

2023–24 Local Sports Infrastructure Fund

GUIDELINES



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MESSAGE FROM THE MINISTER

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

As the Minister for Community Sport, I'm pleased to announce applications are now open for the 2023–24 Local Sports Infrastructure Fund – backed by funding from the state budget.

With overwhelming demand for infrastructure, the fund supports projects across 3 funding streams including 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 Local Government Authorities to work with their communities to apply for funding and kick start new projects that can make a real difference to people's lives.

The 2023–24 Local Sports Infrastructure 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 \$7 billion on the economic, social and health benefits of community sport and active recreation infrastructure in Victoria.

These investments 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 also enable many more Victorian businesses to thrive.

I look forward to seeing new and exciting projects supported through the 2023–24 Local Sports Infrastructure Fund.



THE HON ROS SPENCE MP
Minister for Community Sport

1.



Photo credit Yarra Ranges Shire Council

THE 2023–24 LOCAL SPORTS INFRASTRUCTURE FUND

1.1 ABOUT THE LOCAL SPORTS INFRASTRUCTURE FUND

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

The LSIF promotes partnerships between the Victorian Government, Local Government Authorities (LGAs), Alpine Resorts Victoria (ARV), sport leagues and associations, sporting clubs, schools, educational institutions, and community organisations.

The LSIF is underpinned by the Department of Jobs, Skills, Industry and Regions' (DJSIR) 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. The LSIF is administered by Sport and Recreation Victoria (SRV) on behalf of DJSIR.

1.2 OBJECTIVES

Active, healthy and thriving communities need high-quality, accessible, well-designed and sustainable infrastructure to conduct sport and active recreation activities. Developing infrastructure that supports individuals and communities who participate less, while driving local economic activity, are priorities for the Victorian Government.

The LSIF aims to achieve this by:

- investing in high-quality community sport and active recreation infrastructure to facilitate appropriate participation opportunities
- investing in infrastructure that extends capacity and encourages flexible, multi-use, shared and integrated services and facilities
- supporting forward planning for sport and active recreation infrastructure that responds to changing participation preferences
- advancing inclusive and accessible development by ensuring investments are universally designed, environmentally sustainable and strategically planned
- encouraging collaboration with sporting clubs, leagues and associations, state sporting associations, schools, service providers, facility managers and community organisations to deliver outcomes.

Rates of participation in sport and active recreation are well below the state average for many groups of Victorians. Those that participate less include:

- women and girls
- Aboriginal Victorians
- culturally and linguistically diverse (CALD) communities
- disengaged young people
- LGBTIQ+ people
- people with a disability
- seniors (people aged 60 years and over)
- socio-economically disadvantaged communities.

The Victorian Government is committed to supporting greater opportunities for all Victorians, and the 2023–24 LSIF will prioritise projects that support participation by these groups.

1.3 OUTCOMES

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

- more participation opportunities made available through the development of new or upgraded existing multi-use, sport, and active recreation infrastructure
- more equitable and inclusive participation of women and girls in local sport by investing in well-designed and high-quality facilities
- Improved participation of those who participate less in community sport and recreation, particularly those from communities experiencing long-term socio-economic disadvantage, growth and regional areas and areas affected by natural disaster
- 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.

1.4 INVESTMENT PRIORITIES

Priority will be given to projects that:

- support communities in areas of need that have experienced natural disasters, such as flood, bushfires and drought, or communities experiencing strong population growth or significant change in circumstances (for example, economic challenges)
- support communities experiencing socio-economic disadvantage particularly 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](#)
- demonstrate strong participation outcomes for those individuals or communities who participate less in sport and active recreation, particularly those that support participation by women and girls (as per **Section 1.2**)
- demonstrate multi-use, shared and integrated facilities including those on school land that can ensure long-term community access. Please see **Section 2.4** for information regarding facilities on school land
- demonstrate economic uplift in the form of job creation during construction and operation, non-government investment and local/regional event attraction.

1.5 TIMELINES

APPLICATIONS OPEN	APPLICATIONS CLOSE	OUTCOMES ANNOUNCED	GRANT AGREEMENTS EXECUTED
October 2023	13th December 2023	From April 2024	May/June 2024

2.



Image credit: Mildura Rural City Council

ELIGIBILITY

2.1 ELIGIBLE APPLICANTS

Only Victorian LGAs and ARV are eligible to apply to the LSIF.

LGAs/ARV 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 LSIF.

