

# 2024-25 Local Sports Infrastructure Fund

Guidelines



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### **Acknowledgement of Country**

We acknowledge the traditional Aboriginal owners of country throughout Victoria, their ongoing connection to this land and we pay our respects to their culture and their Elders past, present and future.

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Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

# Contents

<b>Message from the Minister</b>	<b>3</b>	<b>4. Funding streams</b>	<b>11</b>
<b>1. 2024-25 Local Sports Infrastructure Fund</b>	<b>4</b>	4.1. Community Facilities Stream	11
1.1. About the Local Sports Infrastructure Fund	4	4.2. Community Sports Lighting Stream	13
1.2. Outcomes	4	4.3. Planning Stream	15
1.3. Investment priorities	5	<b>5. Supporting documentation</b>	<b>16</b>
<b>2. Eligibility</b>	<b>6</b>	<b>6. Application Process and Closing Date</b>	<b>20</b>
2.1. Eligible applicants	6	<b>7. Types of activities that will not be funded</b>	<b>22</b>
2.2. Eligible applications	6	<b>8. Assessment Process</b>	<b>24</b>
<b>3. Funding opportunities</b>	<b>7</b>	<b>9. Conditions that apply to funding</b>	<b>25</b>
3.1. Funding streams	7	9.1. Grant Agreements	25
3.2. Timelines	9	9.2. Acknowledging the Victorian Government's support and promoting success	26
3.3. Funding ratios	9	9.3. Payments	26
3.4. In-kind contributions	9	9.4. Privacy	26
3.5. Fair Access Policy Roadmap	10	<b>10. Resources and additional information</b>	<b>27</b>
3.6. Facilities on school land	10	<b>11. Glossary</b>	<b>29</b>
3.7. Facilities on Crown land	10		



Image credit: Cat Jump Park Playspace (Manningham City Council)

## Message from the Minister

To encourage even more Victorians to get active and participate in sport and active recreation, the Victorian Government is supporting metropolitan communities by investing in even more local sport and active recreation infrastructure.

As the Minister for Community Sport, I'm pleased to announce applications are now open for the 2024-25 Local Sports Infrastructure Fund – backed by funding from the recent state budget.

With overwhelming demand for more modern and accessible sports facilities across the state, the fund supports projects across three funding streams with grants of up to \$300,000 for Community Facilities, up to \$250,000 for Community Sports Lighting, and up to \$40,000 for Planning.

Better infrastructure will allow sports clubs, facility managers and community organisations to accommodate more people, create more participation opportunities and draw more interest, creating a real buzz in the community and boosting local economies.

That's why I urge metropolitan LGAs to work with their communities to apply for funding and kick start new projects that can make a real difference to people's lives.

Since 2018, the Local Sports Infrastructure Fund has invested more than \$94 million into 348 community projects. This is part of the more than \$2.3 billion invested by the Victorian Government in community sport and active recreation infrastructure since 2014.

These investments are backed by the Fair Access Policy Roadmap – a Victorian Government initiative ensuring women and girls get equal access to community sport facilities across the state.

They also support local economies by creating economic activity and hundreds of jobs for planners, architects, engineers, project managers, builders, carpenters, plumbers, electricians, facility managers and operational staff. Sourcing local materials will enable many more Victorian businesses to thrive.

I look forward to seeing new and exciting projects supported through the 2024–25 Local Sports Infrastructure Fund.



**The Hon. Ros Spence MP**  
Minister for Community Sport

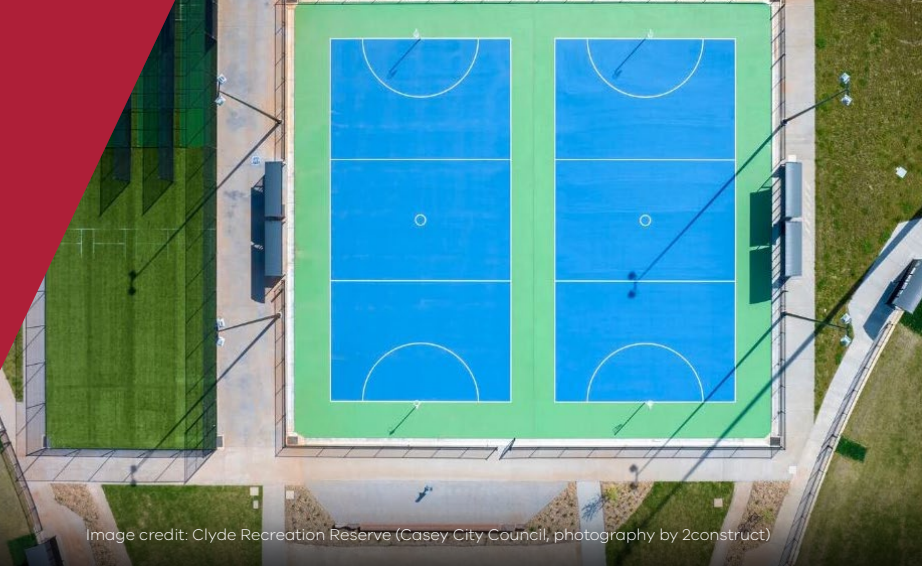


Image credit: Clyde Recreation Reserve (Casey City Council), photography by 2construct

# 2024-25 Local Sports Infrastructure Fund

## 1.1. About the Local Sports Infrastructure Fund

The 2024-25 Local Sports Infrastructure Fund (the Fund) is a metropolitan competitive Victorian Government investment program. It provides funding towards developing high-quality, accessible community sport and active recreation infrastructure.

