

# 2022-23 Country Football and Netball Program

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## APPLICATION GUIDELINES



Jobs, Skills,  
Industry  
and Regions

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# MESSAGE FROM THE MINISTER

**Regional Victoria is home to some of the state's top football and netball leagues and clubs. They're an integral part of grassroots sports and the backbone of rural communities.**

That's why the Victorian Government, in partnership with the AFL, AFL Victoria and Netball Victoria is proud to be kicking in another \$2.5 million into the Country Football and Netball Program to back even more football and netball clubs across rural and regional Victoria and outer metropolitan areas as they help make a difference in their communities.

Grants of up to \$250,000 are available to deliver projects that include the redevelopment and construction of new ovals and netball courts, installation of sports lighting, and construction of new and redevelopment of existing pavilions.

There's also a strong focus on supporting clubs who have recently experienced natural disasters such as the recent floods, or clubs in communities that are experiencing socio-economic disadvantage, strong population growth or other economic challenges.

Initiatives like our Country Football and Netball Program make it easier for everyone – players, coaches, umpires, kids and club supporters – to stay involved in the game they love, while encouraging the community to lead healthy and active lifestyles, regardless of where they live.

Launched in 2005, the Program is a partnership with the AFL, AFL Victoria and Netball Victoria that has invested more than \$35 million into more than 550 projects across the state.

It's all about delivering more opportunities for clubs to meet growing demand, welcome even more members, and host the big events at modern, accessible home grounds they can be proud of.

The Program is part of the Victorian Government's major commitment to health and wellbeing, economic activity and local jobs, diversity, inclusion, and boosting the capacity of communities to attract and host local and regional competitions and events.

I'm delighted to welcome applications to the 2022-23 Country Football and Netball Program. I look forward to seeing new and exciting projects benefiting even more Victorians.



THE HON ROS SPENCE MP  
Minister for Community Sport





# 2022-23 COUNTRY FOOTBALL AND NETBALL PROGRAM

## 1.1 About the Country Football and Netball Program

The Country Football and Netball Program (the Program) is a \$2.5 million Victorian Government investment program in partnership with the AFL, AFL Victoria and Netball Victoria that provides funding to assist grassroots country football and netball clubs, associations, and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations.

Administered by Sport and Recreation Victoria (SRV), the Program will support the development of high-quality, accessible community football and netball infrastructure.

Through the improvement of football and netball facilities in rural, regional and outer metropolitan areas, the Program will support the sustainability of country football and netball clubs into the future.

## 1.2 Why is the Victorian Government supporting these grants?

The Program was established in response to the Parliamentary Rural and Regional Services and Development Committee's Inquiry into Country Football Report, tabled in State Parliament in December 2004.

The Program promotes partnerships between the Victorian Government, AFL Victoria, Netball Victoria, Local Government Authorities (LGAs), country football and netball clubs, associations and umpiring

organisations, schools, and community organisations. The Program aims to improve football and netball participation consistent with the strategic directions identified in *Active Victoria 2022-2026: A strategic framework for sport and recreation in Victoria*.

The Program is underpinned by the Department of Jobs, Skills, Industry and Regions priorities of ensuring the state's economy benefits all Victorians by creating more jobs for more people, building thriving places and regions, and nurturing inclusive communities.

## 1.3 Objectives of the Program

Strong, active and healthy communities need high-quality, accessible, well-designed and well-managed infrastructure to conduct sport and active recreation activities. Developing football and netball infrastructure that supports participation and inclusion of woman and girls and other under-represented groups along with disadvantaged communities, while boosting local economic activity is a priority for the Victorian Government.

The Program aims to achieve this by:

- Upgrading existing and constructing new football and netball infrastructure that will increase or maintain participation.
- Fostering inclusive, diverse, accessible and responsible development through universal design, gender neutral design, environmental sustainability, and strategically planned facilities.