Local clubs and organisations are advised to contact their LGA or ARV if they wish to express interest and seek support from the LSIF.

Stages of a larger facility development may seek support from the LSIF, providing the stage addresses the assessment criteria and meets all other eligibility requirements.

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

Please refer to the relevant funding stream in **Section 4** for further details about application requirements.

Applications submitted after the closing date will not be considered eligible and will not be assessed, unless an extension has been requested and approved in writing by SRV before the closing date, which will only be granted under exceptional circumstances (for example, significant technology disruptions or impacts from natural disasters).

2.2 ELIGIBLE APPLICATIONS

To be eligible for funding through the LSIF, applications submitted by LGAs/ARV must:

- relate to a project that is eligible under the relevant funding stream
- relate to a project that will be finished within 24 months of executing a Grant Agreement with DJSIR (for successful projects)
- meet all funding limits and funding ratios for the relevant funding stream
- adequately demonstrate how the project meets the funding stream objectives and assessment criteria. Claims made against each criterion must be substantiated with evidence
- exclude activities listed in **Section 2.6**
- be submitted (including all supporting documentation) by 5:00 pm on Wednesday 13 December 2023.

2.3 PERFORMANCE

SRV will also consider an applicant's past performance and the organisation's capacity to deliver projects on-time based on recent performance or current project management capacity. Compliance with past Grant Agreements, the number of overdue milestones for existing projects, and current projects with unresolved budget shortfalls will also be considered.

2.4 FACILITIES ON SCHOOL LAND

LGAs/ARV are eligible to apply to the LSIF for projects located on school land.

For projects on school land, applicants must provide:

- A Community Joint Use Proposal (to the Department of Education) which is completed by the applicant and the school. Schools can access this document from the Department of Education website. Applicants must allow sufficient time to complete this document and obtain the necessary written endorsement from the Department of Education.
- A letter from the Department of Education central office that endorses the project. Applicants requesting this letter should email vsba.property@education.vic.gov.au
- Projects in non-government schools are also eligible for funding through LGAs/ARV and require similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.

2.5 FACILITIES ON CROWN LAND

LGAs/ARV are eligible to apply to the LSIF 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.

2.6 TYPES OF ACTIVITIES THAT WILL NOT BE FUNDED

- Buildings or equipment considered temporary or not permanent in nature or intended use.
 - Metal halide lighting (only LED lighting systems will be funded) across the Community Sports Lighting and Community Facilities Streams, including as part of large projects.
 - Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the relevant LSIF 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.
 - 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 LSIF.
 - 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 LSIF may consider supporting applications where the scope includes elements in addition to the facility damaged.
 - 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.
 - 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 where the project beneficiary receives revenue directly from electronic gaming machines are not eligible.
- 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).

3.



Photo by Copper Door Studio courtesy of Bass Coast Shire Council

FUNDING DETAILS

3.1 FUNDING STREAMS

Funding from the LSIF is available under the following streams:

FUNDING STREAM	COMMUNITY FACILITIES	COMMUNITY SPORTS LIGHTING	PLANNING
Number of applications	Unlimited up to \$300,000 per LGA/ARV	Unlimited up to \$250,000 per LGA/ARV	<p>LGAs: Up to 1 Facility or 1 Municipal</p> <p>ARV: Up to 5 (any combination of facility and/or municipal plans)</p>
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"> Pavilions Change rooms Courts Sports fields Playspaces Active recreation facilities Outdoor aquatic facilities BMX, Skate Parks Scoreboards Fixed equipment Multi-sport training facilities Sports lighting will only be eligible through the Community Facilities stream if it forms part of a larger project. 	<ul style="list-style-type: none"> New sports lighting installations Replacement of non-LED lamps with LED sports lighting New active recreation lighting installations 	<p>FACILITY</p> <ul style="list-style-type: none"> Facility planning activities including Schematic plans, Quantity Surveyor estimates and Geo-tech investigations <p>MUNICIPAL</p> <ul style="list-style-type: none"> Recreation and leisure strategies Facility feasibility studies Master planning for 3+ sites.

3.2 FUNDING RATIOS

Funding ratios apply to the LSIF and are outlined in the table below.

Applicants must confirm matched funding consistent with the funding ratios. 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 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/ARV, 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 / ARV	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
Ballarat Greater Bendigo Greater Geelong	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1
Regional and Rural Victoria	SRV = \$3 Local = \$1	SRV = \$3 Local = \$1	SRV = \$3 Local = \$1

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

Funding ratios for each funding stream consider the differing capacity of LGA/ARV types across Victoria.

