places that encourage community participation. For more information [www.crimeprevention.vic.gov.au/home/resources/safer+design+guidelines+for+vic](http://www.crimeprevention.vic.gov.au/home/resources/safer+design+guidelines+for+vic)

## 10. Conditions that apply to applications and funding

### 10.1. Funding Agreements

Successful applicants must enter into a Funding Agreement with the Department of Health and Human Services. 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 applications review the Department of Health and Human Services standard terms and conditions before applying.

**Successful applicants must begin construction (this includes, but is not limited to, site clearing, earthworks and building works) within six months of signing the Funding Agreement.**

- The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding. It is recommended that you view the terms and conditions available at **[www.sport.vic.gov.au](http://www.sport.vic.gov.au)**
- A Schedule is required to be executed (signed) by both parties. The Schedule sets out the:
  - activity details
  - funding amounts
  - agreed actions and payments
  - reporting requirements
  - acknowledgement and publicity requirements
  - other activity specific requirements
  - notices.
- Funds must be spent on the project as described in the application and outlined in the Schedule, unless changes are agreed to in writing.
- Successful applicants will have 24 months to complete the project.
- The facility tenant club(s) or association(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport*. The *Victorian Code of Conduct for Community Sport – Forms for Tenants* must be completed and signed by each facility tenant club and submitted with the Full Application to Sport and Recreation Victoria. Applications without this form will not be considered for funding. More information about the Victorian Code of Conduct for Community Sport can be obtained from **[www.sport.vic.gov.au](http://www.sport.vic.gov.au)**
- Successful applicants with existing facilities, will be required to provide an independent assessment of food and drink availability from café/canteen and vending. The Healthy Eating Advisory Service (HEAS) provides the necessary support and tools to assist organisations in undertaking an independent assessment. HEAS can be contacted on **[www.heas.health.vic.gov.au](http://www.heas.health.vic.gov.au)** or on 1300 22 52 88.
- A request to vary the timing or scope of an approved project must be discussed with your Sport and Recreation Victoria representative before submitting your request or commencing new works. Variation approval is at Sport and Recreation Victoria's discretion and may lead to a reduction or cancellation of the grant depending on the change in scope.
- Councils 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.
- Councils are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects as outlined in the Schedule.
- Projects on private land will be subject to the establishment of a legally binding agreement between the organisation and council to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in their application.
- Projects on school land are eligible subject to a completed Community Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement, and a letter from the Department of Education and Training's regional and central offices endorsing the project.
- The principles of the Victorian Industry Participation Policy should be observed throughout relevant projects. For further information go to: **<http://dsdbi.vic.gov.au/our-department/strategies-and-initiatives/victorian-industry-participation-policy>**
- A local government officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
  - a Project Governance Framework must be completed and submitted with the Full Application
  - a Project Management Framework must be completed and submitted with the Full Application
  - through a process of appropriate engagement in the governance of a project, councils must secure Sport and Recreation Victoria'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. Sport and Recreation Victoria may not make milestone payments if endorsement is not secured in a timely manner

- councils must provide project acquittal documentation as required
- councils are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or Department of Health and Human Services publications, 12 months after project acquittal.

## 10.2. Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the *Better Indoor Stadiums Fund*. Acknowledgement and publicity guidelines form part of the Activity Schedule 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 placement of a permanent Victorian Government endorsed sign/plaque at the site during construction and upon completion of infrastructure activities.

The Minister for Sport is to be given the opportunity to participate in any formal activity associated with the progress or completion of a facility or to officially open or launch the project. Openings and launches of *Better Indoor Stadiums Fund* projects are to be coordinated through the Office of the Minister for Sport. Councils considering staging an opening or launch must give adequate notice.

These guidelines have recently been updated to reflect contemporary expectations of Government recognition. Acknowledgement and Publicity Guidelines can be found at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

## 10.3. Payments

Upfront payments for funded projects may be made if/when:

- a Funding Agreement has been signed by both parties and any special conditions have been met
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

For all grants at least 10 per cent of the total funding is paid in arrears on evidence of satisfactory completion of the activity.



