

Regional Community Sports Infrastructure Fund

Guidelines



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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Message from the Minister

Providing modern, accessible and welcoming community sports infrastructure is critical to ensuring more Victorians participate in sport and recreation.

And we want more Victorians accessing the many benefits that participation has to offer, particularly in rural and regional Victoria where community sport and recreation plays a significant role in our state's liveability.

That's why as the Minister for Community Sport I am pleased to introduce the Regional Community Sports Infrastructure Fund, backed by our \$2 billion Regional Package. With many rural and regional clubs and communities looking to modernise their facilities, the Fund is a game-changer.

Delivered over 2 rounds, the Fund will support new community sports infrastructure projects through the following funding streams: Indoor Stadiums and Aquatic Facilities, Women and Girls Facilities, Community Facilities and All Abilities Infrastructure.

There are grants of up to \$3 million available to develop multi-sport indoor courts and aquatic recreation centres, up to \$1 million available for women and girls facilities, pavilions and multi-sport precincts, and up to \$1 million available to ensure facilities are accessible for people with disability.

The Fund is designed to respond to the unique challenges and opportunities of Victoria's rural and regional communities – including addressing long-term participation barriers for people who participate less. The Fund's strong maximum grant amounts and funding ratios are designed to bring forward shovel-ready infrastructure projects, and considers the current infrastructure delivery challenges.

Better community sports infrastructure allows sports clubs, facility managers and community organisations to welcome more people, create more participation opportunities and bring communities together creating a real buzz, boosting social connections, while supporting local economies.

I urge Local Government Authorities to work with their communities to apply for funding and kick start shovel ready projects and new initiatives that can make a real difference to people's lives.

The Fund builds on more than \$1.9 billion invested by the Victorian Government in community sport and active recreation infrastructure since 2014.

The Value of Community Sport and Active Recreation Infrastructure Report (2020), commissioned by Sport and Recreation Victoria put an annual value of more than \$7 billion on the economic, social and health benefits of community sport and active recreation infrastructure in Victoria.

Along with social and health benefits, the Fund will target projects that provide clear benefits to women and girls and people with disability. These benefits will lead to further economic outcomes for local communities by creating jobs for planners, architects, engineers, project managers, builders, carpenters, plumbers, electricians, facility managers and operational staff. Sourcing local materials will also enable many more Victorian businesses to thrive.

I look forward to seeing new and exciting projects come to life through the Fund.



THE HON ROS SPENCE MP
Minister for Community Sport

1. The Regional Community Sports Infrastructure Fund

1.1. About the Regional Community Sports Infrastructure Fund

The Regional Community Sports Infrastructure Fund (the Fund) is a Victorian Government competitive investment program, open to Local Government Authorities in rural and regional Victoria and Alpine Resorts Victoria, to deliver new and upgraded community sports infrastructure.

The Fund will also ensure facilities are accessible and participation initiatives are organised to welcome more people with disability to community sport and active recreation through the All Abilities Stream.

The Fund promotes partnerships between the Victorian Government, Local Government Authorities, Alpine Resorts Victoria, Regional Sports Assemblies, sporting clubs and associations, schools, educational institutions, community organisations and disability service providers.

Consistent with the strategic directions identified in [Active Victoria 2022-2026](#), a strategic framework for sport and recreation in Victoria, 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.

Administered by Sport and Recreation Victoria, the Fund is underpinned by the Department of Jobs, Skills, Industry and Regions' priorities of driving a strong and resilient economy that benefits all Victorians – 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 prioritise proposals in rural and regional Victoria 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 people with disability and other 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
- increased local economic activity
- ensure Victoria has modern, accessible and welcoming places and spaces for sport and active recreation
- providing new active recreation opportunities through the appropriate design and usage of community sport and active recreation 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 including women and girls, people with a disability, Aboriginal Victorians, culturally and linguistically diverse (CALD) communities, people from LGBTIQA+ communities, and economically disadvantaged communities as identified in Active Victoria 2022-2026
- are supported by complementary initiatives, policies and practices that demonstrate a sustained commitment to gender equality and broader inclusion
- support rural and regional communities with the highest levels of socio-economic disadvantage and that have experienced natural disasters such as floods and bushfire
- demonstrate multi-use, shared and integrated facilities including those on school land that can ensure long-term community access
- demonstrate outcomes that benefit both community sport and active recreation usage.

