



Community Cricket Program

2022 PROGRAM
GUIDELINES

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MESSAGE FROM THE MINISTER

Victoria is the home of sport and recreation. Pre-pandemic Victoria had more than 491,000 cricket participants state-wide, that's the largest number of cricket participants across the nation.

After a challenging pandemic affected the last couple of years, the Victorian Government is getting on with helping Victorian grassroots cricket re-establish its number one position across the nation by continuing to invest \$13.5 million over four years through the popular *Community Cricket Program*.

The program provides grants towards cricket facilities including the upgrade or replacement of cricket nets and ageing clubrooms, wickets and more providing cricket clubs the opportunity to accommodate new players and teams and take the game to the next level.

Since 2019, the program has invested over \$3.9 million towards 42 game-changing cricket infrastructure projects across Victoria, with a total project value of \$14.4 million.

The program reflects our 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 cricket competitions and events.

The *Community Cricket Program* is one of a suite of infrastructure programs, which includes the *Local Sports Infrastructure Fund*, *World Game Facilities Fund*, *Community Sports Infrastructure Loans Scheme*, the *Community Motorsport Program* and the *Country Football and Netball Program*, which are investing millions across Victoria.

I look forward to seeing new and exciting projects from the *Community Cricket Program* benefiting more Victorians.



THE HON ROS SPENCE MP
Minister for Community Sport



THE COMMUNITY CRICKET PROGRAM

1.1 About the Program

The Victorian Government is committed to ensuring cricket participation in Victoria remains higher than any other state and that cricketers have access to high-quality, welcoming facilities.

In 2018, Cricket Victoria developed its facility strategy *2017-2022: The journey ahead for Victorian Cricket*, which examines the key priorities for each of cricket's zones in metropolitan and regional Victoria and the basis on which those priority areas have been determined.

Key facility challenges identified for cricket in Victoria include:

- ground availability and capacity
- limited/lack of open space
- condition of training facilities
- female friendly and inclusive facility design
- loss of access to school sites
- playing field sizes
- winter/summer 'seasonal creep'
- quality and use of Premier Cricket facilities.

In 2015, the Victorian Government established the Community Cricket Program. This program provides funding to help address the facility challenges and needs of cricketers across Victoria.

The Program is underpinned by the Department of Jobs, Precincts 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.

1.2 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 cricket facilities that support participation and inclusion of women 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 cricket facilities that will increase participation.
- Fostering inclusive, diverse, accessible and responsible development through universal design, environmental sustainability, and strategically planned facilities.
- Focussing on areas of socio-economic disadvantage and prioritising projects that support under-represented groups.

- Prioritising projects that provide opportunities for under-represented groups including women and girls, Aboriginal Victorians, multicultural, and all-abilities participants in cricket.
- Encouraging involvement of cricket organisations in planning and developing facilities.
- Encouraging collaboration between Local Government Authorities (LGAs), Alpine Resort Boards (ARBs), Sport and Recreation Victoria, Cricket Victoria, cricket associations and clubs to actively promote diverse, inclusive cultures and programs that increase cricket participation.
- Support multi-sport outcomes where cricket is the primary beneficiary.

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

1.3 Outcomes of the Program

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

- Develop new or maintain existing participation opportunities, where there is a risk to participation decline.
- Improve cricket's diversity and inclusiveness by increasing participation of under-represented groups such as women and girls, as outlined in *Active Victoria*.
- Support access to cricket development and pathway programs by improving access to higher quality facilities across Victoria.
- Develop local economic activity through the planning, construction, maintenance, management and activation of redeveloped or new facilities.
- Improve physical and mental health and wellbeing in traditionally disadvantaged communities such as low socio-economic areas, growth areas, and communities experiencing long-term disadvantage.
- Support gender equality in participation, coaching, administration, officiating and volunteering.