The Fund promotes partnerships between the Victorian Government, Local Government Authorities (LGAs), sporting clubs and associations, schools, educational institutions, community organisations and disability service providers.

The Fund aims to increase and promote opportunities so Victorians can participate in ways that suit them and is targeted towards individuals and communities who participate less. This aligns with the strategic directions identified in [Active Victoria 2022-2026](#): A strategic framework for sport and recreation in Victoria.

Sport and Recreation Victoria (SRV) administers the Fund, which is underpinned by the Department of Jobs, Skills, Industry and Regions' (DJSIR) priorities of driving a strong and resilient economy that benefits all Victorians. It does this by creating more opportunities for people through jobs and skills, supporting businesses and industries to grow and prosper, and building vibrant communities and regions.

## 1.2. Outcomes

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 those individuals and communities who participate less 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:

- provides additional participation opportunities through the development of multi-use community sport and active recreation infrastructure
- increased participation opportunities for individuals and groups who participate less, including socio-economically disadvantaged communities
- provides equitable and inclusive participation opportunities for women and girls in community sport and active recreation
- improved sustainable design and planning to ensure infrastructure investment is building better and more liveable communities
- increased local economic activity through the planning, building, management, and activation of redeveloped or new infrastructure.

## 1.3. Investment priorities

Priority will be given to projects that:

- provide the strongest participation outcomes for groups that participate less in community sport and active recreation. This includes women and girls, people with disability, Aboriginal Victorians, culturally and linguistically diverse (CALD) communities, people from LGBTIQ+ communities, and economically disadvantaged communities as identified in [Active Victoria 2022-2026](#)
- support communities experiencing socio-economic disadvantage. In particular, projects that support suburbs and towns within the 2 most disadvantaged deciles in Victoria as per the [Australian Bureau of Statistics Index of Relative Socio-Economic Disadvantage, 2021](#)
- support communities in areas of need that have experienced natural disasters (for example, flood, bushfires and drought) or communities experiencing strong population growth or significant change in circumstances (for example, economic challenges)
- demonstrate multi-use, shared and integrated facilities including those on school land that can ensure long-term community access. Please see [Section 3.6](#) for information regarding facilities on school land
- provide a confirmed active recreation benefit through improved facility availability, scheduling, public access, and policy development (for projects with lighting elements)
- demonstrate economic uplift in the form of job creation during construction and operation, non-government investment and local event attraction.

# 2.



Image credit: Little Athletics Chelsea Facility Upgrade (Kinston City Council)

## Eligibility

### 2.1. Eligible applicants

Only **metropolitan LGAs** are eligible to apply to the Fund.

In line with the Victorian Government's [Fair Access Policy Roadmap](#), LGAs must have an acceptable gender equitable access and use policy (or equivalent) in place to be considered eligible for funding from the Program.

LGAs that do not currently have an acceptable gender equitable access and use policy (or equivalent) in place are not eligible for the Program, and need to consult with their SRV representative.

Metropolitan LGAs must discuss potential project/s with their SRV representatives to receive feedback on eligible projects before submitting their application/s.

**Sport and recreation clubs, sporting associations and leagues, educational institutions, not-for-profit community organisations, businesses and individuals cannot directly apply to the Fund.**

Local clubs, committees of management and organisations are advised to contact their LGA if they wish to express interest, seek support or be involved as a partner in applications to the Fund.

### 2.2. Eligible applications

Only eligible applications will be assessed and considered for funding by SRV.

To be eligible for funding, applications must:

- ensure the project scope and funding request adhere to the relevant funding stream requirements
- be able to demonstrate that the infrastructure project will be completed within 24 months of execution of a Grant Agreement with the DJSIR (for successful projects)
- exclude activities listed in [Section 7](#)
- be submitted (including all supporting documentation) by 5:00 pm on Monday 17 February 2025.
- Each individual infrastructure project requires a separate application. Bundled projects will be deemed ineligible.

Stages of a larger facility development may seek support from the Fund, providing the stage addresses the assessment criteria and meets all other eligibility requirements. For a staged project, please provide information on the delivery of any future stages, including timelines.

# 3.



Image credit: Frankston Peninsula Regional BMX (Frankston City Council)

## Funding opportunities

### 3.1. Funding streams

Funding is available under the following streams:

Stream	Community Facilities	Community Sports Lighting	Planning
Number of applications	Unlimited but cannot exceed \$300,000 in total across all applications per LGA	Unlimited but cannot exceed \$250,000 in total across all applications per LGA	One Facility Planning application or One Municipal Planning application per LGA
Maximum total grant amount per applicant	Up to \$300,000	Up to \$250,000	Up to \$40,000
Project types eligible for funding	<ul style="list-style-type: none"> <li>pavilion developments including change rooms and amenities</li> <li>new and/or redeveloped sports fields and sports courts</li> <li>multi-sport training facilities that are publicly accessible</li> <li>active recreation spaces such as multi-activity facilities, outdoor exercise equipment or redevelopment of indoor spaces, such as appropriate flooring for fitness classes</li> <li>projects that result in improved facility carrying capacity, such as new drainage, irrigation and grass installations</li> </ul>	<p>Funding can only be sought for LED lighting infrastructure through this stream.</p> <ul style="list-style-type: none"> <li>new lighting that provides capacity for sports fields, sports courts or playing areas to host activities</li> <li>redeveloped or additional lighting to extend capacity (usage times and coverage) of sports fields, sports courts or playing areas</li> </ul>	<p>The stream provides support to undertake a range of specific facility and strategic planning projects that contribute to infrastructure readiness and/or the long-term direction of facility and open space.</p> <p><b>Facility Planning (single site facility planning only)</b></p> <ul style="list-style-type: none"> <li>Facility planning activities supporting project readiness. This may include Designs (<b>minimum schematic</b>) and/or Quantity Surveyor and/or Technical or Specialised Reports (for example, Geotech, Turf analysis, Sustainability Report)</li> </ul>



