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| 2018 – 2019 The World Game Facilities Fund  Application Guidelines |
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Department of Health

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Available at [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants)

Message from the Minister for Sport, John Eren

Sport is central to our way of life. It makes our communities stronger by bringing people together and fostering life-long friendships.

That’s why the Andrews Labor Government is working hard to ensure more Victorians can play the sports they love, close to home.

It’s about getting our kids more active and leading happier and healthier lifestyles.

And we haven’t missed a beat. We’re upgrading and building new facilities right across the state to do just that.

When it comes to football – participation is booming, be it out on the grass, indoor or just a social kick to kick, over 350,000 Victorians are playing the world game.

To ensure football continues to grow at the grassroots level, we’re proud to announce a new dedicated fund to back our local football clubs.

The Labor Government’s $2.5 million *The World Game Facilities Fund* will help local football clubs and organisations to improve their facilities.

The fund will allow clubs to undertake projects such as new lighting, pitch upgrades and building new unisex accessible change rooms.

The program reflects our work to boost the health and wellbeing of Victorians and give communities greater power to attract and host competitions and events.

We want to make sure our local football clubs have the support and facilities they need to grow and welcome more members than ever before.

I look forward to seeing new and exciting projects benefitting even more Victorians as part of *The* *World Game Facilities Fund.*

**Hon John Eren MP**

Minister for Sport

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# **Program description and objectives**

## 1. What is *The World Game Facilities Fund?*

*The* World Game Facilities Fund is a Victorian Government funding program that assists local football (soccer) clubs and organisations to upgrade existing or develop new facilities across metropolitan Melbourne and regional Victoria.

The fund aims to support local football (soccer) clubs and organisations, with grants of up to $250,000 for projects such as lighting, pitch redevelopments, synthetic pitch developments and unisex accessible change rooms.

Improving participation outcomes is a key objective of the program. Applications must clearly demonstrate how the project will maximise their capacity to cater for additional participation in football (soccer). Specifically, projects will:

* improve access to quality football (soccer) facilities for females and increase participation
* encourage participation by juniors, people living in growth areas and communities experiencing disadvantage
* demonstrate innovation and flexibility in dealing with issues of demand for football (soccer) facilities
* encourages development of multi-use, shared and co-located facilities
* collaborates with schools and community groups
* collaborates with relevant state sporting association/s and peak bodies
* improve safety, address risks, demonstrate universal design principles and ensure compliant facilities

*The* World Game Facilities Fund promotes the importance of developing more inclusive partnerships between clubs, councils, relevant state sporting associations/peak body, local leagues and associations and the Victorian Government to build a more active Victoria.

**Local clubs and community organisations can only access funding from this program through their local council**.

### \* Further information regarding funding details is provided in Section 4.

## 1.1. Why is the Victorian Government funding these grants?

Strong, active and healthy communities need high-quality, accessible, well-designed and managed infrastructure for sport and active recreation activities. Developing new facilities or improving the quality of existing facilities to increase participation and wellbeing is a priority for the Victorian Government.

The Program reflects the government’s commitment to health, wellbeing, and community sport and active recreation, as well as boosting the capacity of communities to attract and host local and regional competitions and events.

# **2. Who can apply?**

Only local government authorities can apply directly to Sport and Recreation Victoria for funding from this program.

Councils are required to discuss their project(s) with their Sport and Recreation Victoria representative before submitting an application/s.

Local clubs and community organisations are advised to contact their local council to discuss their project, to ensure it meets the program’s objectives and criteria.

# **3. What types of activities might be funded?**

Improving participation outcomes is a key objective of the program. Applications must clearly outline how the project will improve participation outcomes.

Football (soccer) projects that could be funded include, but are not limited to:

* outdoor synthetic surface installations
* unisex accessible change rooms
* outdoor sports lighting that improves participation opportunities and safety
* projects that result in improved ground capacity, such as warm season grass conversions
* projects that result in energy or water efficiency, such as LED lighting

Other considerations include:

* projects on school land are eligible subject to a completed *Community Joint Use Proposal* to the Department of Education and Training which is completed by the applicant and the school
* projects on private land are eligible, but will be subject to the establishment of a legally binding agreement between the organisation and local council to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in the Application
* proposals may include project management fees of up to 5 per cent of the total project cost that is exclusive of GST
* councils wanting to undertake Prefabricated Design and Construct projects are eligible. However, councils are required to submit a detailed area schedule for prefabricated/modular construction projects
* Priority will be given to projects proposals that can demonstrate gender equality, a positive impact on participation in football (soccer) and where communities are experiencing strong population growth and/or disadvantage
* Priority will be given to projects that can commence immediately or are shovel ready.