2. Eligibility

2.1. Eligible applicants

Only rural and regional Victorian Local Government Authorities (LGAs) and Alpine Resorts Victoria (ARV) are eligible to apply to the Regional Community Sports Infrastructure Fund (the Fund).

Rural and regional Victoria is defined as the 48 local government areas set out in Schedule 2 of the *Regional Development Victoria Act 2002*, including alpine resort areas.

LGAs/ARV must discuss potential project/s with their Sport and Recreation Victoria representatives to receive feedback on eligible projects before submitting their application/s.

Regional Sports Assemblies, sport and recreation clubs, sporting associations and leagues, educational institutions, community organisations, disability service providers, businesses and individuals cannot directly apply to the Fund.

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

2.2. Eligible applications

2.2.1 Infrastructure applications

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 Department of Jobs, Skills, Industry and Regions (for successful projects)
- exclude activities listed in [Section 7](#)
- be submitted (including all supporting documentation) by **5:00 pm** on **Wednesday 27 March 2024**.

Each individual infrastructure project requires a separate application. Bundled projects will be deemed ineligible.

2.2.2 All Abilities Participation Initiative requests

To be eligible for funding, requests must:

- accompany an All Abilities Infrastructure Stream application
- be delivered within 24 months of the completion of the infrastructure project
- demonstrate an intent to be delivered through a co-design approach and partner with organisations including but not limited to local disability service providers, Regional Sport Assemblies, State Sport and Active Recreation Bodies, State Sporting Associations with experience in all abilities programs and Local Area Networks who support people with NDIS plans to be better connected with local sport and recreation communities.



Photography by IDWALA and Positive Electrical, courtesy of Indigo Shire Council

3. Funding Opportunities

3.1. Funding Stream Details

Funding is available under the following streams:

Funding stream	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities	
				All Abilities Infrastructure	All Abilities Participation
Number of applications	One application per LGA/ARV for a single project or Up to 2 applications for major aquatic facilities where each individual grant request must be more than \$1 million.	Unlimited applications seeking a total of up to \$1 million per LGA/ARV	Unlimited applications seeking a total of up to \$1 million per LGA/ARV	Unlimited applications seeking a total of up to \$1 million per LGA/ARV	One Participation Initiative Request per infrastructure application. The Participation Initiative Request must accompany an All Abilities Infrastructure application.
Maximum total grant amount per applicant	Up to \$3 million	Up to \$1 million	Up to \$1 million	Up to \$1 million	Up to \$50,000 per Participation Initiative Request



