2024-25 Local Sports Infrastructure Fund

Community Facilities stream – Supporting Document Checklist  
  
This checklist can also be submitted with your application if you wish to provide any additional comments.

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| **Mandatory Documents** | | | |
| **Document** | **Mandatory/ Desired** | **Submitted** | **Comments** |
| [Project Management Framework](https://sport.vic.gov.au/resources/project-management-framework-fact-sheet-and-form) | Mandatory | Yes  No |  |
| Site specific plan/aerial map clearly showing the location of proposed facilities. | Mandatory | Yes  No |  |
| Site specific schematic plans developed with stakeholder input including clear dimensions, measurements and scale. The plans should support compliance against relevant State Sporting Association Facility Guidelines. (Not applicable for modular construction projects).  **Note:** High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted.  Scoreboards and Fixed Equipment projects should provide at a minimum of clear product specifications and a concept plan. | Mandatory | Yes  No |  |
| For prefabricated/modular construction projects: [Detailed area schedule.](https://sport.vic.gov.au/__data/assets/excel_doc/0005/2319152/Detailed-Area-Schedule.xls) | Mandatory if applicable | Yes  No |  |
| Lighting plans including lux charts, pole locations and footings that are site specific (where lighting is requested in the project scope).  Where a project is proposing to retain existing lighting poles, a report from an engineer or other suitable expert evidencing that these poles are structurally sound must be provided.  Applications should also advise whether a power upgrade will be required onsite, or if the current power is suitable for the new lighting. | Mandatory if applicable | Yes  No |  |
| Project costings:  All costings provided should clearly detail and match the scope items outlined in the application.   * If total project cost is $1 million or over (**excluding GST**): Quantity survey, tender price or independent qualified expert report that clearly identifies all items within the project scope (no more than 6 months old). * If total project cost is under $1 million (**excluding GST**): Quotes or internal cost estimates (no more than 6 months old).   **Note:** Where multiple quotes are provided, please provide a cover page/costings summary of the quotes/costings that equals the total project cost. | Mandatory | Yes  No |  |
| Evidence confirming funding required to finish the project:   * Letter from CEO confirming the applicant’s funding commitment to the project and commitment to underwrite cost escalations to deliver the scope outlined in the application. This provides further confidence that the project can proceed. Please also provide a Council Resolution if available.   **In addition to the above, SRV also requires:**   * where funding is from another government department, evidence of this funding through letter or funding agreement must be provided * where funding from clubs/organisations is indicated: * a letter from that organisation’s authorised officer, stating the funding amount committed * current bank statement/s demonstrating the funding amount is held by the organisation. | Mandatory | Yes  No |  |
| Attach evidence that the [Aboriginal Heritage Planning Tool](https://www.firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans) (Aboriginal Heritage Act 2006) has been completed to determine if a Cultural Heritage Management Plan is required for the project. | Mandatory | Yes  No |  |
| [In‑kind and voluntary labour support form](https://sport.vic.gov.au/resources/in-kind-and-voluntary-support-form) | Mandatory if applicable | Yes  No |  |
| [Schedule of Use](https://sport.vic.gov.au/resources/documents/schedule-use-template) | Mandatory except for active recreation projects | Yes  No |  |
| [Fair Play Code Form](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code) for Tenants from all clubs and/or associations that are tenants of the facility and benefiting from the project. | Mandatory except for active recreation projects | Yes  No |  |
| Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project. | Mandatory | Yes  No |  |
| Evidence of community and stakeholder consultation where there is any impact of the proposed project on residential or community amenity.  Evidence must include:   * how the local community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) * consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). | Mandatory | Yes  No |  |
| For projects on private land:   * A legally binding land-use agreement. | Mandatory if applicable | Yes  No |  |
| For projects on school land:   * An executed Joint Use Agreement, or a completed Community Joint Use Proposal * A letter from the Department of Education central office that indicates endorsement for the project. Applicants requesting this letter should email: [Department of Education](mailto:vsba.property@education.vic.gov.au) | Mandatory if applicable | Yes  No |  |

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| **Desired Documents** | | | |
| **Document** | **Mandatory/ Desired** | **Submitted** | **Comments** |
| For projects on Crown land:   * A letter of support from the land owner | Desired | Yes  No |  |
| [Project Governance Framework](https://sport.vic.gov.au/resources/files/srv-project-governance-framework-templatedocx) | Desired | Yes  No |  |
| Evidence of current facility condition (e.g. photographs of current facility) | Desired | Yes  No |  |
| Gender Impact Assessment | Desired | Yes  No |  |
| Business or feasibility planning documents | Desired | Yes  No |  |
| Environmentally Sustainable Design report(s) and associated budget | Desired | Yes  No |  |
| Facility Management Plan | Desired | Yes  No |  |
| Access Audit | Desired | Yes  No |  |
| Soil/Geotechnical assessments | Desired | Yes  No |  |