

Shooting Sports Facilities Program

Program Guidelines

December 2021

Message from the Minister for Community Sport, Ros Spence



Nothing brings communities together like grassroots sport and recreation, but in recent times many clubs have faced a number of challenges, ranging from the impact of the devastating bushfires to COVID-19 restrictions, shooting sports are no exception.

That's why the Victorian Government is working harder than ever to ensure more Victorian clubs can continue doing what they do best, bringing communities together to play the sports they love.

The new \$4 million round of the Shooting Sports Facilities Program is doing just that.

Previous rounds of the program have seen more than 263 projects benefit from \$21.48 million in funding for projects that improve the quality and sustainability of shooting sports facilities and activities across the state.

Shooting sports clubs can now apply for grants of up to \$300,000 to improve the quality and sustainability of shooting sports facilities and activities across the state.

Projects can include works to improve the integrity and safety of ranges, development of secure storage facilities, upgrades of facilities to increase participation, purchase of shooting sports equipment and environmental protection works.

The program not only aims to help clubs bring facilities back into the modern era, but better facilities also provide opportunities for clubs to increase memberships, open new doors to participation, development programs and talent pathways and support local growth by stimulating economic activity and creating new jobs.

From Olympic gold medallists Russell Mark and Catherine Skinner to Commonwealth Gold trap shooter Laetisha Scanlan, shooting sports clubs in Victoria have a strong history of nurturing local talents into world champions.

Shooting sports clubs are also a great place for locals to get together and enjoy the benefits of outdoor recreation and learn about the safe and responsible use of firearms.

And that's what it's all about. Encouraging more Victorians to sign up to their local clubs, get active in club and community environments and lead a healthier lifestyle.

I look forward to seeing the positive impact this investment will provide to local clubs and communities.

The Hon Ros Spence MP
Minister for Community Sport

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1 INTRODUCTION

The Victorian Government strives to promote our state as the sporting capital of the world by building and maintaining Victoria's capacity to attract major and significant events. Sport and active recreation are an essential part of the fabric of Victoria's liveability. It provides a range of social, health, wellbeing and economic benefits to our state.

1.1 What is the Shooting Sports Facilities Program (SSFP)?

Shooting sports clubs are an important recreational resource for many Victorians. They provide opportunities to remain active and engaged in their local communities, particularly in rural and regional areas. With a long and rich history of success, the shooting sports community contributes to all levels of the sport, from grassroots to elite and high-performance athletes.

The Shooting Sports Facilities Program is a Victorian Government funding program that provides funding support for projects that improve the quality and sustainability of shooting sports facilities and activities across Victoria.

The Victorian Government has committed another \$4 million for the continuation of the Shooting Sports Facilities Program. This follows the \$17.48 million investment made by the Victorian Government during 2014-2021.

1.1.1 Program Objectives

The objectives of the Shooting Sports Facilities Program are to:

- Improve the quality of shooting sports facilities.
- Improve the sustainability of Victoria's shooting sports clubs, ensuring the long-term viability of shooting sports in Victoria.
- Improve the environmental practices of Victoria's shooting sports clubs.
- Enhance shooting sports activities and programs for shooting sports participants.
- Increase access and opportunities for participation in shooting sports in an inclusive and friendly environment.

1.1.2 Legacy and sustainability of Victoria's shooting ranges

The Victorian Government is committed to supporting the shooting sports sector to reduce potential health and environmental risks through collaboration with clubs, associations, and peak bodies.

Potential contamination of shooting ranges, neighbouring properties and ecosystems by lead and other materials is a challenge for the shooting sport sector. Consideration must be given to the risk posed to the public health of neighbouring communities, current and future residential populations, and the public.

This program assists shooting sports organisations in understanding their health and environmental obligations, identifying associated risks and how to manage them.

2 ELIGIBILITY

2.1 Eligible applicants

The program provides funding for:

- shooting sports clubs.
- shooting sports organisations.