Funding stream	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities	
				All Abilities Infrastructure	All Abilities Participation
Project types eligible for funding	<ul style="list-style-type: none"> New and/or redevelopment of multi-sport indoor courts at a new or existing indoor stadium new or redeveloped indoor aquatic recreation facilities, including scope that increases participation and access to aquatic or recreation activities new or redeveloped major outdoor aquatic recreation facilities of strategic importance and identified as a priority in a facility/ infrastructure strategy (requesting more than \$1 million) which may include water spaces, splash parks, new pool shells, concourses and change facilities, heated water, shade, ESD and accessibility improvements Spaces for gymnastics, calisthenics and dance can be supported only as part of a larger project that includes new or redeveloped multi-sport indoor courts. 	<ul style="list-style-type: none"> Sports lighting, including for active recreation new and/or improved multi-sport training facilities pavilion developments including change rooms and amenities multi-sport outdoor courts with lighting playspaces, skate parks, splash parks, and recreation hubs, upgrades to gymnastics, calisthenics and dance facilities, including fixed equipment outdoor fitness stations/ equipment walking/cycling trails particularly those easily accessible and linked to existing sports infrastructure scoreboards and fixed equipment minor outdoor aquatic recreation initiatives (requesting up to \$1 million). 	<p>Prioritised as part of this stream:</p> <ul style="list-style-type: none"> New or redevelopment/ refurbishment of existing change rooms for players and officials. <p>Other projects may be funded with a lower priority:</p> <ul style="list-style-type: none"> new or redevelopment of existing sports fields building new or redevelopment of multi-sport outdoor courts installing new LED or redevelopment of existing sports lighting multi-sport precincts that include sports fields, sports courts, and pavilion/s active recreation projects where women and girls are the primary beneficiary. 	<p>Upgrades to existing facilities to improve access to the site and facilities which are permanent, compliant with standards and demonstrate Universal Design principles such as:</p> <ul style="list-style-type: none"> creating accessible entrances and doors path of travel including door-widening and gate widening creating accessible pathways and outdoor areas installing accessible amenities installing Changing Places as part of a larger accessibility project installing wayfinding signage installing compliant ramps upgrades to playspaces to ensure they are accessible for people with a disability, including new accessible play equipment support towards new playspaces will be only considered if there are identifiable additional elements or components that benefit people with a disability accessibility improvements to aquatic recreation facilities. 	<p>Participation Initiatives must be delivered at the facility upgraded through the All Abilities Infrastructure stream.</p> <p>Applications may include any of the following to support program delivery:</p> <ul style="list-style-type: none"> purchase of sport or recreation equipment to support inclusive participation for people with a disability facility accessibility guides that provide accurate and convenient information about accessing venues, events and programs training and education for staff to deliver the funded initiative. This may include supporting people with a disability to volunteer or be employed within the initiative translation and/or interpreting services awareness raising campaigns and events which promote opportunities for ongoing participation/engagement.

3.2. Timelines

3.2.1 Round 1 Application Timelines

Applications open	Applications close	Outcomes announced	Grant Agreement execution
December 2023	27 March 2024	From July 2024	From July 2024

3.2.2 Round 2 Application Timelines (Proposed)*

Applications open	Applications close	Outcomes announced	Grant Agreement execution
November 2024	March 2025	From July 2025	From July 2025

* Round 2 timelines are indicative only and are subject to change

3.3. Funding Ratios

Funding ratios apply to the Regional Community Sports Infrastructure Fund (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 value (**exclusive of GST**).

Applicants cannot use other State Government funding, such as funding from Regional Development Victoria, as part of their local contribution throughout the delivery of the project.

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

Community Facilities Women and Girls Facilities			
LGAs and Alpine Resorts Victoria	Indoor Stadiums and Aquatic Facilities	All Abilities Infrastructure	All Abilities Participation Initiatives
Ballarat Greater Bendigo Greater Geelong	SRV = \$2 Local = \$1	SRV = \$3 Local = \$1	Local contribution not required although encouraged
Regional and Rural Victoria Alpine Resorts Victoria	SRV = \$3 Local = \$1	SRV = \$4 Local = \$1	Local contribution not required although encouraged



Courtesy of Murrindindi Shire Council.

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.

Local Government Authorities (LGAs) and Alpine Resorts Victoria (ARV) 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/ARV CEO that approves and underwrites any in-kind contributions.

In-kind contributions are not applicable for All Abilities Participation Initiatives.

3.5. Fair Access Policy

From 1 July 2024, all Victorian LGAs will need to have gender equitable access and use policies in place to be considered eligible to receive infrastructure funding, reflecting the government's Fair Access Policy. The Policy aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls.

LGA policies should 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.

To be eligible to receive funding in Round 2 of the Fund, LGAs will be required to have implemented a gender equitable access and use policy (or equivalent).

3.6. Facilities on school land

LGAs and ARV 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. Refer to [Section 6](#).

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 and ARV are eligible to apply to the Fund for projects located on Crown land.

Partnerships between LGAs/ARV, committees of management and other land managers for projects that support community sport and active recreation outcomes on Crown land are encouraged.

