**Regional Community 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

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 | 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. | 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/documents/fact-sheet-kind-labour-and-voluntary-support) | 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 [ ]  |  |
| Letter of commitment and intent for Participation Initiatives | Mandatory if applicable | 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
 | Mandatory if applicable | Yes [ ]  No [ ]  |  |
| Environmentally Sustainable Design report(s) and budget | Mandatory for aquatic facilities.Desired for other project types. | Yes [ ]  No [ ]  |  |

Desired Documents

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| --- | --- | --- | --- |
| **Document** | **Mandatory/ Desired** | **Submitted** | **Comments** |
| For projects on Crown land:* A letter of support from the land owner
 | Desired | Yes [ ]  No [ ]  |  |
| Gender Impact Assessment | Desired | Yes [ ]  No [ ]  |  |
| [Project Governance Framework](https://sport.vic.gov.au/resources/files/srv-project-governance-framework-templatedocx) | Desired | Yes [ ]  No [ ]  |  |
| Facility Management Plan | Desired | Yes [ ]  No [ ]  |  |
| Access audit | Desired | Yes [ ]  No [ ]  |  |
| Evidence of current facility condition (for example, photos of current facility) | Desired | Yes [ ]  No [ ]  |  |
| Business or feasibility planning documents | Desired | Yes [ ]  No [ ]  |  |
| Soil/Geotechnical assessments | Desired | Yes [ ]  No [ ]  |  |