

Shooting Sports Facilities Program

Program Guidelines

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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 last summer to coronavirus (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 208 projects benefit from \$13.48 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, better facilities 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 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

COVID OVERVIEW

Background and context

On 11 March 2020, the World Health Organisation declared coronavirus (COVID-19) a pandemic. As a result, the Australian Government introduced a range of measures to reduce the risk of the virus spreading, including restrictions on travel and public gatherings, physical distancing, and a direction for all Australians to stay at home.

Coronavirus (COVID-19) restrictions resulted in the closure of sporting venues and cancellation of sporting activities and events, which significantly reduced revenue sources. Additionally, the restrictions have impacted on businesses supplying contractual services to sporting clubs and associations.

Clubs need to follow the Return to Play plans developed by their peak bodies and ensure that members and visitors to their site are protected from the risk of being exposed to coronavirus (COVID-19).

1 INTRODUCTION

1.1 What is the Shooting Sports Facilities Program?

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 \$8 million over four years for the continuation of the Shooting Sports Facilities Program. This follows an initial \$13.48 million investment made by the Victorian Government during 2014-2018.

1.1.1 Why is the Victorian Government funding these grants?

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.

Shooting ranges represent an important pastime for many Victorians. 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 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

Victorian shooting sports clubs are an important recreational resource for many Victorians, particularly in rural and regional communities. Shooting sports provide opportunities for all Victorians to remain active and engaged in their local communities.

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 general public.

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.

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 an incorporated body, cooperative or association
- possess an Australian Business Number (ABN) or be auspiced by a peak shooting sport body
- be financially able to be able to meet the 5:1 funding ratio and contribute a minimum of 10 per cent in cash to the project

- have a letter of support from the relevant peak shooting sport body.

An auspice arrangement is where your organisation is not incorporated. In this circumstance, clubs 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.

2.1.1 Past performance

In finalising decisions on the allocation of funding for the Shooting Sports Facilities Program, an applicant's past performance will be reviewed and assessed as to whether it is likely to have an impact on the successful delivery of a future project. Poor past performance will be considered when assessing applications and may be a reason for projects not being supported.

The assessment will include consideration of whether:

- applicants have outstanding grants under the Shooting Sports Facilities Program
- organisations who were significantly late in acquitting a project under the Shooting Sports Facilities Program – for reasons out of their control
- organisations that may have misused government funds.

Clubs will be given an opportunity to provide further information in relation to their past performance.

3 FUNDING STREAMS

The Shooting Sports Facilities Program has one funding stream available to applicants. Clubs may only submit one application per round.

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.

A Financial Risk Assessment is required for successful grants above \$50,001. Successful applicants will need to provide financial documents to allow the Department of Jobs, Precincts and Regions to undertake the Financial Risk Assessment.

- Required documents for grants of \$50,001 and more:
 - Audited Financial Reports for the last three financial years*. This should be the 'final accounts' with Directors' Report and Declaration and should include:
 - Profit and Loss Statement
 - Balance Sheet
 - Cash Flows
 - Notes to the accounts.
- If the latest financial report is more than six months old, an up-to-date Management or Interim Accounts for the current year including: Profit and Loss Statement and Balance Sheet.

* If the applicants accounts are not audited, unaudited accounts from their Accountant will be accepted.

The Shooting Sports Facilities Programs requests a co-contribution from applicants. 'In-kind' support is often accepted as an alternative. This includes donated goods, services or volunteer work to support a project. Further information regarding in-kind contributions can be found on the government website <https://www.vic.gov.au/grants-understanding-kind-contributions>

3.1 Grant funding

Victorian shooting sports clubs can apply for a grant up to a total of \$300,000 that must be matched on a \$5:\$1 ratio between the Victorian Government and the applicant.

For applicants to meet the 5:1 funding ratio, they need to provide

- a minimum of 10% cash; and
- a minimum of 10% in-kind contribution (however if the cash contribution is above 10%, the in-kind contribution can be reduced proportionately).

Example of Cash and In-kind contribution

	Minimum cash contribution	In-kind contribution	Total Funding
Victorian Government			\$300,000
Club	\$30,000	\$30,000	\$60,000
Total Project budget			\$360,000

Example of Cash only contribution

	Minimum cash contribution	Total Funding
Victorian Government		\$300,000
Club	\$60,000	\$60,000
Total Project budget		\$360,000

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

- Applicants must be able to demonstrate that they can contribute a minimum of 10 per cent cash funding for the project.
- Projects should be completed within twenty-four months from the Funding Agreement execution date.
- Provision of an aerial map showing location of proposed project
- Grant recipients who shoot outdoors are required to have an Environmental Management Plan (EMP) see Section 7.2.
- Grant recipients are required to provide a Project Management Plan detailing project budget and project proposal.
- A COVIDSafe Plan for their facility.
- Grant funds must be spent in accordance with works described in the Funding 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 have schematic plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Grant recipients will be required to submit a final report that includes a budget tracker, photos of the project and details of any in-kind work undertaken.
- The State reserves the right to undertake spot audits at any time up to two years from the date of project acquittal.