1.4 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 under-represented groups, including women and girls, Aboriginal Victorians, people with a disability, seniors, disengaged young people, culturally and linguistically diverse communities, and LGBTIQ people.
- Demonstrating economic uplift in the form of job creation during construction and operation, non-government investment in the facility and local/regional event attraction.
- Demonstrating implementation of Universal Design principles and Environmentally Sustainable Design in project planning.
- Projects or facilities on school land that can demonstrate multi-use opportunities and ensure long-term community access. Please see **Section 4.2** for information regarding facilities on school land.

All cricket training nets funded through the program must be publicly accessible, as per Community Cricket Facility Guidelines (2015). For every **three cricket nets/lanes** being constructed, at least **one must be publicly accessible** all times, with a preference for enhanced public access.

2.



COMMUNITY CRICKET FACILITIES

2.1 Eligible projects

The types of projects that are eligible for support include:

- cricket training nets/facilities that are publicly accessible and may be multi-sport
- pavilion/clubroom developments with female friendly changerooms
- facilities on school land with confirmed community use
- new cricket pitches and/or cricket grounds (other than in exceptional circumstances outlined in **Section 5**).
- ground upgrades that increase capacity or safety
- irrigation and drainage upgrades that improve capacity, inclusion or safety
- sports lighting that enables new programming, improves capacity, inclusion or safety. Requests for replacement of lighting with LED lights are not eligible unless part of a new lighting installation.

Projects will need to be completed within eighteen (18) months of executing a funding agreement with the Department of Job, Precincts and Regions.

2.2 Eligible applicants

Only Victorian LGAs and ARBs are eligible to apply directly for this stream.

LGAs/ARBs are required to discuss their project/s with their Sport and Recreation Victoria and Cricket Victoria representatives before submitting their application/s to receive advice about developing projects that meet the program objectives.

All applications will be assessed against the objectives of the funding stream and the assessment criteria listed in **Section 2.8**.

An Expression of Interest for Community Organisations Form has been developed. The purpose of this form is to assist cricket clubs to liaise directly with their LGA or ARB on possible applications to the program. Community organisations are advised to contact their LGA or ARB about timelines and processes for expressions of interest.

2.3 Funding details

Eligible organisations may submit unlimited applications, however the total funding sought cannot exceed \$200,000 per LGA or ARB, per round, and no application can exceed the **maximum grant amount of \$100,000**.

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

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

Applicants must address the assessment criteria at **Section 3.4** and provide the list of supporting documentation as per **Section 4**.

The department reserves the right to negotiate a lower than requested funding amount for submitted applications.

2.4 Funding ratios

Funding ratios apply to this stream and applications will be required to provide matched funding in accordance with the funding ratios in the below table.

Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost. LGAs/ARBs must approve and commit to any in-kind contribution.

The definition of rural and regional is defined under the *Regional Development Victoria Act 2002 (Act)* as comprising the 48 LGAs outside of metropolitan Melbourne plus the six alpine resorts set out in Schedule 2 of the Act.

Funding ratios under the programs consider the differing capability and capacity between regional cities, rural councils and metropolitan councils as described in the following table.

LGAs/ARBs will be required to provide matched funding in accordance with the below funding ratios:

MAXIMUM GRANT AMOUNT	LOCAL GOVERNMENT AUTHORITIES (LGAS)	FUNDING RATIO
Up to \$100,000 per application Unlimited applications permitted with a maximum request of \$200,000 per LGA/ARB, per round	Metropolitan Melbourne	SRV = \$1 Local = \$1
	Metropolitan Interface Councils: Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV = \$1.5 Local = \$1
	Ballarat, Bendigo and Geelong	SRV = \$1.5 Local = \$1
	Rural	SRV = \$2 Local = \$1

Applicants cannot utilise other State Government funding, including the Community Sports Infrastructure Loans Scheme as part of their local contribution. Local contributions may comprise of funding from all other organisations such as LGAs/ARBs, clubs, Australian Cricket Infrastructure Fund, State Sporting Associations, Federal Government, community partners, or in-kind support.

3.