To be eligible for funding, applicants must:

- be a shooting sports club or organisation
- be an authorised representative of the organisation that is responsible for delivering the project (e.g., not a third-party grant writer).
- be an incorporated body, cooperative or association (including business associations) or will be auspiced by a peak shooting sport body.
- possess an Australian Business Number (ABN) or will be auspiced by a peak shooting sport body (see Section 2.1.1 for information on auspicing) submit only one application per round.
- be able to co-contribute a minimum of 20% of the requested grant amount, with a minimum 10% of cash.
- have a letter of support for your shooting sports club from the peak shooting sport bodies relevant to your shooting disciplines that endorse the proposed project.
- have project costings such as quotes, detailed cost estimates that totals the entire proposed Project expenditure.
- have a Victoria Police range certification for the project site at an existing range.
- ensure their organisation is adhering to and enforcing the Victorian Government's Fair Play Code.
- ensure their project meets the program objectives.

2.1.1 Auspicing

Peak shooting sport bodies can auspice multiple member clubs. If your organisation is not incorporated, you must arrange for an incorporated organisation to manage the grant funds (e.g., State Sporting Association, district league/association). This organisation will be the 'auspice' organisation for the application, and you will need to provide their details.

2.1.2 Grant amounts and Co-Contribution Ratio

Victorian shooting sports clubs can apply for a grant up to a total of \$300,000. They are also required to provide a co-contribution that must be matched on a minimum \$5:1 ratio (20% of Grant amount) between the Victorian Government and the applicant. The Shooting Sports Facilities Programs requests a co-contribution from applicants, as cash or a combination of cash and In-kind (donated goods, services, or volunteer work to support a project).

Further information regarding in-kind contributions can be found on the [Shooting Sports Facilities Program web page](#)

For applicants to meet the **minimum** \$5:1 funding ratio (20% of Grant amount), they need to provide:

For cash only contributions

- Minimum 20% of the grant amount in cash

Example of minimum cash only contribution

	Cash contribution	Total Funding
Victorian Government Grant amount		\$300,000
Club co-contribution (minimum of 20% of grant amount)	\$60,000 (minimum)	\$60,000
Total Project Budget/Cost		\$360,000

Or for a combination of cash and in-kind contributions

- Minimum of 10% of the grant amount in cash
- Remaining 10% of the grant amount as an in-kind contribution (however if the cash contribution is above 10%, the in-kind contribution can be reduced proportionately).

Example of minimum cash and in-kind contribution

	Cash contribution	In-kind contribution	Total Funding
Victorian Government			\$300,000
Club co-contribution (Example 1)	\$30,000 (minimum)	\$30,000	\$60,000
Club co-contribution (Example 2)	\$40,000	\$20,000	
Total Project Budget/Cost			\$360,000

2.1.3 GST

Applicants registered for GST should supply their project costings excluding GST.

Applicants **not** registered for GST should supply their project costings including GST.

GST registration status can be found at the Australian Business Register - [ABN Look Up](#)

3 FUNDING DETAILS

3.1 What type of activities might be funded?

The Shooting Sports Facilities Program will support projects that aligned with the objectives of the program.

Types of projects include:

- Building new, or redeveloping existing, facilities (e.g., improvements or establishment of clubrooms, multiuse meeting spaces, secure storage, mobility ramps and access, toilets/change rooms, new baffles, berms, backstops, side walls, stop butts etc.)
- Environmental protection works to manage contamination risks
- Purchase of shooting sports equipment for the facility (e.g., electronic targets, target systems, traps and/or trap houses)
- Emergency and First aid equipment (e.g., defibrillator, first aid supplies, kits and signage).