4 FUNDING DETAILS

4.1 What type of activities might be funded?

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

- Building new, or redeveloping existing, facilities to increase participation, capacity or safety (such as improvements or establishment of clubrooms, secure storage, mobility ramps and access, toilets/change

rooms, new baffles, berms, backstops, side walls, stop butts etc.) in an inclusive and friendly environment.

- Environmental protection works to manage contamination risks
- Purchase of shooting sports equipment (such as electronic targets, traps and/ or trap houses)
- Development of multiuse program and meeting spaces.

4.2 What will not be funded?

The Shooting Sports Facilities Program will not support:

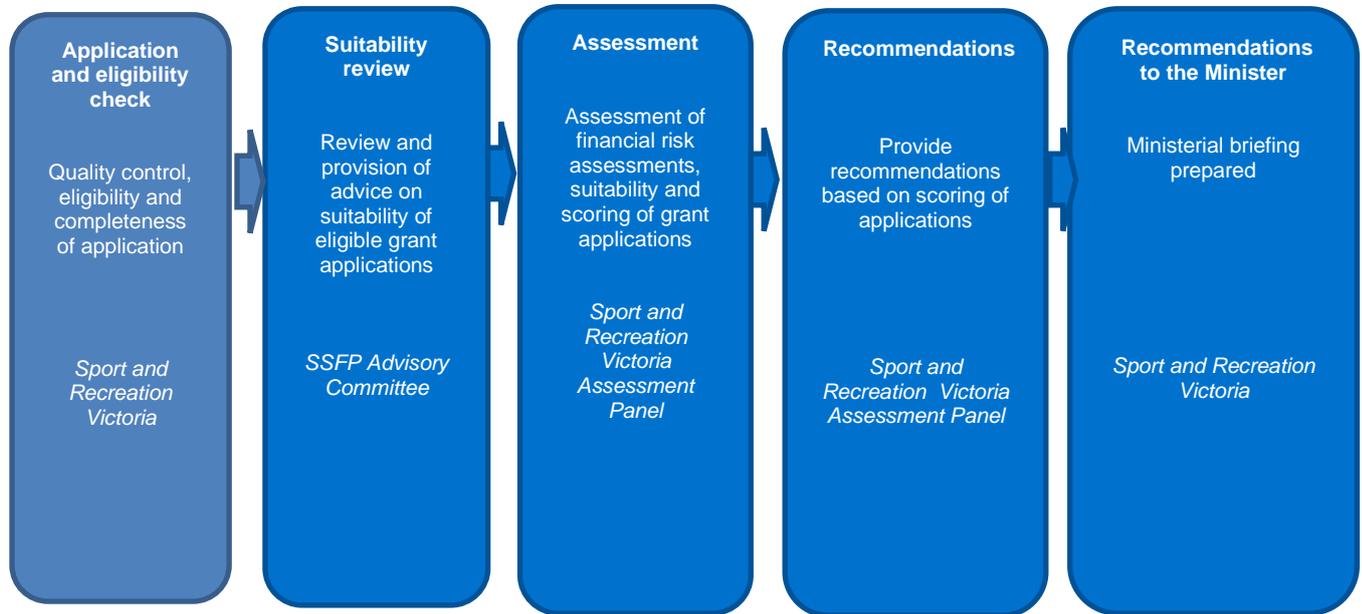
- non-firearm clubs
- the purchase of firearms
- the purchase of ammunition
- projects that do not meet the objectives of the program
- projects that do not meet the eligibility criteria outlined in section 2
- projects which do not meet the funding ratios outlined below in section 4
- projects that do not meet the assessment criteria outlined in section 6
- 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, lack of cash contribution, dependant on land purchase/lease, dependant on planning zone changes etc).
- routine maintenance works
- the purchase of land
- requests for retrospective funding, where projects have commenced or are completed prior to application.
- 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 or support other than the one-off grant
- 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
- requests for ongoing operational costs
- community transport or any other type of vehicle.

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 Decision making process

The diagram below shows the SSFP decision making process for the program:



5.2 Roles and Responsibilities:

Sport and Recreation Victoria Application and eligibility check

Sport and Recreation Victoria will conduct the preliminary assessment by screening applications for quality control, to determine eligibility and completeness of the application. Applications which pass the screening process will have their financial references removed before they are provided to the Advisory Committee.