- Encouraging involvement of football and netball organisations in planning and developing facilities.
- Encouraging collaboration between LGAs, SRV, AFL, AFL Victoria, Netball Victoria, country football and netball clubs, associations and umpiring organisations, schools, and community organisations to actively promote diverse, inclusive cultures and programs that increase or maintain football and netball participation.
- Supporting multi-sport outcomes, where football and/or netball are the primary beneficiary.
- Supporting access to football and netball development and pathway programs by improving access to higher quality facilities.
- Developing local economic activity through the planning, building, activating, maintaining and managing of redeveloped or new infrastructure.

Rates of participation in sport and active recreation are well below the state average for many groups of Victorians, including Aboriginal Victorians, people with a disability, seniors, disengaged youth, culturally and linguistically diverse (CALD) communities, women and girls and gender diverse people, LGBTIQ people and socio-economically disadvantaged communities. The Victorian Government is committed to supporting greater opportunities for all Victorian individuals and communities who participate less, and the Program will prioritise projects that will support participation of these groups.

## 1.4 Outcomes of the Program

The Program reflects the Victorian Government's commitment to securing the many benefits of football and netball participation\*. This includes supporting Victorians particularly in disadvantaged communities to achieve better health, social, and economic outcomes through the construction, programming and activation of community football and netball infrastructure. The Program will invest in proposals that can demonstrate commitment to the following outcomes:

- Develop new or maintain existing participation opportunities in football and/or netball, where there is a risk to participation decline.
- Improve diversity and inclusiveness in participation by prioritising projects that provide opportunities for communities that participate less (such as women and girls, gender diverse people, and people with a disability), as outlined in *Active Victoria 2022–2026*.

\* Participation is defined as engaging in playing, coaching, officiating or volunteering in a sport or active recreation activity.

- Support gender equality in participation, coaching, administration, umpiring and volunteering.
- Improve physical and mental health, social and economic outcomes for traditionally disadvantaged communities such as low socio-economic areas, growth areas, and communities experiencing long-term disadvantage.
- Develop multi-use, shared and co-located facilities.
- Collaborate with AFL Victoria, Netball Victoria or other relevant peak bodies.

## 1.5 Investment Priorities

Priority will be given to projects:

- Supporting communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing socio-economic disadvantage, strong population growth or significant change in circumstances (e.g. economic challenges).
- Demonstrating specific participation outcomes for disadvantaged communities and communities who participate less, including women and girls and gender diverse people, Aboriginal Victorians, people with a disability, seniors, disengaged young people, culturally and linguistically diverse communities, and LGBTIQ people.
- Demonstrating economic lift in the form of job creation during construction and operation, non-government investment in the facility and participant and event attraction.
- Demonstrating implementation of Universal Design Principles and Environmentally Sustainable Design.
- Projects or facilities on school land that can demonstrate multi-use opportunities and ensure long-term community access (refer **Section 2.4** for information regarding facilities on school land).
- Projects that include lighting elements are encouraged to include LED lighting solutions and will be prioritised accordingly.

## 1.6 Timelines

Timelines for the 2022-23 Country Football and Netball Program are detailed below.

APPLICATIONS OPEN	APPLICATIONS CLOSE	NOTIFICATION OF OUTCOMES	CONSTRUCTION COMMENCEMENT	CONSTRUCTION COMPLETION
February 2023	27 March 2023	June 2023 onwards	December 2023 No later than six months from execution of the grant agreement	December 2024 No later than 18 months from execution of the grant agreement
				

# 2.



## ELIGIBILITY

### 2.1 Eligible Applicants

**Only rural, regional and outer metropolitan Local Government Authorities (LGAs) are eligible to apply directly to the Program. Applications must be submitted by an authorised representative of an LGA.**

Applications for projects where football or netball clubs participate in a New South Wales or South Australian league are eligible, provided the project will occur at a facility located in Victoria.

Applications received directly from clubs, associations, umpiring organisations, schools, community organisations and businesses will not be considered for funding.

LGAs must discuss project/s with Sport and Recreation Victoria and the relevant peak body (i.e. AFL Victoria or Netball Victoria) representatives to receive advice about developing projects that meet the Program objectives before submitting application/s.

All applications will be assessed against the Program objectives and assessment criteria in **Section 5**.