4. Funding Streams

4.1. Indoor Stadiums and Aquatic Facilities Stream

The Indoor Stadiums and Aquatic Facilities Stream supports new or redeveloped multi-sport indoor courts and indoor and outdoor aquatic leisure facilities. The stream accepts applications for significant upgrades to strategically important new and redeveloped infrastructure.

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

4.1.1 Application Details

Applications must:

- allocate a minimum of 25% of the requested grant amount to components that will improve environmental sustainability such as electrification and energy (note: LED lighting is mandatory) and/or water efficiency to be eligible. This must be demonstrated with a specific ESD budget in the application.
- demonstrate a commitment to implementing the Healthy Choices framework in the facility (excluding outdoor seasonal aquatic facilities). Further details are available in [Section 10](#).
- demonstrate the facility's strategic importance, as identified in LGA/ARV strategic documents.



Courtesy of Mildura Rural City Council

4.1.2 Assessment Criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	<ol style="list-style-type: none">1. Why is the project needed? Describe the strategic importance.2. Describe the project scope, including all components.3. What project planning has been done to date? Outline what steps will be taken to finish the works within 24 months.
Project Outcomes	30%	<ol style="list-style-type: none">4. Explain how the project will:<ul style="list-style-type: none">• increase participation and/or support existing participation in community sport and active recreation.• improve participation for those individuals and communities that participate less in community sport and active recreation (as per Section 1.3)• demonstrate implementation of Universal Design principles and ESD initiatives.5. Summarise the economic activity the project will produce throughout the planning, construction, and operation of the new or re-developed facility.

Criteria	Weighting	Questions
Consultation and Engagement	20%	<p>6. Detail:</p> <ul style="list-style-type: none"> the consultation and engagement that has occurred with the community and other stakeholders for the project any further consultation and engagement that will occur for the project. <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"> how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). <p>A further guidance note related to this requirement is available at sport.vic.gov.au.</p>
Facility Operation	10%	<p>7. Demonstrate appropriate feasibility, business and management planning to support operational and financial sustainability of the facility.</p> <p>8. Detail how the Healthy Choices framework will be implemented in the indoor stadiums and indoor aquatic facilities projects.</p> <p>9. Detail how ESD elements will improve the operating efficiency of the facility and reduce carbon omissions.</p>

4.2. 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.

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

4.2.1 Application details

Aquatic projects must allocate a minimum of 25% of the requested grant amount to components that will improve energy and/or water efficiency and environmental sustainability. This must be demonstrated with a specific ESD budget in the application.

4.2.2 Assessment criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	<ol style="list-style-type: none"> 1. Why is the project needed? 2. Describe the project scope, including all components. 3. What project planning has been done to date? Outline what steps will be taken to finish the works within 24 months.
Project Outcomes	40%	<p>This question does not apply to Scoreboards and Fixed Equipment projects.</p> <ol style="list-style-type: none"> 4. Explain how the project will: <ul style="list-style-type: none"> • increase participation and/or support existing participation in community sport and active recreation, including achievement of multi-use outcomes • improve participation for those individuals and communities that participate less in community sport and active recreation (as per Section 1.3) • demonstrate implementation of Universal Design principles and ESD initiatives. <p>This question applies to Scoreboards and Fixed Equipment projects only.</p> <ol style="list-style-type: none"> 5. Explain how the project will: <ul style="list-style-type: none"> • support volunteer efforts, participant safety, participant, or visitor experiences • support under-represented groups and/or disadvantaged communities.
Consultation and Engagement	20%	<ol style="list-style-type: none"> 6. Detail: <ul style="list-style-type: none"> • the consultation and engagement that has occurred with the community and other stakeholders for the project • any further consultation and engagement that will occur for the project. <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"> • how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) • community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). <p>A further guidance note related to this requirement is available at sport.vic.gov.au.</p>

4.3. Women and Girls Facilities Stream

The Women and Girls Facilities 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.

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

4.3.1 Application Details

Priority will be given to applications that identify initiatives, policies and practices that demonstrate a sustained commitment to gender equality.

As per [Section 3.1](#), new or redevelopment/ refurbishment of existing change rooms for players and officials will be prioritised as projects through this stream.