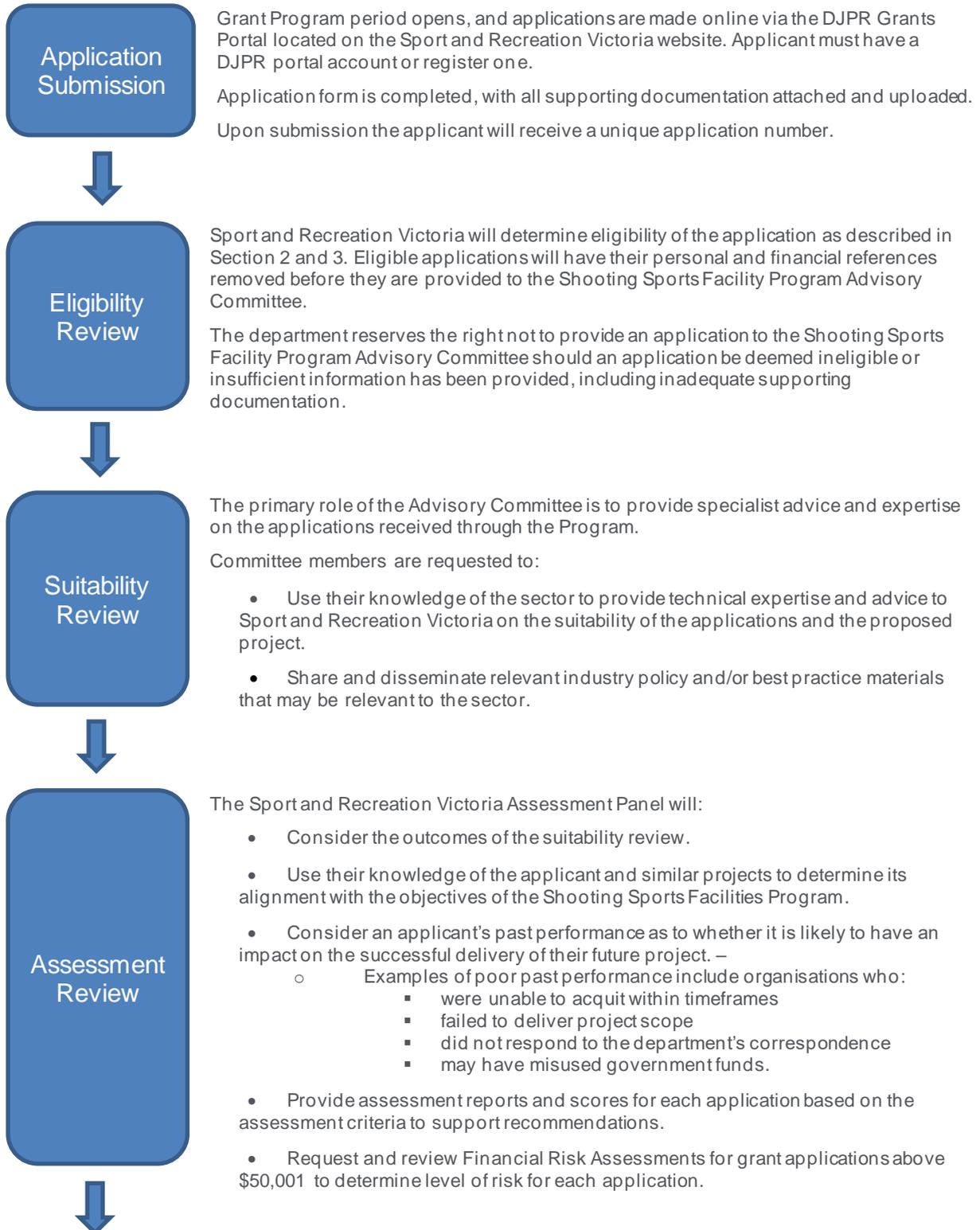
3.2 What will not be funded?