An [Expression of Interest for Community Organisations Form](#) has been developed. The purpose of this form is to assist country football and netball clubs, associations and umpiring organisations, schools, and community organisations to liaise directly with their LGA on possible applications to the Program. Community organisations are advised to contact their LGA about timelines and processes for expressions of interest.

### 2.2 Eligible Projects

The types of projects that are eligible for support include:

- Developing new or redeveloping change rooms and pavilions to increase capacity, inclusion and safety.
- Developing new or redeveloping sports ovals and courts to increase capacity, inclusion and safety.
- Sports lighting that improves facility capacity and participant safety. Requests for replacement of lighting with LED lights are not eligible unless part of a new lighting installation.
- Projects that result in energy or water efficiency, with a direct impact on participation, such as warm season grass conversions.
- Infrastructure on school land with confirmed community use.
- Projects that benefit multi-sport outcomes where football is the primary beneficiary.

**Construction of projects must commence within six months and be completed with 18 months of executing a grant agreement with the Department of Jobs, Skills, Industry and Regions.**

## 2.3 Performance

Sport and Recreation Victoria will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. LGAs are expected to deliver milestones and acquit projects within the prescribed timeframes. Poor past performance will be considered when assessing applications and may be reason for projects not being recommended.

This will include consideration of whether:

- Organisations have taken the appropriate steps to implement any previous projects funded by Sport and Recreation Victoria (within appropriate timeframes).
- Organisations have overdue milestones and whether they have requested a variation.
- Organisations have already completed projects funded by Sport and Recreation Victoria and whether they have submitted required final acquittal documentation.
- Organisations have a large number of current projects and capacity to deliver additional projects isn't well evidenced.

## 2.4 Facilities on School Land

For projects on school land, a Community Joint Use Proposal (to the Department of Education) which is completed by the applicant and the school must be submitted by the applicant to be eligible for funding (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 must also be provided that indicates endorsement of the project. Applicants requesting this letter should email [ysba.property@education.vic.gov.au](mailto:ysba.property@education.vic.gov.au).

Projects in non-government schools are also eligible for funding through LGAs and require similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.



# 3.



## TYPES OF ACTIVITIES THAT WILL NOT BE FUNDED

- 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 Sport and Recreation Victoria before the closing date, which will only be granted under exceptional circumstances (e.g. significant technology disruptions).
- 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, or land held for public purposes by trustees).
- Requests for retrospective funding, where projects have commenced construction or are completed 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 considered temporary or not permanent in nature or intended use.
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the Program.
- Scoreboards, behind goal netting, coaches' boxes and other supporting infrastructure unless considered a minor component of a larger project.
- Routine or cyclical maintenance works.
- Purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out).
- Projects previously funded by Sport and Recreation Victoria unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Projects that do not meet relevant sport or Australian Standards (e.g. lighting projects). Facilities that do not comply with the relevant sport standard must seek exemption from the relevant sporting organisation to be supported by the Program.
- The replacement of like-for-like surfaces (e.g. tennis hard-court surface replaced by a similar hard-court surface) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is being introduced. Additional use should be confirmed through letter of support and schedule of use. Exceptional circumstances may be considered where a safety standard or compliance issue is evident.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance. The Program may consider supporting applications where the scope includes elements in addition to the facility damaged.

- In general, areas designated as licenced 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 licence is proposed or in place, provided that the restricted licence 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.
- Applications where the recipient organisation/s receive revenue from electronic gaming machines will be given a lower priority.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.

# 4.



## FUNDING DETAILS

Eligible organisations may submit up to three applications, however the total funding sought cannot exceed \$250,000 per LGA, and no application can exceed the maximum grant amount of \$250,000.

Each application submitted may contain one of the following:

- one project; or
- multiple projects of differing scope at one site.

Applicants must approve and underwrite any in-kind contribution from third parties.

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

Applicants must confirm their commitment to underwrite the total project cost and any cost escalations to deliver the scope outlined in the application.

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

Applicants must address the assessment criteria at **Section 5** and provide the list of supporting documentation as per **Section 6**.