3.3 IN-KIND CONTRIBUTIONS

An in-kind contribution is a contribution of a good or service other than money. 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.

4.



FUNDING STREAM DETAILS

4.1 COMMUNITY FACILITIES STREAM

4.1.1 Stream objectives

The 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.

4.1.2 Funding details

LGAs/ARV can submit an unlimited number of applications up to a maximum total request amount of \$300,000, and no application can exceed the maximum individual grant amount of \$300,000.

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

Outdoor aquatic facility projects must allocate a minimum of 25% of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability.

This must be demonstrated with a specific ESD budget in the application.

Applicants must respond to assessment criteria for the Community Facilities stream outlined in **Section 4.1.5** and provide all the mandatory supporting documentation in **Section 5**. The quality of supporting documentation provided will also be considered during assessment.

Applications can claim in-kind expenses up to a maximum of 50% of the total project cost for each application. LGAs/ARV must approve and underwrite any in-kind contribution from third parties.

4.1.3 Eligible projects

The types of projects that are eligible include:

- New and/or redeveloped sports fields and sports courts
- multi-sport training facilities that are publicly accessible
- active recreation spaces such as multi-activity facilities, outdoor exercise equipment or redevelopment of indoor spaces, such as appropriate flooring for fitness classes
- projects that result in improved facility carrying capacity, such as new drainage, irrigation and grass installations
- playspaces, skate parks, pump tracks, BMX tracks, and outdoor splash parks
- 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
- 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
- re-purposing indoor sport or recreation spaces to create new participation opportunities
- redeveloping or complementing sports facilities to include new active recreation infrastructure
- accessibility improvements for facilities where Senior Victorians participate such as ramps and change rooms
- LED electronic scoreboards and fixed equipment including but not limited to sports field behind goal safety netting and player/coaches' boxes.

Applications must demonstrate how projects will finish construction within 24 months of the executed Grant Agreement, by providing a detailed Project Management Framework and other supporting documents to evidence project readiness.

4.1.4 Stream priorities

Priority will be given to projects benefitting population groups that participate less in sport and active recreation (as per **Section 1.2**).

4.1.5 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%	<ol style="list-style-type: none"> 4. This question does not apply to Scoreboards and Fixed Equipment projects. <ol style="list-style-type: none"> 4a. 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 1.2) – demonstrate implementation of Universal Design principles and ESD initiatives. <p>This question applies to Scoreboards and Fixed Equipment projects only.</p> 4b. 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"> 5. 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 masterplan). <p>A further guidance note related to this requirement is available at: sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</p>

4.2 COMMUNITY SPORTS LIGHTING STREAM

4.2.1 Stream Objectives

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

4.2.2 Funding Details

LGAs/ARV can submit an unlimited number of applications up to a maximum total amount of \$250,000.

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

Applicants must respond to assessment criteria for the Community Sports Lighting Stream outlined in **Section 4.2.5** and provide all the mandatory supporting documentation listed in **Section 5**. The quality of supporting documentation provided will also be considered during assessment.

Applications can claim in-kind expenses up to a maximum of 50% of the total project cost for each application. LGAs/ARV must approve and underwrite any in-kind contribution from third parties for each applicable application.

4.2.3 Eligible Projects

Funding can only be sought for LED lighting infrastructure through this stream.

The types of projects that are eligible include:

- new lighting that provides capacity for sports fields, sports courts or playing areas to host activities
- redeveloped or additional lighting to extend capacity (usage times and coverage) of sports fields, sports courts or playing areas
- replacement of non-LED lamps with LED Lighting to enable 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

- new, redeveloped or additional lighting to extend availability and capacity of active recreation facilities
- 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.

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.

Applications must demonstrate how projects will finish construction within 24 months of the executed Grant Agreement, by providing a detailed Project Management Framework and other supporting documents to evidence project readiness.

4.2.4 Stream Priorities

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.

4.2.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
Project Need and Readiness	50%	<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	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 • Increase participation and/or support existing participation in active recreation • Improve participation for those individuals and communities that participate less in community sport and active recreation (as per Section 1.2) • Demonstrate implementation of Universal Design principles and ESD initiatives.
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 masterplan). <p>A further guidance note related to this requirement is available at: sport.vic.gov.au/__data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</p>

4.3 PLANNING STREAM

4.3.1 Stream Objectives

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. These projects are independent, consultative and improve sport and active recreation coordination to meet demand.