Eligibility check Process

Eligible applications will only be considered and provided to the Shooting Sports Facility Program if the following is provided:

- responses to all the assessment criteria for the relevant stream
- all mandatory supporting documentation for the relevant stream
- confirmation of cash contribution funding
- site specific project costings such as quotes, cost estimates or a Quantity Surveyor's estimate.
- confirmation of project readiness that demonstrates a project is ready to proceed. The applicant must demonstrate that the project completion date can be achieved within the execution of a Funding Agreement (eighteen months for a minor project and twenty-four months for a major project).

The department reserves the right not to provide an application to the Shooting Sports Facility Program Advisory Committee should insufficient information be provided, including inadequate supporting documentation.

Suitability Review

The primary role of the Advisory Committee is to provide advice and comments on the applications received through the Program. Committee members are requested to:

- Use their knowledge of the sector to provide technical expertise and advice to Sport and Recreation Victoria on the suitability of the applications
- Share and disseminate relevant industry policy and/or best practice materials that may be relevant to the sector.

Assessment

The Sport and Recreation Victoria Assessment Panel will:

- Consider the outcomes of the suitability review
- Use their knowledge of the applicant and similar projects to determine its alignment with the objectives of the Shooting Sports Facilities Program
- Provide assessment reports and scores for each application based on the assessment criteria to support recommendations
- Request and review Financial Risk Assessments for grant applications above \$50,001 to determine level of risk for each application
- Make appropriate recommendations to the Minister for Community Sport, considering matters such as the availability of funding

The Minister’s decision regarding funding is final. However, applicants can seek feedback on unsuccessful applications from the department.

5.3 What are the assessment criteria?

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

What? 40%	<p>Demonstrate the extent to which the project:</p> <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%	<p>Demonstrate the extent to which the project:</p> <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 peak sporting body
How? 30%	<p>Demonstrate the extent to which the project:</p> <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 and environmentally sustainability • has sound project management and governance. • is supported by the landowner/council if undertaking structural works on the site.

6 APPLICATION

6.1 What is the application process?

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

6.1.1 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.

6.1.2 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.

6.1.3 Step 3: Apply online using grants online

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

- A letter of support from the relevant peak shooting sport body endorsing the proposed project.
- Explanation of land tenure arrangements
- Where required, written approvals from relevant authorities for undertaking the proposed project, for example:
 - Intent to obtain the relevant building or planning permits required from the Local Government Authority. In the case permit approvals are not readily accessible, an application for permit will act as suitable evidence of intent.
 - Where the Department of Environment, Land, Water and Planning (DELWP) are the landowners or a committee of management is in place, approval for construction and/or land alterations will be required.
 - In some instances, Parks Victoria are the land managers of Crown Land. Clubs engaged in lease arrangements will require approval of the freehold owner.
 - Clubs and organisations on private land will require letters of endorsement from the relevant landowner (unless they own the land themselves).
- Quotations for works that are equal to the total project cost of the proposed works.
- Completed [In-Kind Labour and Voluntary Support fact sheet and template \(Word\)](#), if 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)

To apply, go to <https://sport.vic.gov.au/grants-and-funding/our-grants> on the Sport and Recreation Victoria website. 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, or JPEG) and not be larger than 5MB.
- When you submit your application online check carefully to ensure all your attachments have been uploaded.

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).

7 ADMINISTRATION

7.1 Approval and Grant Agreements

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

7.1.1 Payment conditions

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

- the Funding Agreement has been signed by both parties
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

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

7.1.2 Funding Agreements

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

Funding 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, 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 Activity, an Activity Schedule is negotiated. It sets out the:

- activity details
- funding amounts
- agreed actions and payments
- activity budget
- 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, 12 months after project acquittal.

7.2 Environmental Management Plans

An Environmental Management Plan provides a site or project-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 to ensure your activity has no impact on the environment. This is a preventative measure to protect against potential contamination concerns.

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

Grant recipients who shoot outdoors are required to have an Environmental Management Plan (EMP). Grant recipients without an EMP will be required to have an environmental consultant develop a site-specific EMP. Successful applicants will be provided with additional funding to procure the EMP. The EMP will be required to be completed to a satisfactory level before funding is released for an applicant's original project proposal.

The EMP will detail the controls and actions to manage contamination at the site. The EMP will be required to be completed to a satisfactory level before funding is released for the applicant's original project proposal.

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.

8 TERMS AND CONDITIONS

8.1 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.

8.2 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

8.3 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 issue. 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.

8.4 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