Stream	Community Facilities	Community Sports Lighting	Planning
<p>Project types eligible for funding (cont)</p>	<ul style="list-style-type: none"> <li>playspaces, skate parks, pump tracks, BMX tracks, and outdoor splash parks</li> <li>installation of new LED or redeveloping lighting that benefits community sport and active recreation spaces when forming part of a larger project. Replacement of non-LED lamps with LED Lighting Infrastructure to enable lighting standards to be met will be permitted</li> <li>redevelopment/upgrade to outdoor aquatic facilities that improve accessibility and participation such as leisure water, change rooms and energy or water efficiency upgrades, for example, heating of water spaces</li> <li>re-purposing indoor sport or recreation spaces to create new participation opportunities</li> <li>redeveloping or complementing sports facilities to include new active recreation infrastructure</li> <li>LED electronic scoreboards and fixed equipment including but not limited to sports field behind goal safety netting and player/coaches' boxes.</li> </ul>	<ul style="list-style-type: none"> <li>replacement of non-LED lighting with LED lamps to permit lighting standards to be met. Should existing lighting poles and arms be retained, a report from an engineer or other suitable expert confirming that they are structurally sound must be provided</li> <li>new, redeveloped or additional lighting to extend availability and capacity of active recreation facilities</li> <li>projects that also provide active recreation benefits by facilitating use of sports facilities outside of formal sport usage or lighting adjacent spaces to facilitate active recreation usage by the community.</li> </ul> <p>Priority will be given to sports lighting applications that also provide a confirmed active recreation benefit through improved facility availability, scheduling, public access, and policy development.</p>	<ul style="list-style-type: none"> <li>Proposed facilities should be strategically significant and evidenced by master plans or strategic plans</li> <li>Single site planning only.</li> </ul> <p><b>Municipal Planning</b></p> <ul style="list-style-type: none"> <li>Strategic Planning for specific facility type/s such as playspaces, aquatic facilities, indoor stadiums, etc.</li> <li>Master planning across 3 or more sites</li> <li>Infrastructure and participation strategies for specific sports and/or active recreation activities</li> <li>Feasibility studies for one or more significant projects.</li> </ul>

## 3.2. Timelines

Applications open	Applications close	Outcomes announced	Grant Agreements executed	Construction completion
28 October 2024	17 February 2025	From June 2025	June 2025	June 2027  No later than 24 months from execution of the Grant Agreement

## 3.3. Funding ratios

Funding ratios apply to the Fund as outlined in the table below.

Applicants must confirm matched funding consistent with the funding ratios for the applicable stream. Ratios are calculated using total project cost (**exclusive of GST**).

Applications may include project management fees of up to 7.5% of the total project cost (**exclusive of GST**).

Applications must include contingency that is a minimum 10% of the total project cost (**exclusive of GST**).

Applicants cannot use other State Government funding, such as funding from the Growing Suburbs Fund, as part of their local contribution throughout the delivery of the project.

Local contributions may comprise of funding from other organisations including LGAs, sport and recreation clubs, state sporting associations, schools, educational institutions, Federal Government, community organisations or in-kind support (limits apply to in-kind support).

LGA	Community Facilities	Community Sports Lighting	Planning
Metropolitan Melbourne	SRV = \$1 Local = \$1	SRV = \$1 Local = \$1	SRV = \$1 Local = \$1
Metropolitan Interface*	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1

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

## 3.4. In-kind contributions

An in-kind contribution is a contribution of a good or service other than money. Applications for infrastructure projects can claim in-kind expenses up to a maximum of 50% of the local contribution.

LGAs must approve and underwrite any in-kind contribution from third parties for each applicable application. Examples include voluntary labour, donated goods and donated services.

Applications that include in-kind contributions must provide:

- a completed [in-kind and voluntary support form](#)
- a letter from the LGA Chief Executive Officer that approves and underwrites any in-kind contributions.

### 3.5. Fair Access Policy Roadmap

All Victorian LGAs need to have an acceptable gender equitable access and use policy (or equivalent) in place to be considered eligible to receive community sport infrastructure funding, reflecting the Victorian Government's [Fair Access Policy Roadmap](#) (the Roadmap). The Roadmap is embedding a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls.

Policies ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local community sport facilities.

### 3.6. Facilities on school land

LGAs are eligible to apply to the Fund for projects located on school land.

For projects on school land, applicants must provide a Community Joint Use Proposal which is completed by the applicant and the school and a letter from the Department of Education central office that endorses the project.

Projects on non-government school land are also eligible for funding and require a similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.

### 3.7. Facilities on Crown land

LGAs are eligible to apply to the Fund for projects located on Crown land. Partnerships between LGAs, committees of management and other land managers for projects that support community sport and active recreation outcomes on Crown land are encouraged.