## 3.1. What will not be funded?

The World Game Facilities Fund will not fund:

**Project Types**

* 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, 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, site clearing, earthworks, building works and any form of early works)
* requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities
* upgrading or redeveloping social space, kitchen or public toilet facilities, except as part of a larger project that meets the objectives of the funding program
* temporary facilities such as retrofitted shipping containers or other non-permanent structure
* costs for the design of sport and recreation facilities only. (e.g. detailed design of a facility or single site masterplans), unless part of a prefabricated/modular construction 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 Australian standards (e.g. lighting projects)
* indoor football (soccer) facilities
* the replacement of like-for-like surfaces (e.g. synthetic surface replaced by a similar synthetic surface) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is being introduced. Additional use should be confirmed through letter of support and schedule of use. Exceptional circumstances may be considered where a safety standard or compliance issue is evident
* repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance
* facilities where little or no public access is available
* in general, areas designated as licenced areas within a proposed facility will not be eligible for funding. The Department of Health and Human Services 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

**Financial Management**

* projects where contributions from funding partners are not confirmed in writing or underwritten by council
* applications where the recipient organisation/s receive revenue from electronic gaming machines will generally be given a lower priority

**Program Alignment**

* projects that do not align with the objectives of the program
* projects that do not strongly address the assessment criteria
* projects that are deemed by Sport and Recreation Victoria as not ready to proceed
* applications submitted after the closing date, unless written approval from Sport and Recreation Victoria has been obtained before the closing date which will only be granted under exceptional circumstances (e.g. significant technology disruptions)
* tenant clubs that have failed to resolve a breach of the *Victorian Code of Conduct for Community Sport*
* projects that do not demonstrate how the principles of Universal Design and Environmentally Sustainable Design have been incorporated

## 3.2. Past 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. Poor past performance will be taken into account when assessing applications and may be reason for projects not being supported.

This assessment 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 or incomplete projects funded by Sport and Recreation Victoria and whether they have requested a variation
* organisations have completed projects funded by Sport and Recreation Victoria and whether they have submitted required final acquittal documentation.

# **4. What are the funding details?**

Councils may submit up to **two** applications for a total (combined) funding request of up to **$250,000**.

**Funding Details**

|  |  |  |
| --- | --- | --- |
| Maximum grant | Local government area | Funding ratios |
| Councils may submit up to two applications for a total (combined) funding request of up to $250,000.  No maximum total project cost | Metropolitan councils | SRV $1:$1 local |
| Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong | SRV $1.5:$1 local |
| Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell | SRV $2:$1 local |
| Rural | SRV $2:$1 local |
| Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost. Council must approve and underwrite any in-kind contribution. | | |

# **5. What is the application process?**

**5.1 Process for clubs**

Only local councils are able to submit applications directly to Sport and Recreation Victoria. Local clubs and community organisations are encouraged to contact their local council to discuss potential projects. As a guide community organisations can review the Expression of Interest Form for Community Organisations that can be found at [www.sport.vic.gov.au/expression-interest-form](http://www.sport.vic.gov.au/expression-interest-form)

**5.2 Process for councils**

The application process will require the submission of a Full Application.

**Step One**: **Contact Sport and Recreation Victoria**

Council must discuss project ideas with a Sport and Recreation Victoria representative before submitting an application. They will provide:

* advice on the most appropriate funding opportunity for your project
* guidance on the development of those proposals that have merit, that align with program objectives and that are ready to proceed
* high-level design advice

**Step Two**: **Full Application**

Councils must submit a Full Application via web link.