4.3.2 Funding Details

LGAs can submit a maximum of one application. This may be one Facility or one Municipal Planning project.

ARV may submit up to five planning applications. This may be any combination of Facility or Municipal Planning projects and each project must be submitted in a separate application.

Applicants must respond to relevant assessment criteria for the Planning stream outlined in **Section 4.3.5** and provide all the mandatory documentation listed in **Section 5**. The quality of supporting documentation provided will also be considered during assessment.

4.3.3 Eligible Projects

PLANNING PROJECT	TYPES OF ELIGIBLE PROJECTS	MAXIMUM GRANT	TYPES OF PROJECTS NOT ELIGIBLE
Facility Planning	Single site facility planning only <ul style="list-style-type: none"> Facility planning activities supporting project readiness. This may include Designs (minimum schematic) and/or Quantity Surveyor and/or Technical or Specialised Reports (for example, Geotech, Turf analysis, Sustainability Report, Accessibility report) Proposed facilities should be strategically significant and evidenced by master plans or strategic plans. 	Up to \$40,000	Does not include other pre-planning documents (for example, Cultural Heritage Management Plan, Facility Asset Audits) or specific facility business case, advocacy documents or management plans.
Municipal Planning	<ul style="list-style-type: none"> Strategic Planning for specific facility type/s such as playspaces, aquatic facilities, indoor stadiums, etc. Master planning across 3 or more sites Infrastructure and participation strategies for specific sports and/or active recreation activities Feasibility studies for one or more significant projects. 	Up to \$40,000	Single site master plans

Applications must demonstrate how projects will be finished within 24 months of an executed Grant Agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness. The Project Management Framework should also indicate the steps required for authorisation of the final plan supported through the funding.

4.3.4 Stream Priorities

Priority will be given to planning projects benefitting those individuals and communities who participate less, particularly women and girls (as per **Section 1.2**).

4.3.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
Project Need and Readiness	50%	<ol style="list-style-type: none"> Why is the planning project needed? <ul style="list-style-type: none"> Facility Planning projects: will need to address how the proposed facility addresses a gap in single or multi-use infrastructure provision and the planning supports project readiness. Confirm the project scope can be delivered within budget and the programs timeframe.
Project Outcomes	30%	<ol style="list-style-type: none"> 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>NB: Facility Planning applications will specifically need to identify how the proposed works will develop documentation to ensure infrastructure project readiness.</p> Explain how participation of those individuals and communities who participate less will be benefit through the completed planning project
Consultation and Engagement	20%	<ol style="list-style-type: none"> 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. Facility Planning projects: will need to detail all relevant consultation in the Project Management Framework including for individuals and communities who participate less. Municipal Planning projects: 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.

5.



Photo by Copper Door Studio courtesy of Bass Coast Shire Council

SUPPORTING DOCUMENTATION

The table below outlines the mandatory and desired supporting documentation for each funding stream. Please submit all 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 LGAs/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	COMMUNITY FACILITIES	COMMUNITY SPORTS LIGHTING	PLANNING
Project Management Framework	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 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 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 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>	Mandatory if applicable	Mandatory	Not applicable
<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
<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 SRV and applicant's funding commitment to the project. Note: SRV 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. 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
In-kind and voluntary labour support form	Mandatory if applicable	Mandatory if applicable	Not applicable
Schedule of Use	Mandatory except for active recreation projects	Mandatory	Not applicable
Fair Play Code Form for Tenants 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

SUPPORTING DOCUMENTATION	COMMUNITY FACILITIES	COMMUNITY SPORTS LIGHTING	PLANNING
Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project.	Mandatory	Mandatory	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	Not applicable
For projects on private land: A legally binding land-use agreement.	Mandatory if applicable	Mandatory if applicable	Not 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 vsba.property@education.vic.gov.au 	Mandatory if applicable	Mandatory if applicable	Not applicable
Gender Impact Assessment	Desired	Desired	Desired
Project Governance Framework	Desired	Desired	Mandatory
Business or feasibility planning documents	Desired	Desired	Not applicable
Environmentally Sustainable Design report(s) and associated budget	Desired	Desired	Not applicable
Facility Management Plan	Desired	Desired	Not applicable
Soil/Geotechnical assessments	Desired	Desired	Not applicable
Access audit	Desired	Desired	Not applicable
Comprehensive draft project brief and/or request for quote and/or project proposal.	Not applicable	Not applicable	Mandatory