Applications that do not sufficiently demonstrate existing women and girls' participation are not eligible for funding from this stream. A sustained commitment to gender equality could include:

- An endorsed Fair Access Policy for the municipality
- demonstrated equal use of facilities for both men's and women's teams
- deliberate actions resulting in equal representation of women on the club committee
- initiatives specifically targeting additional women and girls to participate in playing and coaching
- club officials having completed gender equality training
- a gender equality strategic plan.

4.3.2 Assessment Criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	<ol style="list-style-type: none"> 1. Why is the project needed? 2. Describe the project scope, including all components. 3. What project planning has been done to date. Outline what steps will be taken to finish works within 24 months.
Project Outcomes	40%	<ol style="list-style-type: none"> 4. Explain how the project will: <ul style="list-style-type: none"> • increase participation and/or support existing participation of women and girls in community sport and active recreation • support existing and proposed initiatives, policies and/or practices that support gender equality • improve participation for women and girls from communities that participate less in community sport and active recreation (as per Section 1.3) • demonstrate implementation of Universal Design principles, ESD initiatives and Female Friendly Sport Infrastructure Guidelines.
Community and Stakeholder Engagement	20%	<ol style="list-style-type: none"> 5. Detail: <ul style="list-style-type: none"> • The consultation / engagement that has occurred with the community and other stakeholders for the project • Any further consultation and engagement that will occur for the project. <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"> • How the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) • Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). <p>A further guidance note related to this requirement is available at sport.vic.gov.au.</p>

4.4. All Abilities Infrastructure Stream

The All Abilities Infrastructure Stream provides support to deliver accessible and universally designed sport and active recreation infrastructure that directly improves access and participation opportunities for regional Victorians with disability. The stream also supports the development of sustainable programs at the funded facilities to create new pathways for participation.

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

4.4.1 Application Details

Funding will support projects that upgrade community sport and active recreation infrastructure to ensure facilities are compliant with standards and demonstrate Universal Design Principles.

Applicants will be required to provide an Access Audit that demonstrates need for the required upgrades.

Eligible applicants can also apply for up to \$50,000 to complement applications for infrastructure funding through this stream, to conduct programs for people with a disability at the funded facility.

4.4.2 Assessment Criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	<ol style="list-style-type: none"> 1. Why is the project needed? 2. Describe the project scope, including all components and their consistency with the Access Audit. 3. What project planning has been done to date? Outline what steps will be taken to finish the works within 24 months.
Project Outcomes	40%	<ol style="list-style-type: none"> 4. Explain how the project will: <ul style="list-style-type: none"> • increase community sport and active recreation participation opportunities for people with disability • improve opportunities for people with disability that also identify as belonging to other groups that participate less in community sport and active recreation (as per Section 1.3) • implement Universal Design principles <p>Where applicants have identified delivery of an All Abilities Participation Initiative, explain how the project will:</p> <ul style="list-style-type: none"> • partner with local disability service providers and networks.
Consultation and Engagement	20%	<ol style="list-style-type: none"> 5. Detail: <ul style="list-style-type: none"> • co-design activities, including consultation and engagement that has occurred with the community and other stakeholders for the project (particularly people with a disability and/or organisations supporting people with a disability) • any further consultation and engagement that will occur for the project. <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"> • how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) • community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). <p>A further guidance note related to this requirement is available at sport.vic.gov.au.</p>

4.4.3 Participation Initiatives

Eligible applicants to this stream may request additional funding of up to \$50,000 to conduct participation initiatives for people with disability at the funded facility, for up to 2 years.

Initiatives should endeavour to:

- create opportunities for long-term and sustainable participation initiatives
- support new and additional activities for people with disability (not replacing existing funding or programs)
- provide entry level participation opportunities including social and unstructured sport and recreation opportunities.
- utilise co-design of initiatives to ensure programs meet the needs and interests of people with disability
- support partnership approaches with organisations including but not limited to local disability service providers, Regional Sport Assemblies, State Sport and Active Recreation Bodies, State Sporting Associations with experience in all abilities programs and Local Area Networks who support people with NDIS plans to be better connected with local sport and recreation communities
- be listed and promoted through AAA Play website.