# 4.



Image credit: Carlson Reserve Multi Sports Court(Monash City Council)

## Funding streams

### 4.1. Community Facilities Stream

The Community Facilities Stream supports the development of a broad range of new, or redevelopment of existing, community sport and active recreation infrastructure ensuring all infrastructure is high-quality, multi-use and accessible to all.

Refer to [Section 3.1](#) for a list of eligible projects under the Community Facilities Stream.

#### 4.1.1. Application details

As per [Section 3.1](#), applicants may submit an unlimited number of applications but cannot exceed \$300,000 in total across all applications per LGA.

Applicants must respond to assessment criteria for the Community Facilities stream outlined in [Section 4.1.2](#) and provide all the mandatory supporting documentation in [Section 5](#). The quality of supporting documentation provided will also be considered during assessment.

Priority will be given to projects that can demonstrate alignment with the Investment Priorities as outlined in [Section 1.2](#).

**Each project requires a separate application under this stream. Bundled projects will be deemed ineligible.**

#### 4.1.2. Assessment criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	<ol style="list-style-type: none"><li>Why is the project needed? <b>Note:</b> the suburb where the project is located will be considered as per the <a href="#">Australian Bureau of Statistics Index of Relative Socio-Economic Disadvantage, 2021</a> and in-line with the Investment Priorities (as per <a href="#">Section 1.3</a>).</li><li>Describe the project scope, including all components. Detail any Universal Design principles and ESD initiatives.</li><li>What project planning has been done to date? Outline what steps will be taken to finish the works within 24 months.</li></ol>

Criteria	Weighting	Questions
Project Outcomes	40%	<p>4. <b>This question does not apply to Scoreboards and Fixed Equipment projects.</b></p> <p>4a. Explain how the project will:</p> <ul style="list-style-type: none"> <li>increase participation and/or support existing participation in community sport and active recreation, including achievement of multi-use outcomes. Please detail any current and future activities, programs and activations that will result from the project.</li> <li>improve participation for those individuals and communities that participate less in community sport and active recreation (as per <a href="#">Section 1.2</a>)</li> </ul> <p><b>This question applies to Scoreboards and Fixed Equipment projects only.</b></p> <p>4b. Explain how the project will:</p> <ul style="list-style-type: none"> <li>support volunteer efforts, participant safety, participant or visitor experiences</li> <li>support under-represented groups and/or disadvantaged communities.</li> </ul>
Consultation and Engagement	20%	<p>5. Detail:</p> <ul style="list-style-type: none"> <li>the consultation and engagement that has occurred with the local community and other stakeholders for the project</li> <li>any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes 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"> <li>how the local community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts)</li> <li>local community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul> <p>A further guidance note related to this requirement is available at the <a href="#">SRV Website</a>.</p>

## 4.2. Community Sports Lighting Stream

This Community Sports Lighting stream supports the installation of LED sports lighting infrastructure that increases facility capacity and participation opportunities.

Refer to [Section 3.1](#) for a list of eligible projects under the Community Sports Lighting Stream.

### 4.2.1. Application details

As per [Section 3.1](#), applicants may submit an unlimited number of applications but cannot exceed \$250,000 in total across all applications per LGA

Applicants must respond to assessment criteria for the Community Sports Lighting Stream outlined in [Section 4.2.2](#) and provide all the mandatory supporting documentation listed in [Section 5](#). The quality of supporting documentation provided will also be considered during assessment.

Priority will be given to applications that clearly demonstrate a commitment to lighting that supports community sport and active recreation usage. For example, extending lighting hours beyond training sessions or on days where training is not held, for broader community and active recreation use. Priority will also be given to projects that can demonstrate alignment with the Investment Priorities as outlined in [Section 1.2](#).

Applications should also advise whether a power upgrade will be required onsite, or if the current power is suitable for the new lighting.

**Each project requires a separate application under this stream. Bundled projects will be deemed ineligible.**

### 4.2.2. Assessment criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	<ol style="list-style-type: none"><li>1. Why is the project needed? Note: the suburb where the project is located will be considered as per the <a href="#">Australian Bureau of Statistics Index of Relative Socio-Economic Disadvantage, 2021</a> and in-line with the Investment Priorities (as per <a href="#">Section 1.3</a>).</li><li>2. Describe the project scope, including all components. Detail any Universal Design principles and ESD initiatives.</li><li>3. What project planning has been done to date. Outline what steps will be taken to finish works within 24 months.</li></ol>
Project Outcomes	40%	<ol style="list-style-type: none"><li>4. Explain how the project will:<ul style="list-style-type: none"><li>• increase participation and/or support existing participation in community sport and active recreation, including achievement of multi-use outcomes. Please detail any current and future activities, programs and activations that will result from the project.</li><li>• improve participation for those individuals and communities that participate less in community sport and active recreation (as per <a href="#">Section 1.2</a>)</li></ul></li></ol>

Criteria	Weighting	Questions
Community and Stakeholder Engagement	20%	<p>5. Detail:</p> <ul style="list-style-type: none"> <li>the consultation and engagement that has occurred with the local community and other stakeholders for the project</li> <li>any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes 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"> <li>how the local community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts)</li> <li>local community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul> <p>A further guidance note related to this requirement is available at the <a href="#">SRV Website</a>.</p>

## 4.3. Planning Stream

The Planning Stream provides support to undertake a range of specific facility and strategic planning projects that contribute to infrastructure readiness and/or the long-term direction of facility and open space. These projects are independent, consultative and improve sport and active recreation coordination to meet demand.