### 4.1 Funding Ratios

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

FUNDING AVAILABLE	LOCAL GOVERNMENT AUTHORITY	FUNDING RATIOS
Up to \$250,000**	Rural	SRV \$3 : \$1 local
	Regional/Interface Ballarat, Greater Bendigo, Greater Geelong, Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges	SRV \$2 : \$1 local
	Metropolitan Greater Dandenong*, Kingston*, Frankston*	SRV \$1 : \$1 local

\* Only football and netball clubs competing in leagues affiliated with AFL Victoria Country are eligible for funding

\*\* Applicants may claim in-kind expenses to a maximum of 50 per cent of the total project cost.

### 4.2 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 labour support form
- A letter from the LGA CEO that approves and underwrites any in-kind contributions.

# 5.



## ASSESSMENT CRITERIA

There are a number of common features in successful applications. Good applications are well planned, involve co-ordination and collaboration with Sport and Recreation Victoria, involve relevant stakeholders and are clear about what they are aiming to achieve. Every application will be carefully considered and will take into account all of the below assessment criteria.

LGAs will need to address and respond to the following application questions and are also required to provide evidence and documentation to support the application. A detailed table of the mandatory and desired documents can be found in the supporting documentation checklist at **Section 6**.

CRITERIA	WEIGHTING	QUESTIONS
Project Need and Readiness	40%	<ol style="list-style-type: none"><li>1. Why is the project needed? What football and/or netball participation issue/s is the project seeking to address?</li><li>2. Describe the project scope, including all components. How will the project scope address the football and/or netball participation issue/s identified?</li><li>3. What project planning has been completed to date. Outline what steps will be taken to commence works within six months and complete the project within 18 months. Applications should indicate how the project need is supported by planning e.g. LGA plans, masterplans, alignment with AFL Victoria's Football Facilities Development Strategy 'Growing the Heartland' and/or Netball Victoria's Statewide Facilities Strategy.</li></ol>



CRITERIA	WEIGHTING	QUESTIONS
Project Outcomes	40%	<p>4. What are the current football and/or netball participation activities at the facility?</p> <p>5. Detail the future football and netball activities, programs and activations resulting from the project. How will these activities and programs increase or maintain participation?</p> <p>6. Explain how the project will increase participation and/or support existing participation in football and netball. How will the project improve participation for those individuals and communities that participate less in community sport and active recreation? This may include initiatives, policies or practices currently being undertaken or that will be implemented in the future to reinforce the impact of the project (e.g. Gender Impact Assessment, club-based gender equity plan, priority access).</p> <p>7. Demonstrate implementation of Universal Design Principles and Environmentally Sustainable Design (ESD) initiatives.</p>
Community and Stakeholder Engagement	20%	<p>8. Detail:</p> <ul style="list-style-type: none"> <li>• The consultation and/engagement that has occurred with the community and other stakeholders for the project.</li> <li>• Any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>• How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>• Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul> <p>A further guidance note related to this requirement is available at:  <a href="https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf">https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</a></p>

# 6.



## SUPPORTING DOCUMENTATION

SUPPORTING DOCUMENTATION	REQUIREMENT
<a href="#">Project Management Framework</a>	Mandatory
Site specific plan / aerial map showing location of proposed project.	Mandatory
<p>Site specific schematic developed with stakeholder input including clear dimensions, measurements and scale.</p> <p>The plans should support compliance with <i>AFL's Preferred Facilities Guidelines</i> and/or <i>Netball Victoria's Facilities Guidelines</i>.</p> <p>Plans should include the date they were developed and should not be more than 12 months old.</p> <p><i>Note: High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted.</i></p>	Mandatory
For prefabricated/modular construction projects: Detailed area schedule.	If Applicable
Lighting plans including lux charts that are site specific (where lighting is requested in the project scope).	Mandatory
<p>Project costings:</p> <ul style="list-style-type: none"> <li>If total project cost is \$1 million or over (excluding GST): Quantity survey, tender price or independent qualified expert report (less than 12 months old).</li> <li>If total project cost is under \$1 million (excluding GST): Quotes or internal cost estimates (less than 12 months old).</li> </ul>	Mandatory