All Abilities Participation Initiatives funding is only available to complement applications for funding through the All Abilities Infrastructure Stream and must be delivered at the funded facility.

4.4.4 Application Information

To apply for All Abilities Participation Initiative funding, applicants will be required to provide the following information alongside their All Abilities Infrastructure application by submitting an All Abilities Participation Initiative Proposal:

- requested funding amount (up to \$50,000)
- outline of activities/programs proposed to be delivered and why they are needed
- target groups
- delivery partner/s
- timelines for delivery.

In-principle letters of commitment from delivery partners including local clubs are mandatory.

Consideration of All Abilities Participation Initiative funding will be determined by an assessment of the infrastructure application. Further consideration will also be given to the:

- proposed participation benefits for people with a disability, including the number of beneficiaries
- the scale of the infrastructure funding request relative to the participation funding requested (Sport and Recreation Victoria is unlikely to approve more than one participation initiative funding request per applicant)
- range of potential partners.

Successful grant recipients will be required to complete a detailed Participation Initiative Delivery Plan upon the commencement of construction of their infrastructure project. The Plan will outline:

- detail on the initiatives to be delivered
- timelines for delivery
- confirmation of involvement and support from delivery partners including **mandatory evidenced involvement of a local disability service provider**
- opportunities for program sustainability beyond the program delivery period
- detailed expenditure cost estimates and funding proposed for allocation to delivery partners
- final budget and confirmation of any other funding required to deliver the program/initiative.



Courtesy of Latrobe City Council

5. 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.

The quality of the documentation will be assessed in conjunction with LGA/ARV 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	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities
<u>Project Management Framework</u>	Mandatory	Mandatory	Mandatory	Mandatory
Site specific plan/aerial map clearly showing the location of proposed facilities.	Mandatory	Mandatory	Mandatory	Mandatory
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). Note: 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 at a minimum of clear product specifications and a concept plan.	Mandatory	Mandatory	Mandatory	Mandatory
For prefabricated/modular construction projects: Detailed area schedule.	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable
Lighting plans including lux charts that are site specific (where lighting is requested in the project scope). 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.	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable

Supporting documentation	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities
<p>Project costings:</p> <ul style="list-style-type: none"> If total project cost is \$1 million or over (excluding GST): Quantity survey, tender price or independent qualified expert report (no more than 6 months old). If total project cost is under \$1 million (excluding GST): Quotes or internal cost estimates (no more than 6 months old). 	Mandatory	Mandatory	Mandatory	Mandatory
<p>Evidence confirming funding required to finish the project:</p> <ul style="list-style-type: none"> Council resolution (preferred for LGAs/ARV) or Letter from CEO confirming funding amount requested from Sport and Recreation Victoria and applicant's funding commitment to the project. <p>Note: Sport and Recreation Victoria requires LGAs/ARV to confirm their commitment to underwrite cost escalations to deliver the scope outlined in the application. This provides further confidence that the project can proceed.</p> <ul style="list-style-type: none"> where funding is from another government department, evidence of this funding via letter or funding agreement must be provided where funding from clubs/organisations is indicated: <ul style="list-style-type: none"> a letter from that organisation's authorised officer, stating the funding amount committed current bank statement/s demonstrating the funding amount is held by the organisation. 	Mandatory	Mandatory	Mandatory	Mandatory
<u>In-kind and voluntary labour support form</u>	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable
<u>Schedule of Use</u>	Mandatory	Mandatory except for active recreation projects	Mandatory except for active recreation projects	Mandatory except for active recreation projects
<u>Fair Play Code Form</u> for Tenants from all clubs and/or associations that are tenants of the facility and benefiting from the project.	Mandatory	Mandatory except for active recreation projects	Mandatory except for active recreation projects	Mandatory except for active recreation projects