Refer to [Section 3.1](#) for a list of eligible projects under the Planning Stream.

### 4.3.1. Application details

As per [Section 3.1](#), applicants may submit one Facility Planning or one Municipal Planning project per LGA.

Applicants must respond to relevant assessment criteria for the Planning stream outlined in [Section 4.3.2](#) and provide all the mandatory documentation listed in [Section 5](#). The quality of supporting documentation provided will also be considered during assessment.

Priority will be given to projects that can demonstrate alignment with the Investment Priorities as outlined in [Section 1.2](#).

### 4.3.2. Assessment criteria

Criteria	Weighting	Questions
Project Need and Readiness	50%	<p>1. Why is the planning project needed?</p> <ul style="list-style-type: none"> <li><b>Facility Planning projects:</b> will need to address how the proposed facility addresses a gap in single or multi-use infrastructure provision and the planning supports project readiness.</li> <li>Confirm the project scope can be delivered within budget and the programs timeframe.</li> </ul> <p><b>Note:</b> the suburb where the proposed facility is located will be considered as per the <a href="#">Australian Bureau of Statistics Index of Relative Socio-Economic Disadvantage, 2021</a> and in-line with the Investment Priorities (as per <a href="#">Section 1.3</a>).</p>
Project Outcomes	30%	<p>2. How will the planning project result in infrastructure delivery, system improvements, investment prioritisation, policy, management, or programmatic changes that improve the health, social and economic wellbeing of the community?</p> <p><b>Note:</b> Facility Planning applications will specifically need to identify how the proposed works will develop documentation to ensure infrastructure project readiness.</p> <p>3. Explain how participation of those individuals and communities who participate less will be benefit through the completed planning project.</p>
Consultation and Engagement	20%	<p>4. Detail:</p> <ul style="list-style-type: none"> <li>The consultation and engagement that has occurred with the local community and other stakeholders for the project.</li> <li>Any further consultation and engagement that will occur for the project.</li> <li><b>Facility Planning projects:</b> will need to detail all relevant consultation in the Project Management Framework including for individuals and communities who participate less.</li> <li><b>Municipal Planning projects:</b> will need to detail consultation and engagement in the draft project brief methodology. This should include reference to those individuals and communities who participate less, stakeholders and project partners.</li> </ul>



# 5.

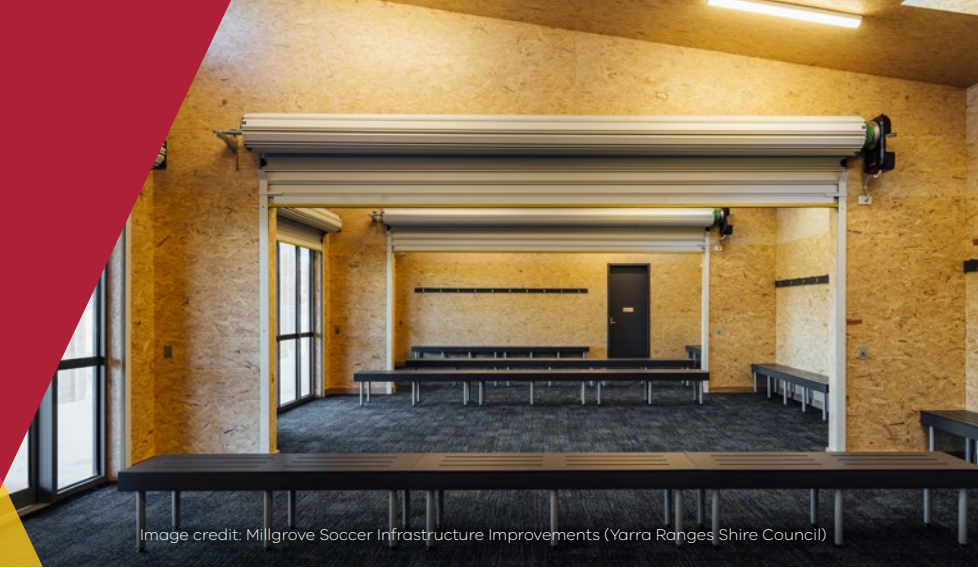


Image credit: Millgrove Soccer Infrastructure Improvements (Yarra Ranges Shire Council)

## Supporting documentation

The table below outlines the mandatory and desired supporting documentation for each funding stream. Please submit all mandatory documentation with your application to ensure eligibility and demonstrate project readiness. Desired supporting documentation is not a requirement however it will further demonstrate project readiness, if applicable.

Please also refer to the **Supporting Documents Checklist** on the [SRV website](#) to assist with the development of your application and supporting documentation. This checklist can also be submitted with your application if you wish to provide any additional comments.

The quality of the documentation will be assessed in conjunction with LGA responses to the assessment criteria for the funding stream. Refer to [Section 6](#) for instructions about how to submit supporting documentation for your application.