SUPPORTING DOCUMENTATION	REQUIREMENT
<p>Evidence confirming funding required to complete the project:</p> <ul style="list-style-type: none"> <li>• Council resolution (preferred for LGAs) or letter from Chief Executive Officer – confirming funding amount requested from SRV and applicant’s funding commitment to the project.</li> </ul> <p><i>Note: SRV strongly prefers LGAs confirm commitment to underwrite the total project cost to deliver the scope outlined in the application. This provides further confidence that the project can proceed.</i></p> <ul style="list-style-type: none"> <li>• Where funding is from another government department, evidence of this funding via letter or funding agreement must be provided.</li> <li>• Where funding from clubs/organisations is indicated: <ul style="list-style-type: none"> <li>– A letter from that organisation’s authorised officer, stating the funding amount committed.</li> <li>– Current bank statement/s demonstrating the funding amount is held by the organisation.</li> </ul> </li> </ul>	Mandatory
Completed <a href="#">in-kind and voluntary labour support form</a>	Mandatory (if applicable)
<a href="#">Schedule of Use</a>	Mandatory
Completed <a href="#">Fair Play Code Form</a> for Tenants from all clubs and/or associations that are tenants of the facility and benefiting from the project.	Mandatory
Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project.	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"> <li>• How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts).</li> </ul> <p>Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</p>	Mandatory
For projects on private land: A legally binding land-use agreement.	Mandatory (if applicable)
<p>For projects on school land:</p> <ul style="list-style-type: none"> <li>• Completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement.</li> </ul> <p>Letter from the Department of Education and Training central office that indicates endorsement of the project. Applicants requesting this letter should email: <a href="mailto:vsbaproperty@education.vic.gov.au">vsbaproperty@education.vic.gov.au</a></p>	Mandatory (if applicable)
A completed Gender Impact Assessment on the proposed project – Template available	Desired
Project Governance Framework – <a href="#">Template available</a>	Desired
Business or Feasibility Planning Documents.	Desired
Environmentally Sustainable Design report(s) and budget.	Desired
Facility Management Plan.	Desired
Soil/Geotechnical assessments	Desired
Access audits (where available).	Desired

# 7.



## APPLICATION PROCESS

STEP	ACTION REQUIRED
1. Confirm eligibility	<p>Confirm you are an eligible applicant and meet other eligibility requirements (Guidelines <b>Section 2</b>)</p> <p>Confirm grant amount sought is within the SRV funding limits (Guidelines <b>Section 4</b>)</p> <p>Confirm the funding ratio (Guidelines <b>Section 4</b>)</p>
2. Contact Sport and Recreation Victoria (SRV) and relevant State Sporting Association (e.g. AFL and/or Netball Victoria)	<p>LGAs must discuss project ideas with their SRV representative/s prior to applying.</p> <p>LGAs will be provided with:</p> <ul style="list-style-type: none"> <li>• high-level design feedback including alignment with relevant sporting guidelines</li> <li>• guidance on the development of proposals that have merit, that align with the Program objectives and that are ready to proceed.</li> </ul> <p>Applicants should seek independent advice before entering into a grant agreement.</p>
3. Prepare Application and Supporting Documents	<p>LGAs to prepare their application by addressing all assessment criteria and submitting all mandatory supporting documents.</p> <p>The preparation and submission of applications are at the cost of the applicant.</p>
4. Submit application form by closing date	<p>Eligible applicants must complete the application form (including responses to the assessment criteria) via the SRV website: <a href="https://sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program">sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program</a> by 5 pm on Monday 27 March 2023.</p> <p>An application must address all assessment criteria. 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 <a href="mailto:cfnp@sport.vic.gov.au">cfnp@sport.vic.gov.au</a> by 5 pm on Monday 27 March 2023. Please ensure all supporting documents are clearly named (e.g. Plans – Project Name, Costs – Project Name, etc)</p> <p>Zip all supporting documents into one compressed folder. Please see instructions below on how to zip files into a compressed folder.</p> <p>Quote your project name in the subject line of your email.</p> <p>If documentation is not provided at the time of application SRV reserves the right to deem the application ineligible.</p> <p>Please email <a href="mailto:cfnp@sport.vic.gov.au">cfnp@sport.vic.gov.au</a> if you experience any issues with emailing your supporting documentation.</p> <p>Compressing files into a compressed folder:</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <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 (e.g. Part 1 – Project Name, Part 2 – Project Name).</p>

