#### Department of Jobs, Precincts and Regions

Community Cricket Program

2019-20 Program Guidelines

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# Message from the Minister

Victoria is the home of sport and recreation. We are the nation’s sporting capital, home to over 100 state sport and recreation organisations with one third of Australia’s national sport organisations and more than 16,000 clubs.

The Victorian Government is committed to helping communities and clubs upgrade sports grounds and ageing clubrooms, with new infrastructure and recreation spaces that encourage people to be active and reap the benefits of physical activity.

We are also committed to ensuring the cricket participation rate in Victoria continues to lead the nation and that cricketers have access to the highest quality facilities they deserve. With more than 440,000 participants state-wide, Victoria is definitely the home of cricket, with women and girls signing up in record numbers. With growing numbers, many clubs face challenges accommodating new players.

That is why the Victorian Government is investing $13.5 million over four years to continue the *Community Cricket Program,* aimed at creating pathways and opportunities for people of all ages, backgrounds and abilities to realise their cricket dreams and enhance their lives through active living. This funding will support the implementation of objectives from both *Active Victoria – A strategic framework for sport and recreation in Victoria 2017-2021* and Cricket Victoria’s facility strategy: ‘*2017-2022: The journey ahead for Victorian Cricket’* strategic plan.

The *Community Cricket Program* supports and focuses on improving cricket facilities for women and girls and creating more participation opportunities for all Victorians. It also aims to improve the range and quality of cricket facilities to support participation, athlete pathways and diversity.

The Program reflects our commitment to health and wellbeing, economic activity and local jobs, diverse and inclusive participation while boosting the capacity of communities to attract and host local and regional cricket competitions and events.

We are looking for evidence-based and innovative initiatives that help increase participation diversity and inclusion, improve gender equality and ensure people of all abilities and backgrounds are welcome at all cricket clubs throughout Victoria.

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

**The Hon Martin Pakula MP
Minister for Tourism, Sport and Major Events**

1. The Community Cricket Program
	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 their facility strategy ‘*2017-2022: The journey ahead for Victorian Cricket’* which highlights the current and developing needs for cricket. It 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.

The Victorian Government in 2015 established the *Community Cricket Program* initiative. This initiative provides funding to help address the facility challenges and needs of cricketers across Victoria, including grassroots cricket and regional communities.

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. 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 by underrepresented groups 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.
* Strengthening communities through the development of sustainable cricket facilities.
* Fostering inclusive, diverse, accessible and responsible development through universal design, environmental sustainability, and strategically planned facilities.
* Encouraging and providing opportunities for women and girls, Aboriginal, multicultural, and all-abilities participants in cricket through facility development.
* Encouraging involvement of cricket organisations in planning and developing facilities.
* Encouraging collaboration between LGAs, 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.

The Victorian Government is committed to supporting greater opportunities for all Victorians. There are significant groups of Victorians whose participation in sport or active recreation is well below the state average. Aboriginal Victorians, people with a disability, seniors, disengaged youth, culturally and linguistically diverse (CALD) communities, women and girls, LGBTI+ people and socio-economically disadvantaged all have significantly lower levels of participation.

* 1. Outcomes of the Program

The Program reflects the Victorian Government’s commitment to securing the many benefits of participating 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, as outlined in Active Victoria – A strategic framework for sport and recreation in Victoria 2017-2021.
* 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 cricket participation, coaching, administration, officiating and volunteering.
1. Funding streams

The Community Cricket Program invests in improving existing and building new cricket facilities.

Funding is available under the following streams:

Community Cricket Facilities (Section 3); and

Metropolitan Cricket and Community Centres (Section 4).

#### Community Cricket Facilities

* Unlimited Applications up to $200,000 per LGA per round
* Up to $100,000 per application
* Change Rooms
* Wickets/Pickets
* Turf/Ovals
* Training Nets

#### Metropolitan Cricket and Community Centres

* Only 1 Expression of Interest per eligible LGA
* Up to $1,500,000 per application
* Cricket and Community Centres
1. Community Cricket Facilities
	1. Stream objectives

Improving existing and building new community cricket facilities is supported by the *Community Cricket Facilities Stream,* which aims at improving cricket participation opportunities for all Victorians.