All supporting documentation should be emailed to [worldgame@sport.vic.gov.au](mailto:worldgame@sport.vic.gov.au) copying in your Sport and Recreation Victoria representative. Please quote your project name in the subject line of your email (e.g. Smith Reserve Lighting). Attach all documents to one email, zipping the files if required.

You can also send attachments on a CD or USB, quoting your project name, to:

Community Infrastructure Programs

Sport and Recreation Victoria

Department of Health and Human Services

GPO Box 4057

Melbourne, Victoria 3001

**Step Three**: **Assessment**

Full Applications will be assessed against *The World Game Facilities Fund* assessment criteria and the required documents.

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, involve other relevant stakeholders and are clear about what issue they are trying to address. Answering each of the assessment criteria questions will help applicants develop a more thorough project proposal.

Questions about Project Development, Strategic Alignment, Stakeholder Consultation and Program Outcomes are incorporated under the assessment criteria. The percentage weightings allocated to each criteria represents the importance and the different weighting Sport and Recreation Victoria will use to assess applications.

Application(s) addressing all criteria and including all additional information must be submitted by 11:59pm on 30 May 2018.

If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am and 5 pm weekdays.

# **6. Timelines**

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| --- | --- |
| **Program opens** | 26 March 2018 |
| **Applications closing date** | 30 May 2018 |
| **Funding Announcements and Notification of Outcomes** | August 2018 onwards |
| **Projects commence** | October 2018 onwards |
| **Projects completed** | April 2020 |

**6.1 Assessment Criteria**

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| --- | --- |
| Project Development | |
| 40% | Describe why the project is required. |
| Detail the project scope outlining all components of the development. |
| What design considerations have been explored and/or implemented (i.e. Universal Design, ESD, CPTED) and who has been involved during this phase? |
| Provide details on how project costs have been accurately identified, and outline how the project will be funded. |
| Strategic Alignment | |
| 10% | Describe how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans. |
| Stakeholder Consultation | |
| 10% | Outline the consultation process/es undertaken with project stakeholders including clubs/leagues and community groups, relevant state sporting associations and Sport and Recreation Victoria. |
| Project Outcomes | |
| 40% | Outline the current participation and future programming opportunities including any multi-use benefits. |
| Describe the key benefits of the project and how it will increase (or maintain) participation in football (soccer). |
| Describe what gender equality policies and/or practices are currently undertaken by the club and council? If not currently undertaken, how will gender equality be addressed in the future? |

## 6.2 Information you will need to provide as part of your application

**Application Checklist**

The quality of the following **mandatory documentation** will be assessed in conjunction with the criteria responses.

Project Development

* Site specific plan / aerial map showing location of proposed project
* Schematic Plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
* Detailed area schedule for prefabricated/modular construction projects
* Quotes, internal cost estimates are acceptable for projects with a total project cost under $1 million (excluding GST); or
* Quantity survey, tender price or independent qualified expert report are required for projects with a total project cost over $1 million (excluding GST).
* Evidence of confirmation of funding sources (e.g. council resolution confirming contribution, letter from council CEO or club bank statements)
* Project Management Framework

Strategic Alignment

* Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)

Stakeholder Consultation

* Letters of support from organisations that clearly indicate how the group will either support or benefit from the project

Project Outcomes

* Detailed Schedule of Use (Club data current and future hours table)
* Completed *Victorian Code of Conduct for Community Sport Form* *for Tenants* from all facility tenants

If Applicable

* Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
* Attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be found at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)
* Completed in-kind and voluntary labour support form
* Technical and/or Access audits (where available)
* A legally binding land-use agreement for projects located on private land
* For those projects located on school land, a completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement

# **7. Resources and additional information**

Sport and Recreation Victoria has consolidated a number of helpful tools and resources to assist with application development that can be found at[www.sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates](http://www.sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates)

Sport and Recreation Victoria and other industry stakeholders have developed a series of planning guides and other informative resources for ‘best practice’ sport and active recreation facility and club development . Resources include, but are not restricted to:

* Design for Everyone Guide
* Community Sporting Facility Lighting Guide
* Female Friendly Sport Infrastructure Guidelines
* Artificial Grass for Sport Guide
* [This Girl Can - Helping women and girls get active](https://www.vichealth.vic.gov.au/-/media/ResourceCentre/PublicationsandResources/Physical-activity/TGC-Getting-Women-Active-Guide.pdf?la=en&hash=92F3939B606F2E9F1CB264EF0F4ADF373B499740&hash=92F3939B606F2E9F1CB264EF0F4ADF373B499740)
* Female participation in sport and physical activity a snapshot of the evidence, that can be found at [www.vichealth.vic.gov.au/media-and-resources/publications/female-participation-in-sport-and-physical-activity-a-snapshot-of-the-evidence](http://www.vichealth.vic.gov.au/media-and-resources/publications/female-participation-in-sport-and-physical-activity-a-snapshot-of-the-evidence)
* Physical activity across life stages, that can be found at [www.vichealth.vic.gov.au/media-and-resources/publications/life-stages](http://www.vichealth.vic.gov.au/media-and-resources/publications/life-stages)
* Provision of drinking water fountains in public areas, that can be found at [www.vichealth.vic.gov.au/media-and-resources/publications/provision-of-drinking-water-fountains-in-public-areas](http://www.vichealth.vic.gov.au/media-and-resources/publications/provision-of-drinking-water-fountains-in-public-areas)
* Welcoming Sport, that can be found at [www.vicsport.com.au/welcoming-sport](http://www.vicsport.com.au/welcoming-sport)

In addition to these planning guides, a range of project resources are also available to support the development of projects that incorporate best practice. Resources include, but are not restricted to:

#### 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. The Design for Everyone Guide incorporates the Universal Design Principle approach to best practice facility design.

**Schedule of Use**

A Schedule of Use is a list of all the sport and active recreation activities highlighting the extent to which the proposed facility development will be used. The schedule summarises the type and duration of the activity over a period of time and is a valuable tool to measure participation outcomes. Councils can use the Schedule of Use as provided or adapt and/or provide their own.

#### Environmentally Sustainable Design

#### Proposals should incorporate Environmentally Sustainable Design initiatives in project designs. It is good practice to incorporate Environmentally Sustainable Design initiatives in all projects where possible.

**Crime Prevention Through Environmental Design Principles (CPTED)**

Proposals are encouraged to incorporate Crime Prevention Through Environmental Design Principles in planning and designing projects. The Safer Design Guidelines provide guidance for designing safer environments that minimise the opportunity for crime to occur and promote safe, accessible and liveable places that encourage community participation. For more information go to [www.planning.vic.gov.au/urban-design/safer-design](http://www.planning.vic.gov.au/urban-design/safer-design)

**Child Safety Standards**

From 1 January 2017, new Child Safety Standards (the Standards) now apply to sporting organisations that operate and provide sporting services directly to children within Victoria (including National Sporting Organisations).

The Standards relate to child protection within your Association or Club, and include requirements to have practices, procedures and policies in place to prevent and respond to allegations of child abuse. For more information go to [www.vicsport.com.au/child-safe-standards](http://www.vicsport.com.au/child-safe-standards)

#### Capital Replacement Planning

A Capital Replacement Plan is a tool (not mandatory) that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is recommended by Sport and Recreation Victoria where facilities need to be periodically replaced or renewed.

#### Voluntary Labour and In-kind Support

Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for *The World Game Facilities Fund*.

**SunSmart Online Shade Audit Tool**

This online tool helps determine whether existing shade at a site is adequate and provides practical recommendations to improve both built and natural shade. For more information go to [www.sunsmart.com.au/shade-audit](http://www.sunsmart.com.au/shade-audit)

#### Competitive Neutrality Policy

Under the Council of Australian Governments’ Competition Principles Agreement, Victoria is a signatory to the Council of Australian Governments’Competitive Neutrality Policy*.*

Competitive neutrality policy measures are designed to achieve a fair market environment without interfering with the innate differences in size, assets, skills and organisational culture which are inherent in the economy.