## 7.1 Guidance

These Guidelines and any discussions you may have with Sport and Recreation Victoria staff are for information only, and do not constitute advice. Applicants should seek independent advice before making an application or entering into a Grant Agreement. Applications are at the cost of the applicant.

All projects must demonstrate a commitment to implementing Universal Design principles. This can be demonstrated through the assessment criteria and supporting documentation such as schematic plans. Projects are also strongly encouraged to include clearly identifiable Environmentally Sustainable Design elements in the project scope and budget, where possible.

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

Applicants are encouraged to explore and confirm funding contributions that demonstrate stakeholder commitment to the project/s. Stages of a larger facility development may seek support from the Program, providing the stage addresses the assessment criteria and is eligible.

Projects on school land and private land are eligible but will be subject to the establishment of a legally binding agreement between the organisation and LGA to ensure ongoing public access. For these applications to be eligible, LGAs should provide the required supporting documents outlined in **Section 5**.

Applicants wanting to undertake prefabricated and modular design and construct projects are eligible. However, applicants are required to submit a detailed area schedule rather than schematic plans (although plans can be submitted if available). These projects must be permanent buildings, rather than temporary facilities to ensure long-term benefits for local communities.

## 7.2 Assessment Process

A Country Football and Netball Program Steering Committee has been formed to oversee this Program including the assessment of applications. The committee comprises representatives from Sport and Recreation Victoria, Australian Football League (AFL), AFL Victoria and Netball Victoria.

Only eligible applications will be assessed and considered for funding by the department. An application must address all assessment criteria as per **Section 5**. Claims made against each criterion must be substantiated with evidence.

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

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 consider the Investment Priorities outlined at **Section 1.5** before making recommendations to the Minister for Community Sport. The Country Football and Netball Program Steering Committee will oversee this process and review final recommendations.

Consideration will also be given to:

- LGA performance and the organisation's capacity to deliver the project on time based on recent performance or current project management capacity. Compliance with past grant agreements and the number of overdue milestones for existing projects will also be considered.

Decisions by the Minister for Community Sport regarding funding are final and no further correspondence shall be entered into regarding such decisions. However, applicants can seek feedback on unsuccessful applications from Sport and Recreation Victoria.

# 8.



## CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

### 8.1 Grant Agreements

Successful applicants must enter into a Grant Agreement with the Department of Jobs, Skills, Industry and Regions (DJSIR). Grant Agreements must be signed and returned to DJSIR to allow for initial project payments made in the 2022-23 financial year.

The Minister for Community Sport reserves the right to withdraw funds for projects that do not commence within six months of execution of a funding agreement without recipients demonstrating due cause.

Grant Agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applicants view the template funding agreement on the Sport and Recreation Victoria website. The Grant Agreement will include reference to the following:

- That Country Football and Netball Program funded projects will have six months to commence construction.
- The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding.
- A Grant Agreement is required to be executed (signed) by both parties. The Agreement sets out the:
  - activity details;
  - funding amounts;
  - agreed milestones and payments;
  - outcomes reporting and other reporting requirements;
  - acknowledgement and publicity requirements;
  - other activity specific requirements; and
  - notices.
- Funds must be spent on the project as described in the application and outlined in the Schedule unless changes are agreed to in writing.
- Funded projects are to commence within six months and be completed and all funds claimed within 18 months of execution of a Grant Agreement.
- 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 [sportvic.gov.au](http://sportvic.gov.au).
- 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.