Courtesy of Mitchell Shire Council

Supporting documentation	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities
Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project.	Mandatory	Mandatory	Mandatory	Mandatory
Letter of commitment and intent for Participation Initiatives	Not applicable	Not applicable	Not applicable	Mandatory
<p>Evidence of community and stakeholder consultation 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 (for example, on site consultation, letter box drop, social media posts) community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). 	Mandatory	Mandatory	Mandatory	Mandatory
<p>For projects on private land:</p> <ul style="list-style-type: none"> A legally binding land-use agreement. 	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable
<p>For projects on school land:</p> <ul style="list-style-type: none"> Signed Joint Use Agreement, or a Community Joint Use Proposal to enter into a Community Joint Use Agreement. letter from the Department of Education central office that indicates endorsement of the project. Applicants requesting this letter should email Department of Education 	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable

Supporting documentation	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities
Gender Impact Assessment	Round 1: Desired	Round 1: Desired	Round 1: Desired	Round 1: Desired
	Round 2: Mandatory	Round 2: Mandatory	Round 2: Mandatory	Round 2: Mandatory
<u>Project Governance Framework</u>	Mandatory	Desired	Desired	Mandatory
Access audit	Desired	Desired	Desired	Mandatory
Business or feasibility planning documents	Desired	Desired	Desired	Desired
Environmentally Sustainable Design report(s) and associated budget	Mandatory	Mandatory for aquatic facilities. Desired for other project types.	Desired	Desired
Facility Management Plan	Mandatory	Desired	Desired	Desired
Soil/Geotechnical assessments	Desired	Desired	Desired	Desired

6. Application Process and Closing Date

Step	Action required
1. Confirm eligibility	<p>Confirm you are an eligible applicant and meet other eligibility requirements (Guidelines Section 2).</p> <p>Confirm your project is eligible under a Regional Community Sports Infrastructure Fund stream.</p> <p>Confirm grant amount sought is within the Sport and Recreation Victoria funding limits (Guidelines Section 3.1).</p> <p>Confirm the funding ratio for the relevant stream (Guidelines Section 3.4).</p>
2. Contact Sport and Recreation Victoria	<p>LGAs/ARV must discuss project ideas with their Sport and Recreation Victoria representative/s prior to applying.</p> <p>LGAs/ARV will be provided with:</p> <ul style="list-style-type: none"> • high-level design feedback including alignment with relevant sporting guidelines • guidance on the development of proposals that have merit, that align with the Fund objectives and that are ready to proceed. <p>Applicants should seek independent advice before signing a Grant Agreement.</p>
3. Prepare Application and Supporting Documents	<p>LGAs/ARV 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 the closing date	<p>Eligible applicants must complete the application form (including responses to the assessment criteria for the relevant stream) via Sport and Recreation Victoria's website by 5:00 pm on Wednesday 27 March 2024.</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 Sport and Recreation Victoria 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
5. Submit supporting documents by closing date	<p>Email all supporting documents to:</p> <p>communityinfrastructure@sport.vic.gov.au by 5:00 pm on Wednesday 27 March 2024. 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, Sport and Recreation Victoria reserves the right to deem the application ineligible.</p> <p>Please email communityinfrastructure@sport.vic.gov.au 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>



Courtesy of Horsham Rural City Council

7. Types of activities that will not be funded

- 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 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.
- Projects previously funded by Sport and Recreation Victoria unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Purchasing or maintaining recreation, entertainment, sporting, lifesaving or any other equipment (except as part of facility fit out, or for accessibility equipment part of an All Abilities Participation Initiative Proposal).
- 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.
- 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. The Department of Jobs, Skills, Industry and Regions 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.
- Projects where contributions from funding partners are not confirmed in writing and by bank statement/s or underwritten by the applicant.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.
- Applications from LGAs that have not implemented a gender equitable access and use policy (or equivalent) (Round 2 only).
- 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.



Courtesy of Glenelg Shire Council

8. Assessment Process

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

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

Sport and Recreation Victoria reserves the right to negotiate a lower than requested funding amount for submitted applications.

Applications will be considered against the assessment criteria by Sport and Recreation Victoria 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 Victoria, including across rural, and regional, communities.

Sport and Recreation Victoria 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 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.