The competitive neutrality policy applies only to the significant business activities of publicly owned entities, and not to the non-business non-profit activities of those entities. In Victoria, it is the responsibility of government agencies and local governments to determine if their business activities fall within the scope of competitive neutrality policy. For information go to [www.dtf.vic.gov.au/Publications/Victoria-Economy--publications/Victoria-Economy-publications/Competitive-neutral-policy](http://www.dtf.vic.gov.au/Publications/Victoria-Economy--publications/Victoria-Economy-publications/Competitive-neutral-policy)

# **8. Conditions that apply to applications and funding**

## 8.1. Funding Agreements

Successful applicants must enter into a Funding Agreement with the Department of Health and Human Services. 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 review the Department of Health and Human Services standard terms and conditions before applying.

* The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding. It is recommended that you view the terms and conditions that can be found at www.sport.vic.gov.au
* An Funding Agreement is required to be executed (signed) by both parties. The Agreement sets out the:
  + - activity details
    - funding amounts
    - agreed milestones and payments
    - reporting requirements
    - acknowledgement and publicity requirements
    - other activity specific requirements/notices.
* Funds must be spent on the project as described in the application and outlined in the Schedule, unless changes are agreed to in writing.
* Projects are to be completed and funds claimed by **30 April 2020**
* The facility tenant club(s) or association(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport*. *The Victorian Code of Conduct for Community Sport – Forms for Tenants* must be completed and signed by each facility tenant club and submitted with the Full Application to Sport and Recreation Victoria. Applications without this form will not be considered for funding. For more information about the *Victorian Code of Conduct for Community Sport* go to [www.sport.vic.gov.au/publications-and-resources/community-sport-resources/victorian-code-conduct-community-sport](http://www.sport.vic.gov.au/publications-and-resources/community-sport-resources/victorian-code-conduct-community-sport)
* A request to vary the timing or scope of an approved project must be discussed with your Sport and Recreation Victoria representative before submitting your request or commencing new works. 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 scope.
* Councils 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 Schedule.
* Councils are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects as outlined in the Schedule.
* The principles of the Victorian Industry Participation Policy should be observed throughout relevant projects.   
  For more information go to [www.dsdbi.vic.gov.au/our-department/strategies-and-initiatives/victorian-industry-participation-policy](http://www.dsdbi.vic.gov.au/our-department/strategies-and-initiatives/victorian-industry-participation-policy)
* A local government officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
  + - a Project Governance Framework\*\* must be completed and submitted with the Full Application
    - a Project Management Framework\*\*\* must be completed and submitted with the Full Application
    - through the partnership approach and process of appropriate engagement outlined in the project’s governance framework, councils must secure Sport and Recreation Victoria’s endorsement of key documents such as schematic and detailed 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
    - councils must provide project acquittal documentation as required
    - councils are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
* Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or Department of Health and Human Services publications, 12 months after project acquittal.

\*\*A Project Governance Framework establishes a framework for project decision making amongst project partners.

\*\*\*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 found at [www.sport.vic.gov.au/grants-and-programs/community-sports-infrastructure-fund](http://www.sport.vic.gov.au/grants-and-programs/community-sports-infrastructure-fund)

## 8.2. Acknowledging the Victorian Government’s support and promoting success

Successful applicants need to acknowledge the Victorian Government’s support through *The World Game Facilities Fund*. Acknowledgement and publicity 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, promotional material and placement of a permanent Victorian Government endorsed sign/plaque at the site during construction and upon completed of infrastructure activities.  
  
When your organisation wishes to launch an infrastructure project which is receiving funding from the government at a public event or similar, you are required to give the Minister for Sport the opportunity to officially open or launch the activity. Your organisation is also required to invite the Minister for Sport to significant events associated with the project including ground breaking ceremonies, construction inspections, openings, launches and photo opportunities. All significant events of *The World Game Facilities Fund* projects are to be coordinated through the Office of the Minister for Sport. Councils considering staging significant events must give adequate notice of at least eight weeks via email invitation to invitations.eren@minstaff.vic.gov.au

These guidelines have recently been updated to reflect current expectations of Victorian Government recognition. Acknowledgement and Publicity Guidelines can be found at [www.sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates](http://www.sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates)

## 8.3. Payments

Upfront payments for funded projects may be made if/when:

* a Funding Agreement has been signed by both parties and any special conditions have been met
* 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.

For all grants at least 10 per cent of the total funding is paid in arrears on evidence of satisfactory completion of the activity.