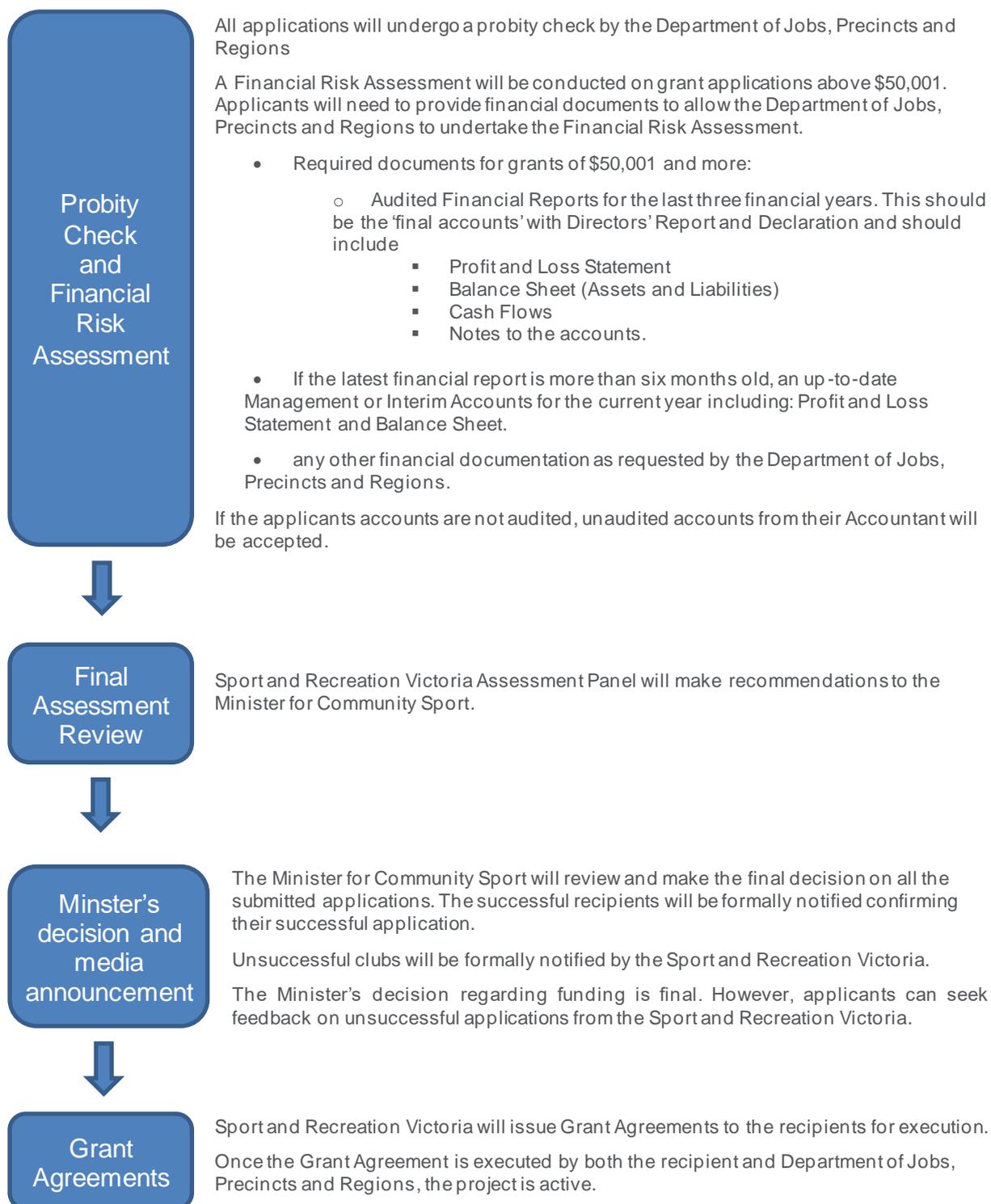
The Shooting Sports Facilities Program will not support:

- non-firearm clubs
- the purchase of firearms
- the purchase of ammunition
- projects that do not meet the objectives of the program
- projects that do not meet the eligibility criteria outlined in section 2
- projects that do not meet the assessment criteria outlined in section 5
- projects that do not meet relevant Australian Standards
- projects that are not ready to proceed:
 - unable to demonstrate that the project can be completed within the timeframes,
 - dependant on land purchase/lease,
 - dependant on planning zone changes
- routine maintenance works
- the purchase of land
- requests for retrospective funding, where projects have commenced or are completed prior to grant approval
- requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities
- projects to improve vehicular access outside the venue
- projects that require ongoing funding and can't be completed within the grant budget or timeframes.
- facilities where little or no public access is available
- the development or enhancement of electronic gaming machine operations within an existing or proposed facility
- repair of facilities where the damage caused should have been covered by insurance
- If the applicant or the club has been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or received notice that it was named in an application for redress to the National Redress Scheme for Institutional Child Sexual Abuse established under the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth) (National Redress Scheme), it must join or provide advice to the Department that it intends to join, the National Redress Scheme <https://www.nationalredress.gov.au/about>.

4 APPLICATION

4.1 What is the application process?





There are some important steps to consider before applying to the Shooting Sports Facilities Program.

4.1.1 Step 1: Check your eligibility

Check the information contained within Section 2 of this guide to see if your organisation and your proposed activity is eligible.

4.1.2 Step 2: Talk to the department

Applicants are strongly encouraged to discuss project proposals with Sport and Recreation Victoria before preparing an application to ensure the project is in a strong position to be considered for funding. Contact the Grants Information Line on 1800 325 206 between 9.00 am and 5.00pm weekdays (except for public holidays) or email shooting@sport.vic.gov.au to be put in contact with a Sport and Recreation Victoria officer.