APPLICATION AND ASSESSMENT PROCESS

3.1 Application process

Step One: Contact Sport and Recreation Victoria and Cricket Victoria

Applicants must discuss project ideas with Sport and Recreation Victoria and Cricket Victoria representatives before submitting an application. Applicants will be provided:

- high-level design advice including alignment with Cricket Australia's *Community Cricket Facility Guidelines*
- guidance on the development of proposals that have merit, that align with the program's objectives and that are ready to proceed
- feedback regarding alignment with Cricket Victoria's facility strategy '*2017-2022: The journey ahead for Victorian cricket*'.

Step Two: Submit application and documentation

Eligible applicants must submit an application via the Sport and Recreation Victoria website, addressing the assessment criteria as per **Section 3.4** and separately email all supporting documents.

Applications can be submitted anytime (via the below link) from the opening of the program to the closing date. Applications should only be submitted when all documentation is complete and ready to be assessed.

- <https://sport.vic.gov.au/grants-and-funding/our-grants/community-cricket-program>

All applications must be submitted and supporting documents emailed, copying in your Sport and Recreation Victoria representative, by

- **5:00pm on Monday, 11 April 2022.**

Please see **Section 4** for a list of the required supporting documentation along with instructions how to submit supporting documentation.

If you need further assistance with applying online, please contact Business Victoria on 1800 325 206 between 9.00am and 5.00pm weekdays. Further questions on this program can also be directed to cricket@sport.vic.gov.au.

3.2 Guidance

These Guidelines and any discussions you may have with Sport and Recreation 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.

Sport and Recreation Victoria encourages LGAs/ ARBs to work with Cricket Victoria and cricket clubs to seek their contribution and support to the planning and design of facilities along with identifying participation, programming and activation initiatives that strengthen project outcomes, particularly for under-represented groups identified in *Active Victoria – A strategic framework for sport and recreation in Victoria 2017-2021*.

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.

LGAs/ARBs are encouraged to explore and confirm funding contributions that demonstrate stakeholder commitment to the project. 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/ARB to ensure ongoing public access. For these applications to be eligible, LGAs and ARBs should provide the required supporting documents outlined in **Section 4**.

LGAs/ARBs 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.

3.3 Assessment process

Only eligible applications will be assessed and considered for funding by the department. An application must address all assessment criteria as per **Section 3.4**. 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 1.4** before making recommendations to the Minister for Community Sport.

Consideration will also be given to:

- ensuring an equitable distribution of funding across Victoria, including across rural, regional, interface and metropolitan communities.
- LGA/ARB performance and the organisation's capacity to deliver the project on time based on recent performance or current project management capacity. Compliance with past funding 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.

3.4 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 and Cricket Victoria, involve other 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/ARBs 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 4**.

ASSESSMENT CRITERIA		
CRITERIA	WEIGHT	QUESTIONS
PROJECT NEED	30%	<p>1 What cricket participation issue/s is the project seeking to address? Explain why the project is required and detail how the scope will address the issue/s identified.</p> <p>Applications should indicate how the project need is supported by planning e.g. LGA/ARB plans, adopted masterplans, alignment with Cricket Victoria's facility strategy <i>Victorian Cricket Infrastructure Strategy 2018-2028</i>. Available via the link below: https://www.cricketvictoria.com.au/government-and-facilities/</p>
PROJECT OUTCOMES	20%	<p>2 Outline current cricket participation levels and activities and how the project will increase or maintain participation, including through proposed activities and programs.</p>
	20%	<p>3 Describe the new opportunities and initiatives that improve inclusion and diversity by under-represented groups and disadvantaged communities as a result of the project. This includes for Aboriginal Victorians, people with a disability, disengaged young people, culturally and linguistically diverse communities, women and girls, LGBTIQ people and socio economically disadvantaged communities.</p> <p>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. club-based gender equity plan, priority access).</p>
COMMUNITY AND STAKEHOLDER ENGAGEMENT	15%	<p>4 Detail the community consultation and stakeholder engagement and consultation that has occurred in relation to the project.</p> <p>Evidence must be provided of:</p> <ul style="list-style-type: none"> How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letterbox drop, social media posts). Outcomes of any consultation and engagement (e.g. master plan, Council report, survey results).
PROJECT READINESS	15%	<p>5 Outline the planning undertaken so far to deliver this project. Outline what steps will be taken to deliver the project within eighteen (18) months. <i>Note: the quality of supporting documentation will also be considered in assessing this criterion.</i></p>

3.5 Timelines

PROGRAM CLOSES	APPLICATION ASSESSMENT	PROJECTS ANNOUNCED
11 April 2022	April-May 2022	From June 2022
		

4.