Supporting documentation	Community Facilities	Community Sports Lighting	Planning
<a href="#">Project Management Framework</a>	Mandatory	Mandatory	Mandatory
Site specific plan/aerial map clearly showing the location of proposed facilities.	Mandatory	Mandatory	Mandatory for Master Plans only
Site specific schematic plans developed with stakeholder input including clear dimensions, measurements and scale. The plans should support compliance against relevant State Sporting Association Facility Guidelines. (Not applicable for modular construction projects).  <b>Note:</b> High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted.  Scoreboards and Fixed Equipment projects should provide a minimum of clear product specifications and a concept plan.	Mandatory	Mandatory	Not applicable
For prefabricated/modular construction projects: Detailed area schedule.	Mandatory if applicable	Not applicable	Not applicable

Supporting documentation	Community Facilities	Community Sports Lighting	Planning
<p>Lighting plans including lux charts, pole locations and footings that are site specific (where lighting is requested in the project scope).</p> <p>Where a project is proposing to retain existing lighting poles, a report from an engineer or other suitable expert evidencing that these poles and arms are structurally sound must be provided.</p> <p>Applications should also advise whether a power upgrade will be required onsite, or if the current power is suitable for the new lighting.</p>	Mandatory if applicable	Mandatory	Not applicable
<p>Project costings:</p> <p>All costings provided should detail and match the scope outlined in the application.</p> <ul style="list-style-type: none"> <li>If total project cost is \$1 million or over (<b>excluding GST</b>): Quantity survey, tender price or independent qualified expert report that clearly identifies all items within the project scope (no more than 6 months old).</li> <li>If total project cost is under \$1 million (<b>excluding GST</b>): Quotes or internal cost estimates (no more than 6 months old).</li> </ul> <p><b>Note:</b> Where multiple quotes are provided, please provide a cover page/costings summary of the quotes/costings that equals the total project cost.</p>	Mandatory	Mandatory	Mandatory
<p>Evidence confirming funding required to finish the project:</p> <ul style="list-style-type: none"> <li>Letter from CEO confirming the applicant's funding commitment to the project and commitment to underwrite cost escalations to deliver the scope outlined in the application. This provides further confidence that the project can proceed. Please also provide a Council Resolution if available.</li> </ul> <p><b>In addition to the above, SRV also requires:</b></p> <ul style="list-style-type: none"> <li>where funding is from another government department, evidence of this funding via letter or funding agreement must be provided</li> <li>where funding from clubs/organisations is indicated: <ul style="list-style-type: none"> <li>a letter from that organisation's authorised officer, stating the funding amount committed</li> <li>current bank statement/s demonstrating the funding amount is held by the organisation.</li> </ul> </li> </ul>	Mandatory	Mandatory	Mandatory
<p>Attach evidence that the <a href="#">Aboriginal Heritage Planning Tool</a> (<i>Aboriginal Heritage Act 2006</i>) has been completed to determine if a Cultural Heritage Management Plan is required for the project.</p>	Mandatory	Mandatory	Mandatory if applicable
<p><a href="#">In-kind and voluntary labour support form</a></p>	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable

Supporting documentation	Community Facilities	Community Sports Lighting	Planning
<a href="#">Schedule of Use</a>	Mandatory except for active recreation projects	Mandatory	Not applicable
<a href="#">Fair Play Code Form for Tenants</a> from all clubs and/or associations that are tenants of the facility and benefiting from the project.	Mandatory except for active recreation projects	Mandatory	Not applicable
Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project.	Mandatory	Mandatory	Mandatory
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"> <li>how the local community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts)</li> <li>consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan).</li> </ul>	Mandatory	Mandatory	Not applicable
For projects on private land: A legally binding land-use agreement.	Mandatory if applicable	Mandatory if applicable	Not applicable
For projects on school land: <ul style="list-style-type: none"> <li><b>Signed</b> Joint Use Agreement, or a Community Joint Use Proposal to enter into a Community Joint Use Agreement.</li> <li><b>letter</b> from the Department of Education central office that indicates endorsement of the project. Applicants requesting this letter should email <a href="#">Department of Education</a>.</li> </ul>	Mandatory if applicable	Mandatory if applicable	Not applicable
For projects on Crown land: <ul style="list-style-type: none"> <li>letter of support from the land owner.</li> </ul>	Desired	Desired	Not applicable
For Planning Projects <ul style="list-style-type: none"> <li><b>Facility Planning:</b> a Request for Quote and/or Project Proposal</li> <li><b>Municipal Planning:</b> a Comprehensive Draft Project Brief outlining the scope, methodology and key deliverables</li> </ul>	Not applicable	Not applicable	Mandatory
<a href="#">Project Governance Framework</a>	Desired	Desired	Mandatory
Evidence of current facility condition (e.g. photographs of current facility)	Desired	Desired	Desired
Gender Impact Assessment	Desired	Desired	Desired

Supporting documentation	Community Facilities	Community Sports Lighting	Planning
Business or feasibility planning documents	Desired	Desired	Desired
Environmentally Sustainable Design report(s) and associated budget	Desired	Desired	Not applicable
Facility Management Plan	Desired	Desired	Not applicable
Access audit	Desired	Desired	Not applicable
Soil/Geotechnical assessments	Desired	Desired	Not applicable

# 6.



Image credit: Carlson Reserve Multi Sports Court (Monash City Council)