4.1.3 Step 3: Apply online using grants online

Applicants will be required to submit an application form and supporting documentation, including:

- A letter of support endorsing the proposed project
 - Relevant peak shooting sport bodies
 - Landowner
 - Council - if undertaking structural works on the site and/or a building permit is required.
- Quotations for works that are equal to the total project cost of the proposed works.
- Grant Amounts above \$50,001 require Financial Risk Assessment documentation (as described in Section 4.1)
- Explanation of land tenure with evidence of tenure (e.g., lease, licence, rates notice)
- Proposed In-Kind and Voluntary Support contributions, as required
- Copy of bank statement (proof of ability to contribute minimum of 10% in cash).
- Environmental Management Plan (if your club already has one).
- Completed Fair Play Code Form for Tenants (formerly Victorian Code of Conduct for Community Sport)
- Project/site plan, drawings/schematic plan and supporting photos as required.
- Victorian Police - Licencing and Regulation Division - Range certification

Make sure you have the information you need to apply, including required documents, and click on 'Apply online' to submit your application through grants online.

You can attach documents to your online application. Remember:

- Attached files must be in an acceptable file type (e.g., Word, Excel, PDF, JPEG or ZIP) and not be larger than 5MB.
- When you submit your application online check carefully to ensure all your attachments have been uploaded.
- Once application period closes, no further changes or additional documents will be accepted for the application.

You will receive an application number when you apply online. Please quote your application number in all correspondence relating to your application. If you need assistance with applying online, please call the Grants Information Line on 1800 325 206 between 9.00 am and 5.00pm weekdays (except for public holidays).

5 ASSESSMENT

Eligible applications will be assessed by the Shooting Sports Facilities Program using the criteria listed below. Percentage weightings are provided as a guide to the relative importance of different criterion in the assessment process. Applicants should address all relevant criteria.

5.1 What are the assessment criteria?

Applications will be assessed on their ability to meet the following criteria:

What? 40%	Demonstrate the extent to which the project: <ul style="list-style-type: none"> • meets the objectives of the funding program, which are: <ul style="list-style-type: none"> ○ Improve the quality of shooting sports facilities ○ Improve the sustainability of Victoria's shooting sports clubs, ensuring the long-term viability of shooting sports in Victoria ○ Improve the environmental practices of Victoria's shooting sports clubs ○ Enhance the quality of shooting activities and programs for shooting sports participants ○ Increase access and participation in shooting sports in an inclusive and friendly environment.
Why? 30%	Demonstrate the extent to which the project: <ul style="list-style-type: none"> • responds to identified needs at a facility • will be promoted by the grant recipient to ensure use of the funded project • is supported by the relevant peak sporting bodies and how it aligns with their goals.
How? 30%	Demonstrate the extent to which the project: <ul style="list-style-type: none"> • clearly identifies the project scope, methodology and that proposed outcomes can be completed within a prescribed timeframe • includes the provision of quotations/internal cost estimates, plans for the project, and evidence of an understanding of any planning or building approvals required • includes confirmation of funding contributions (both financial and in-kind) and evidence of available funds • encourages innovative approaches to address items such as risk management, Universal / Inclusive Design, facility programming, multi-use facilities and environmental sustainability • has sound project management and governance • is supported by the landowner and council especially if undertaking structural works on the site.

6 ADMINISTRATION

6.1 Approval and Grant Agreements

The Minister for Community Sport has responsibility for determining which projects will receive grant funding.

6.1.1 Payment conditions

Payments will be made in stages as indicated within the Grant Agreement, if:

- the Grant Agreement has been signed by both parties
- the grant recipient provides all the required documentation as per the conditions of each scheduled Milestone detailed in the Grant Agreement.
- other terms and conditions of funding continue to be met.

Payments will be made including or excluding GST, depending on the club's ABN GST registration.

6.1.2 Grant Agreements

Successful applicants must enter into a Grant Agreement with the Department of Jobs, Precincts and Regions.

Grant Agreements establish the parties and their commitments and obligations to each other and set out as the general terms and conditions of funding.

Where an association or nominated peak-body representative intends to oversee the delivery of a successfully awarded project on behalf of an affiliate or incorporated club (Auspiced – section 2.1.1), the association is to be named as the representative and recipient of funding.

Different terms and conditions apply to different types of grants and grant recipients. These terms and conditions are not negotiable.

For each Grant Agreement, an Activity/Milestone Schedule sets out the:

- Activity/Milestone details
- funding amounts
- due by dates
- milestone conditions
- agreed actions and payments
- reporting requirements
- acknowledgement and publicity requirements
- other activity specific requirements; and
- notices.