SUPPORTING DOCUMENTATION CHECKLIST

Please ensure that you submit all of the following documentation with your Full Application as this will demonstrate project readiness.

SUPPORTING DOCUMENTATION	REQUIREMENT
Project Management Framework	Mandatory
Detailed Schedule of Use	Mandatory
Evidence of community and stakeholder consultation <ul style="list-style-type: none"> How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letterbox drop, social media posts). Outcomes of any formal engagement (e.g. master plan, Council report). 	Mandatory
Detailed area schedule for prefabricated/modular construction projects	Mandatory
Site specific plan / aerial map showing location of proposed project	Mandatory
Site specific schematic plans developed with stakeholder input including clear dimensions, measurements and scale. The plans should support compliance against Cricket Australia's Community Cricket Facility Guidelines. (Not applicable for modular construction projects). Note: High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted	Mandatory
Lighting Plans including lux charts that are site specific for lighting projects (where lighting is requested in the project scope)	Mandatory
If total project cost is under \$1 million (excluding GST) : Quotes or internal cost estimates	Mandatory
If total project cost is over \$1 million (excluding GST) : Quantity survey, tender price or independent qualified expert report	
Evidence confirming any additional funding required to complete the project.	Mandatory

SUPPORTING DOCUMENTATION	REQUIREMENT
Evidence of council funding should be in relation to the total funding being contributed e.g. letter from CEO	Mandatory
Where funding from a club is indicated, current bank statement/s evidencing that amount is held by the club must be provided with a letter from a club authorised officer committing that funding amount	Mandatory
Completed in-kind and voluntary labour support form (if applicable)	Mandatory
Relevant sections of LGA/ARB reports/plans/strategies/community consultation to support the project (please do not attach entire documents)	Mandatory
Letters of support from organisations that clearly indicate how the group will either support or benefit from the project	Mandatory
Attach evidence that the Aboriginal Heritage Planning Tool (Aboriginal Heritage Act 2006) has been completed	Mandatory
Completed Fair Play Code Form for Tenants from all clubs and/or associations that are tenants of the facility (formerly Victorian Code of Conduct for Community Sport)	Mandatory
For projects on school land (if applicable, see Section 4.2):	
<ul style="list-style-type: none"> A completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement. A letter from the Department of Education and Training central office that indicates endorsement of the project. Applicants requesting this letter should email vsbaproperty@education.vic.gov.au 	Mandatory
A legally binding land-use agreement for projects located on private land (if applicable)	Mandatory
Project Governance Framework	Desired
Facility Management Plan	Desired
Environmentally Sustainable Design report(s) and budget	Desired
Business or Feasibility Planning Documents	Desired
Access audits (where available)	Desired

4.1 Submitting supporting documentation

Please ensure all documents are clearly named (e.g. Plans – Project Name, Costs – Project Name, etc).

Once all documents have been obtained, please zip them all into one compressed folder and email to cricket@sport.vic.gov.au.

You must also quote your project name in the subject line of your email. Please see instructions below on how to zip files into a compressed folder.

Compressing files into a compressed folder

Select all files using your mouse, then **right click**, select **Send to** and then select **Compressed (zipped) folder**. This will prompt a Save window allowing you to save all selected files into one compressed folder.

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, etc.).

Please email cricket@sport.vic.gov.au if you experience any issues with emailing your supporting documentation.