## Application Process and Closing Date

Step	Action required
1. Confirm eligibility	<p>Confirm you are an eligible applicant and meet other eligibility requirements (as per <a href="#">Section 2</a>).</p> <p>Confirm your project is eligible under a Local Sports Infrastructure Fund funding stream (as per <a href="#">Section 3.1</a>).</p> <p>Confirm grant amount sought is within the SRV funding limits (as per <a href="#">Section 3.1</a>).</p> <p>Confirm the funding ratio for the relevant stream (as per <a href="#">Section 3.3</a>).</p>
2. Contact SRV	<p>LGAs must discuss project ideas with their SRV representative/s prior to applying.</p> <p>LGAs will be provided with:</p> <ul style="list-style-type: none"> <li>high-level design feedback including alignment with relevant sporting guidelines</li> <li>guidance on the development of proposals that have merit, that align with the Fund objectives and that are ready to proceed.</li> </ul> <p>Applicants should seek independent advice before signing a Grant Agreement.</p>
3. Prepare Application and Supporting Documents	<p>LGAs to prepare applications by addressing all assessment criteria and submitting all mandatory supporting documents for the relevant stream.</p> <p>The preparation and submission of applications are at the cost of the applicant.</p>
4. Submit application by closing date	<p>Eligible applicants must complete the application form (including responses to the assessment criteria for the relevant stream) via the <a href="#">SRV website</a> by <b>5:00 pm on Monday 17 February 2025</b>.</p> <p>An application must address all assessment criteria as per the relevant stream. Claims made against each criterion must be substantiated with evidence.</p> <p>Applications submitted after the closing date may not be considered eligible unless an extension has been requested and approved in writing by SRV before the closing date. Approval will only be granted under exceptional circumstances (for example, significant technology disruptions or impacts from natural disasters).</p>

Step	Action required
<p>5. Submit supporting documents by closing date</p>	<p>Email all supporting documents to:  <a href="mailto:communityinfrastructure@sport.vic.gov.au">communityinfrastructure@sport.vic.gov.au</a> by <b>5:00 pm</b> on <b>Monday 17 February 2025</b>. Please ensure all supporting documents are clearly named (for example, Plans – Project Name, Costs – Project Name).</p> <p>Zip all supporting documents into one compressed folder. Please see instructions below on how to zip files into a compressed folder.</p> <p>Quote your project name in the subject line of your email.</p> <p>If documentation is not provided at the time of application, SRV reserves the right to deem the application ineligible.</p> <p>Please email <a href="mailto:communityinfrastructure@sport.vic.gov.au">communityinfrastructure@sport.vic.gov.au</a> if you experience any issues with emailing your supporting documentation.</p> <p>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.</p> <p>The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into separate compressed folders and email them separately (for example, Part 1 – Project Name, Part 2 – Project Name).</p>

# 7.



Image credit: Ross Reserve Upgrades & All Ability Play (Greater Dandenong City Council)

## Types of activities that will not be funded

- Facilities where little or no public access is available.
- Facilities without a primary purpose of community sport or active recreation.
- Projects that do not meet relevant sport or Australian Standards (for example, 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 (for example, 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 significant safety or compliance issues are evident, and an activity will not continue to be conducted as a result. Applicants will need to provide a condition audit or other technical evidence demonstrating the safety or compliance issue.
- 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 started construction or are finished prior to the execution of a Grant 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 for projects funded through the infrastructure streams.
- Metal halide lighting (only LED lighting systems will be funded).
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the relevant Fund stream.
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Routine or cyclical maintenance works.
- Purchasing or maintaining recreation, entertainment, sporting, lifesaving 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.

- 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 that are not covered by insurance, or for amounts exceeding the value insured.
- In general, areas designated as licensed areas within a proposed facility will not be eligible for funding. DJSIR may consider applications where a restricted club license is proposed or in place, provided that the restricted license does not interfere with the facility's other amenities or services, such as childcare or access by young people.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.
- Applications for bundled projects where the one single application proposes to deliver multiple projects that will occur at different sites.
- Applications where the project beneficiary receives revenue directly from Electronic Gaming Machines will not be prioritised.
- **For Facility Planning:** other pre-planning documents (for example, Cultural Heritage Management Plan, Facility Asset Audits) or specific facility business case, advocacy documents or management plans. Projects that deliver concept plans (please refer to the Glossary).
- **For Municipal Planning:** single site master plans.



# 8.



Image credit: Noble Court Reserve Suburban Park and Playground (Brimbank City Council)

## Assessment Process

Only eligible applications submitted by eligible applicants will be assessed and considered for funding by SRV. Please refer to [Section 2](#) for eligibility requirements and [Section 6](#) for details about the application process.

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

SRV reserves the right to negotiate a lower than requested funding amount for submitted applications.

Applications will be considered against the assessment criteria by SRV staff and then reviewed by a Moderation Panel. The Moderation Panel will also consider the Investment Priorities outlined at [Section 1.3](#) and in each stream before making recommendations to the Minister. Consideration will also be given to ensuring an equitable distribution of funding across metropolitan regions.

SRV will also consider an applicant's past performance and the organisation's capacity to deliver projects on time. Compliance with past Grant Agreements and the number and duration of overdue milestones (including final acquittal and outcomes reports) for existing projects will also be considered, along with live projects with significant budget shortfalls.

**Decisions regarding funding by the Minister for Community Sport are final and no further correspondence shall be entered into regarding such decisions.**

LGAs are invited to seek feedback from SRV on unsuccessful applications.

# 9.



## Conditions that apply to funding

### 9.1. Grant Agreements

Successful applicants must enter a Grant Agreement with DJSIR with initial project payments made in the 2024–25 financial year.

The Grant Agreement will include reference to the following:

- the facility tenant club/s are expected to adhere to the Fair Play Code or related state sporting association Code of Conduct. More information can be found at [Fair Play Code](#)
- recipients may seek timing and/or scope variations for funded projects. Consideration of variations may lead to changes in deliverables, milestones, grant amount and payments
- LGAs 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 start prior to the execution of the Grant Agreement
- acknowledgement and Ministerial event requirements.

