**Regional Community Sports Infrastructure Fund**

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

Mandatory Documents

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| --- | --- | --- | --- |
| **Document** | **Mandatory/ Desired** | **Submitted** | **Comments** |
| [Project Management Framework](https://sport.vic.gov.au/__data/assets/word_doc/0018/155106/Project-Management-Framework.doc) | Mandatory | Yes  No |  |
| Site specific plan/aerial map clearly showing the location of proposed facilities. | Mandatory for Master Plans only | 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 if applicable | Yes  No |  |
| [In‑kind and voluntary labour support form](https://sport.vic.gov.au/resources/documents/fact-sheet-kind-labour-and-voluntary-support) | Mandatory if applicable | Yes  No |  |
| Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project. | Mandatory | Yes  No |  |
| [Project Governance Framework](https://sport.vic.gov.au/resources/files/srv-project-governance-framework-templatedocx) | Mandatory | Yes  No |  |
| For Planning Projects   * **Facility Planning:** a Request for Quote and/or Project Proposal   **Municipal Planning:** a Comprehensive Draft Project Brief outlining the scope, methodology and key deliverables | Mandatory | Yes  No |  |

Desired Documents

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| --- | --- | --- | --- |
| **Document** | **Mandatory/ Desired** | **Submitted** | **Comments** |
| Gender Impact Assessment | Desired | Yes  No |  |
| Business or feasibility planning documents | Desired | Yes  No |  |