- LGAs must inform the participating organisation(s), where applicable, of all grant arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the grant agreement.
- LGAs are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects.
- An LGA Officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
  - A Project Management Framework\*\* must be completed for all projects.
  - LGAs must secure Sport and Recreation Victoria's endorsement of key documents such as schematic plans and architectural/planning briefs prior to work commencing. Projects must not commence or be tendered until endorsement is provided. Sport and Recreation Victoria may not make milestone payments if endorsement is not secured in a timely manner.
  - LGAs must provide project acquittal documentation as required.
  - LGAs are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- Successful applicants will need to develop a participation plan prior to project completion demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or Department of Jobs, Skills, Industry and Regions publications, 12 months after project acquittal.

## 8.2 Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the 2022-23 Country Football and Netball Program. Promotional 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 and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

\*\* A Project Management Framework is a statement/ spreadsheet that includes the name of the local government officer responsible for the project, project activities and project timelines. The Project Management Framework Fact Sheet, along with a basic Project Management Framework template, can be obtained from the Sport and Recreation Victoria website.

Details of requirements for funded projects are available in the [Sport and Recreation Victoria Infrastructure Acknowledgement and Publicity Guidelines](#) on Sport and Recreation Victoria's website.

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

## 8.3 Payments

Payments will be structured with 90 per cent paid upon execution of a Grant Agreement and 10 per cent paid upon final acquittal.

Payments will be made conditional upon:

- the Grant Agreement having been executed by both parties;
- milestones having been achieved to the department's satisfaction including provision of required/requested information and reports to the satisfaction of the department; and
- 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 funding agreement.

## 8.4 Privacy

The Department of Jobs, Skills, Industry 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, Skills, Industry and Regions Privacy Policy email [info@sport.vic.gov.au](mailto:info@sport.vic.gov.au).

For information about how to access information about you held by the Department of Jobs, Skills, Industry and Regions email [info@sport.vic.gov.au](mailto:info@sport.vic.gov.au).

# 9.



## 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 the Sport and Recreation Victoria website [sport.vic.gov.au/grants-and-funding/our-grants](https://sport.vic.gov.au/grants-and-funding/our-grants)

### 9.1 Supporting documentation, forms and templates

Templates, forms and factsheets to support applications can be found on SRV's website. These include but are not limited to:

- Schedule of Use.
- Project Management Framework.
- Project Governance Framework.
- Fair Play Code for Tenants.
- Gender Impact Assessment Template

For more information and a copy of these forms and templates visit:

[sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program](https://sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program)

### 9.2 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 <https://www.genderequalitycommission.vic.gov.au/gender-impact-assessments>

### 9.3 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. Sport and Recreation Victoria's Design for Everyone Guide incorporates the Universal Design Principles approach to best practice facility design. This is available at [sport.vic.gov.au/publications-and-resources/design-everyone-guide/overview-universal-design](https://sport.vic.gov.au/publications-and-resources/design-everyone-guide/overview-universal-design)



## 9.4 Environmentally Sustainable Design

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

## 9.5 Voluntary Labour and In-kind Support

Applicants may claim in-kind expenses to a maximum of 50 per cent of the total project cost. More information can be found at [sport.vic.gov.au/resources/documents/kind-and-voluntary-support-form](https://sport.vic.gov.au/resources/documents/kind-and-voluntary-support-form)

## 9.6 Fair Play Code

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 [sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code)

## 9.7 Victoria's Women in Construction Strategy

The Strategy is designed to increase women's participation in the trade and semi-skilled 'blue-collar' work in Victoria. In doing so, it will take another important step towards gender equality. More information can be found at <https://www.vic.gov.au/victorias-women-construction-strategy>

## 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. More information can be found at [aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans](https://aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans)

## 9.9 Future Proofing Community Sport and Recreation Facilities

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.

[Future Proofing Community Sport & Recreation Facilities A Roadmap for Climate Change Management for the Sport and Recreation Facilities Sector](#)

A supporting online resource 'No Planet No Play' has also been developed for clubs. Clubs are encouraged to undertake a self-assessment to identify opportunities to improve the sustainability of their operations.

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