A request to vary the timing of an approved project must be discussed with your Sport and Recreation Victoria representative before submitting your request or commencing works. Timing variation approval is at Sport and Recreation Victoria's discretion and may lead to a reduction or cancellation of the grant depending on the change in timing.

A request to vary the scope of an approved project can only be approved by the Minister for Community Sport. A formal process and documentation to request a change of scope is provided on Sport and Recreation Victoria's website.

Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or Department of Jobs, Precincts and Regions publications, up to 3 years after project acquittal.

6.1.3 Grant Funding

The following conditions will apply to projects that receive a grant:

- Projects should be completed within twenty-four months from the Grant Agreement execution date.
- Grant recipients will be awarded additional funds to develop an Environmental Management Plan (EMP) see Section 6.2.
- A COVIDSafe Plan for their facility.
- Grant funds must be spent in accordance with project scope described in the Grant Agreement between the applicant and the State.
- Grant recipients will be required to provide evidence of expenditure against the required works.
- All relevant planning and building permits for the proposed works must be obtained from the relevant authority and presented to Sport and Recreation Victoria
- Grant recipients will be required to provide certificates (e.g., building or electrical) issued by a certified contractor demonstrating that all works have been completing in accordance with the relevant Australian standards.
- Grant recipients who are constructing facilities are required to share their schematic plans (site specific) with Sport and Recreation Victoria (generic plans or plans from previous projects will not be accepted)
- The State reserves the right to undertake spot audits at any time up to two years from the date of project acquittal.

6.2 Environmental Management Plans (EMP)

The department is committed to supporting clubs to ensure their ranges remain sustainable, therefore, additional funding will be provided to obtain an Environmental Management Plan.

An EMP provides a site-specific framework and structure for managing a shooting sports range while taking into consideration the environmental impacts shooting has on the environment. It clearly defines appropriate environmental management practices (controls and actions) to ensure your activity has minimal and/or reduced impact on the environment. This is a preventative measure to protect against potential environmental concerns.

Every shooting sports range is different, and risks vary. By understanding the unique situation at a shooting sports range, the right actions can be taken to control them. It is your club or association's responsibility to manage environmental risks and make sure your activities don't harm the environment.

As a requirement, successful applicants without an EMP will be given additional funds to engage a professional environmental consultant to develop a site-specific EMP. The EMP must be completed to satisfactory level before funding allocated for the EMP is released.

7 TERMS AND CONDITIONS

7.1 Fair Play Code

The department is committed to promoting the [Fair Play Code](#) and expect that the code will be actively promoted and adhered to by all sporting associations, clubs and other organisations that receive funding from the department.

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

The code outlines behaviours that are expected of every person involved in community sport and active recreation, as well as identifying the types of behaviours that will not be tolerated.

Every person: spectator, player, club member, official, participant, administrator, coach, parent or member of the community involved with the sport, should work to ensure:

- inclusion of every person regardless of their age, gender or sexual orientation
- inclusion of every person regardless of their race, culture or religion
- opportunities for people of all abilities to participate in the sport and develop to their full potential
- respect is shown towards others, the club and the broader community
- a welcoming and inclusive environment for all
- elimination of violent and abusive behaviour
- protection from sexual harassment or intimidation
- this code applies to community sport, training and club sanctioned activities.

7.2 Confidentiality

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

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

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

To obtain a copy of the Department of Jobs, Precincts and Regions Privacy Policy, please email info@sport.vic.gov.au

For information about how to access information about you held by the Department of Jobs, Precincts and Regions, please email info@sport.vic.gov.au

7.3 Post Project Evaluation

All Recipients must agree to comply with the Department's performance monitoring and evaluation regime. The Recipient may receive an evaluation survey from the Department and may be required to participate in program evaluation activities.

The evaluation surveys may be required for up to three years following completion of the grant agreement. This is a non-negotiable requirement for all participants of the Program. Non-compliance could impact future applications to the Department's programs.

Successful Program outcomes may be used in program evaluation reviews and Departmental marketing collateral.

7.4 Contact information

For more information about the Shooting Sports Facilities Program, or to discuss any specific queries, please contact Sport and Recreation Victoria.

Phone: Grants Information Line on 1800 325 206 between 9.00 am and 5.00pm weekdays (except for public holidays).

Email: shooting@sport.vic.gov.au