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 Local Sports Infrastructure Fund funding stream.</p> <p>Confirm grant amount sought is within the SRV funding limits (Guidelines Section 3.1).</p> <p>Confirm the funding ratio for the relevant stream (Guidelines Section 3.2).</p>
2. Contact Sport and Recreation Victoria (SRV)	<p>LGAs/ARV must discuss project ideas with their SRV 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 LSIF 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 closing date	<p>Eligible applicants must complete the application form (including responses to the assessment criteria for the relevant stream) via the SRV website: sport.vic.gov.au/grants-and-funding/our-grants/local-sports-infrastructure-fund by 5:00 pm on Wednesday 13 December 2023.</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>

STEP	ACTION REQUIRED
5. Submit supporting documents by closing date	<p>Email all supporting documents to LSIF@sport.vic.gov.au by 5:00 pm on Wednesday 13 December 2023. 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 LSIF@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>

7.



Photo credit: Durbin 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 1.4** and in each stream before making recommendations to the Minister. Consideration will also be given to ensuring an equitable distribution of funding across Victoria, including across rural, regional, interface/ growth and metropolitan communities.

LGA/ARV performance and the organisation's capacity to deliver projects on time will be considered. Compliance with past Grant Agreements and the number and duration of overdue milestones (including outcome 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/ARV are invited to seek feedback from SRV on unsuccessful applications.

8.



CONDITIONS THAT APPLY TO FUNDING

8.1 GRANT AGREEMENTS

Successful applicants must enter a Grant Agreement with DJSIR by May/June 2024 with initial project payments made in the 2023–24 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 sport.vic.gov.au/publications-and-resources/community-sport-resources/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/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 DJSIR according to the following key reporting requirements:

- a Project Management Framework must be completed and submitted for all applications
- LGAs/ARV 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/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 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.

8.2 ACKNOWLEDGING THE VICTORIAN GOVERNMENT'S SUPPORT AND PROMOTING SUCCESS

Successful applicants are required to acknowledge the Victorian Government's support through the 2023–24 LSIF. 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: 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.

8.3 PAYMENTS

Payments will be structured with up to 90% paid upon execution of a Grant Agreement and generally 10% paid upon final acquittal.

Payments will be made conditional upon:

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

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

8.4 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's Privacy Unit at privacy@ecodev.vic.gov.au. DJSIR's privacy policy is also available by contacting DJSIR's Privacy Unit.

9.



Photo credit Plan Group (Geelong) Pty Ltd

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 sport.vic.gov.au/publications-and-resources

9.1 SUPPORTING DOCUMENTATION, FORMS AND TEMPLATES

Templates, forms and factsheets to support applications can be found on the SRV website.

These include but are not limited to:

[Schedule of Use](#)

[Project Management Framework](#)

[Project Governance Framework](#)

[Fair Play Code Form for Tenants](#)

For more information and copy of these forms and templates please visit: sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates

9.2 UNIVERSAL DESIGN

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. SRV's Design for Everyone Guide incorporates the Universal Design principles approach to best practice facility design sport.vic.gov.au/publications-and-resources/design-everyone-guide

9.3 ENVIRONMENTALLY SUSTAINABLE DESIGN

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

A fact sheet on [Environmentally Sustainable Design Guidelines](#) is available.

9.4 FEMALE FRIENDLY SPORT INFRASTRUCTURE GUIDELINES

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

9.5 GENDER IMPACT ASSESSMENTS

The Gender Equality Act 2020 requires certain organisations, including Local Government Authorities, to do Gender Impact Assessments (GIAs) 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 GIA is required, can be found at www.genderequalitycommission.vic.gov.au/gender-impact-assessments.

9.6 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.

9.7 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.

9.8 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: firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans

9.9 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. sportsenvironmentalliance.org/resources/guide-to-future-proof-sport-recreation



Photo credit Indigo Shire Council

APPENDIX 1 – 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.
Commencement of Works	The undertaking of any project activities that contribute to the physical construction of new infrastructure or upgrades, improvements, refurbishment of existing infrastructure as outlined in the application and supporting information. This includes, but is not limited to, site clearing, earthworks, building works and any form of early works.
Concept Plan	A concept plan serves as a starting point in the site development process. It provides preliminary drawings that convey the concept of the project but with insufficient detail to provide a basis for project costing.
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.

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