An LGA Officer must be designated to manage the project and provide information to DJSIR according to the following key reporting requirements:

- a Project Management Framework must be completed and submitted for all applications. Dates within the Project Management Framework will inform Grant Agreement milestones for successful projects.
- LGAs must secure SRV's endorsement of key documents such as schematic plans and architectural/planning briefs prior to works commencing. Projects must not start or be tendered until endorsement is provided. SRV may not make milestone payments if endorsement is not secured in a timely manner
- LGAs must provide project acquittal documentation as required
- LGAs are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project
- LGAs must contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or DJSIR publications, 12 months after project acquittal.

A participation plan may be required for some applications funded. This will form part of the Grant Agreement. This will include details on how groups that participate less will be engaged and their participation facilitated.

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

Successful applicants are required to acknowledge the Victorian Government's support through the Fund. Acknowledgement guidelines form part of the Grant Agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases, social media posts, 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 [SRV: Infrastructure Grants Acknowledgement and Publicity Guidelines](#).

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

## 9.3. Payments

Payments will be made conditional upon:

- the Grant Agreement having been signed by both parties
- milestones having been achieved to the DJSIRs satisfaction including provision of required/ requested information and reports to the satisfaction of the DJSIR.
- other terms and conditions of funding continue to be met.

A minimum of 5% of the grant will be paid upon financial acquittal of the project.

Payments advanced prior to completion are subject to refund if the Project is not performed in accordance with the Grant Agreement.

## 9.4. Privacy

DJSIR is committed to protecting your privacy. Any personal information about you or a third party in your application will be collected for the purposes of administering your grant application and informing the public of successful applications.

To be able to administer your grant application effectively and efficiently, we may need to disclose your personal information to State and Commonwealth Government departments and external experts, such as members of assessment panels, for the purposes of assessment, consultation, and reporting. If there is an intention to include personal information about third parties in your application, please ensure they are aware of, and consent to the contents of this privacy statement.

Any personal information about you or a third party 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.

DJSIR is committed to protecting the privacy of personal information. Enquiries about access to personal information, or for other concerns regarding the privacy of personal information, can be emailed to [DJSIR Privacy Unit](#).

# 10.



## 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](#).

Resource	Supporting Information
Supporting documentation, forms and templates	<p>Templates, forms and factsheets to support applications can be found on the <a href="#">SRV website</a>.</p> <p>These include but are not limited to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Schedule of Use</a></li> <li>• <a href="#">Project Management Framework</a></li> <li>• <a href="#">Project Governance Framework</a></li> </ul>
Universal Design	<p>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. <a href="#">SRV's Design for Everyone Guide</a> incorporates the Universal Design principles approach to best practice facility design.</p>
Environmentally Sustainable Design	<p>Projects are encouraged to consider Environmentally Sustainable Design. This should 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.</p> <p>A fact sheet on <a href="#">Environmentally Sustainable Design Guidelines</a> is available.</p>
Female Friendly Sport Infrastructure Guidelines	<p>The <a href="#">Female Friendly Sport Infrastructure Guidelines</a> provide information and advice on how to deliver more gender equitable environments. The Guidelines have relevance to all funding streams.</p>
Fair Access Policy Roadmap	<p>The <a href="#">Fair Access Policy Roadmap</a> aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls. From 1 July 2024, all Victorian councils will need to have gender equitable access and use policies in place to be considered eligible to receive infrastructure funding. These policies will ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local facilities.</p>

Resource	Supporting Information
Gender Impact Assessments	<p><i>The Gender Equality 2020</i> requires certain organisations, including LGAs, to do Gender Impact Assessments so that all new policies, programs and services and those up for review, that directly and significantly impact the public, benefit all Victorians. Further information to help understand if a Gender Impact Assessments is required, can be found at <a href="#">Gender Equality Commission</a>.</p>
Healthy Choices	<p><a href="#">Healthy Choices</a> 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.</p>
Fair Play Code	<p>All facility tenant club(s) are expected to adhere to the <a href="#">Fair Play Code</a> or related state sporting association Code of Conduct. A <a href="#">Fair Play Code Form for Tenants</a> should be completed by all tenant organisations.</p>
Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018)	<p>This tool is used and completed to determine if a <a href="#">Cultural Heritage Management Plan</a> is required for the project.</p>
Future proofing community sport and recreation facilities: a road map for climate change management for the sport and recreation facilities sector	<p>The <a href="#">Guide</a> is designed to support community sports clubs in understanding their impact on the environment and to empower, equip and motivate them to take action and change behaviours within their clubs.</p>

# 11.



Image credit: Hagenauer Reserve Lighting Project (Whitehorse City Council)

## Glossary

Term	Definition
Access audit	An access audit is an assessment that rates a building for useability and accessibility for a wide range of users, including people with a disability. It identifies barriers or potential barriers to people with a disability accessing a building and using services inside and around the building.
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.
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.
Geotechnical Report	A geotechnical report is a site analysis undertaken by a geotechnical engineer. The document communicates ground conditions including soil, rock and groundwater.
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.
Participation	Participation is defined as engaging, coaching, officiating or volunteering in a sport or active recreation activity.
Participation Plan	A document populated prior to project finish demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
Quantity Surveyor (QS) Report	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.
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.

**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.

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Available at the SRV [website](#).