Local Government Authorities and Alpine Resorts Victoria are invited to seek feedback from Sport and Recreation Victoria on unsuccessful applications.

9. Conditions that apply to funding

9.1. Grant Agreements

Successful applicants must enter into a Grant Agreement with the Department of Jobs, Skills, Industry and Regions early in the 2024-25 Financial Year (expected by 31 August 2024).

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 Code Play](#)
- 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
- Local Government Authorities (LGAs) and Alpine Resorts Victoria (ARV) 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/ARV Officer must be designated to manage the project and provide information to the Department of Jobs, Skills, Industry and Regions according to the following key reporting requirements:

- a Project Management Framework must be completed and submitted for all applications
- LGAs/ARV must secure Sport and Recreation Victoria'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. Sport and Recreation Victoria may not make milestone payments if endorsement is not secured in a timely manner
- LGAs/ARV must provide project acquittal documentation as required
- LGAs/ARV are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project
- LGAs/ARV must contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or the Department of Jobs, Skills, Industry and Regions' 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.

Successful applicants receiving **All Abilities Participation Initiative** funding will enter into a separate Grant Agreement for this funding, including milestones specific to the initiative.



Courtesy of West Wimmera Shire Council

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

Successful applicants are required to acknowledge the Victorian Government's support through the Regional Community Sports Infrastructure 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 [Sport and Recreation Victoria: Community Sports Infrastructure Acknowledgement and Publicity Guidelines](#).

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the Department of Jobs, Skills, Industry and Regions' 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 Department of Jobs, Skills, Industry and Regions' satisfaction including provision of required/ requested information and reports to the satisfaction of the Department of Jobs, Skills, Industry and Regions.
- 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

The Department of Jobs, Skills, Industry and Regions 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.

The Department of Jobs, Skills, Industry and Regions 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 [Department of Jobs, Skills, Industry and Regions' Privacy Unit](#). The department's privacy policy is also available by contacting the Department of Jobs, Skills, Industry and Regions' Privacy Unit.



Photography by Copper Door Studio, courtesy of Bass Coast Shire Council

10. Resources and additional information

Sport and Recreation Victoria has consolidated several helpful guidelines, tools and resources to assist with project and application development that can be found on [Sport and Recreation Victoria's website](#).

Resource	Supporting Information
Supporting documentation, forms and templates	<p>Templates, forms and factsheets to support applications can be found on Sport and Recreation Victoria's website.</p> <p>These include but are not limited to:</p> <ul style="list-style-type: none"> Schedule of Use Project Management Framework Project Governance Framework
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. Sport and Recreation Victoria's Design for Everyone Guide incorporates the Universal Design principles approach to best practice facility design.</p>
Environmentally Sustainable Design	<p>The inclusion of Environmentally Sustainable Design components is mandatory for all Aquatic projects. All other 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 Environmentally Sustainable Design Guidelines is available.</p>
Female Friendly Sport Infrastructure Guidelines	<p>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.</p>
Fair Access Policy	<p>The Fair Access Policy Roadmap 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>
Gender Impact Assessments	<p><i>The Gender Equality Act 2020</i> requires certain organisations, including Local Government Authorities, 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 Gender Equality Commission.</p>

Resource	Supporting Information
Healthy Choices	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.
Fair Play Code	All facility tenant club(s) are expected to adhere to the Fair Play Code or related state sporting association Code of Conduct. A Fair Play Code Form for Tenants should be completed by all tenant organisations.
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.
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 them to take action and change behaviours within their clubs.



11. 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.
Changing Places	Changing Places facilities are larger than standard accessible toilets, with extra features and more space to meet the needs of people with disability and their carers. Each Changing Places facility has a height adjustable, adult-sized changing bench, a tracking hoist system, and space for two people either side of a peninsula toilet.
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 Initiative Development Plan	The Participation Initiative Development Plan will provide a detailed plan for the development and delivery of the All Abilities Participation Initiative. The Participation Initiative Development Plan will include the program/s to be delivered, timelines for delivery, delivery partners and budget on some of the key information.
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.

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

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