4.2 Facilities on school land

For projects on school land, a Community Joint Use Proposal (to the Department of Education and Training) 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 and Training website). Applicants must allow sufficient time to complete this document and obtain the necessary written endorsement from the Department of Education and Training.

A letter from the Department of Education and Training central office must also be provided that indicates endorsement of the project. Applicants requesting this letter should email vsbaproperty@education.vic.gov.au.

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



5.



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).
- Applications for projects expanding or enhancing projects previously funded such as Regional Cricket and Community Centres or seeking funding to be a Metropolitan Cricket and Community Centre.
- Facilities where little or no public access is available.
- The purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, private land with public access rights or land held for public purposes by trustees).
- Requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding 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, coaches' boxes and other supporting infrastructure with limited direct impact on participation, 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 cricket pitches will not be funded other than in exceptional circumstances where this is required to ensure that the surface remains safe and playable. Funding will not support making existing functional wickets compliant. LGAs/ARBs will need to provide detailed evidence to substantiate that a pitch has become unplayable and are encouraged to speak with a SRV representative prior to commencing an application to ensure eligibility under the program.

- 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 licensed areas within a proposed facility will not be eligible for funding. The Department of Jobs, Precincts 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 child care 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.



6.



CONDITIONS THAT APPLY TO FUNDING

Funding Agreements

Successful applicants must enter into a Funding Agreement with the Department of Jobs, Precincts and Regions (DJPR). Funding Agreements must be signed and returned to DJPR within 4 weeks of receiving the Funding Agreement and letter.

Funding 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 SRV website. The funding agreement will include reference to the following:

- It is anticipated that Community Cricket Facilities projects will be given a period of 18 months for completion.
- All cricket training nets funded through the program must be publicly accessible, as per Community Cricket Facility Guidelines (2015). For every **three cricket nets/lanes** being constructed, at least **one must be publicly accessible** all times, with a preference for enhanced public access.
- The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding.
- A Funding Agreement is required to be executed (signed) by both parties. The Agreement sets out the:
 - activity details and funding amounts
 - agreed milestones and payments
 - outcomes reporting and other reporting requirements
 - acknowledgement and publicity requirements
 - other activity specific requirements
 - notices.
- Funds must be spent on the project as described in the funding application and outlined in the Funding Agreement, unless changes are agreed to in writing.
- 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).
- 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/ARBs must inform the participating organisation(s), where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the funding agreement.
- LGAs/ARBs are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects.
- A LGA/ARB 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 and submitted for all streams.
 - LGAs/ARBs 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/ARBs must provide project acquittal documentation as required.
 - LGAs/ARBs 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, Precincts and Regions publications, 12 months after project acquittal.

* 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.

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 *Community Cricket Program*. Promotional guidelines form part of the funding 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.

Details of requirements for funded projects are available in the *Sport and Recreation Victoria: Infrastructure Grants Acknowledgement and Publicity Guidelines*, available 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.

Payments

Payments will be made conditional upon:

- the Funding 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
- other terms and conditions of funding continue to be met.

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/ARBs 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.

Privacy

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.



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 <https://sport.vic.gov.au/grants-and-funding/our-grants>.

Community Cricket Facility Guidelines

Cricket Australia's Community Cricket Facility Guidelines aim to provide a consolidated resource of community cricket facility planning, development, management and maintenance information for use by community, government and national cricket industry partners and stakeholders. For more information and a copy of these guidelines please visit <https://www.community.cricket.com.au/clubs/facilities/facilities-guidelines>.

Supporting documentation, forms and templates

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

- Schedule of Use.
- Project Management Framework.
- Project Governance Framework.
- Fair Play Code for Tenants.

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

<https://sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates>

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 The Design for Everyone Guide incorporates the Universal Design Principles approach to best practice facility design. This is available at www.sport.vic.gov.au.

Environmentally Sustainable Design

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

Voluntary Labour and In-kind Support

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

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 and Recreation Victoria's website www.sport.vic.gov.au.

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. <https://www.aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans>.



These guidelines are subject to changes at the discretion of the Minister for Community Sport.

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