The Program facilitates Local Government Authorities (LGAs), cricket associations and local cricket clubs to work together to identify facilities that increase participation, inclusion and diversity across Victoria.

* 1. Eligible projects

The types of projects that are eligible for support from this stream 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 and/or improved cricket pitches or sports field upgrades that increase capacity or safety
* irrigation and drainage upgrades that improve capacity or safety
* sports lighting that improves capacity and safety. Requests for replacement of lighting with LED lights are not eligible unless part of a new lighting installation.
	1. Eligible applicants

Only Victorian LGAs and Alpine Resort Boards are eligible to apply directly for this stream.

LGAs 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 3.8.**

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 on possible applications to the program. Community organisations are advised to contact their LGA about timelines and processes for expressions of interest.

* 1. Funding details

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

* 1. 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 must approve and commit to any in-kind contribution.

###### Maximum Grant Amount

Up to $100,000 per application
Unlimited applications permitted with a maximum request of $200,000 per LGA per round

###### Local Government Authorities (LGAs)

Metropolitan Melbourne
Funding Ratio SRV = $1 LGA = $1

Metropolitan Interface Councils: Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges
Funding Ratio SRV = $1.5 LGA = $1

Ballarat, Bendigo and Geelong
Funding Ratio SRV = $1.5 LGA = $1

Rural
Funding Ratio SRV = $2 LGA = $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, clubs, state sporting associations, Federal Government, community partners, or through in-kind support.

* 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: Full Applications

Applicants must submit an application via the Sport and Recreation Victoria website and address the assessment criteria as per **Section 3.8**.

Applications can be submitted anytime from the opening of the program to the closing date for each round and will be assessed after the closing date. Applications should only be submitted when all documentation is complete and ready to be assessed.

All supporting documentation must be emailed to cricket@sport.vic.gov.au copying in your Sport and Recreation Victoria representative by 11:59pm on Friday 13 March 2020.

If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am and 5.00pm weekdays.

When submitting supporting documentation, you must 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:

**Email:** cricket@sport.vic.gov.au

**Post:** Community Infrastructure Programs (Cricket)
Sport and Recreation Victoria
Department of Jobs, Precincts & Regions
GPO Box 4057 Melbourne Victoria 3001

* 1. 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 3.8**. Claims made against each criterion must be substantiated with evidence.

Full Applications will be considered ineligible and will not be assessed if the following is not provided:

* assessment criteria responses that are clear, detailed and evidenced based
* all mandatory supporting documentation
* evidence the project is ready to proceed.

The department reserves the right not to assess an application should insufficient information be provided, including inadequate supporting documentation.

The Minister for Tourism, Sport and Major Events’ decision regarding funding is final and no further correspondence shall be entered into regarding such decisions. However, applicants can seek feedback on unsuccessful applications from the department.

* 1. 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 will need to address and respond to the following application questions and also be required to provide evidence and documentation to support your application. A detailed table of the mandatory and desired documents can be found in the supporting documentation checklist at **Section 5**.

###### Community Cricket Facilities

Up to $100,000 per application
Unlimited applications permitted with a maximum request of $200,000 per LGA per round

1. What cricket participation issue/s is the project seeking to address? Explain in detail why the project is required.
2. Detail how the project scope will address the cricket participation issue/s identified.
3. Detail the consultation process undertaken with the community and project stakeholders, and its outcomes, to demonstrate support for the project and proposed outcomes.
4. Outline current cricket participation activities and future activities, programs and activations that will result from the project. This should include confirming new opportunities to improve inclusion and diversity by under-represented groups outlined in Cricket Victoria’s facility strategy 2017-2022: The journey ahead for Victorian cricket and Active Victoria – A strategic framework for sport and recreation in Victoria 2017-2021.
5. Describe how the project is supported by planning e.g. LGA plans, master plans, Cricket Victoria’s facility strategy ‘2017-2022: The journey ahead for Victorian cricket’ .
	1. Timelines

Full applications close 13 March 2020
Application assessment March–April 2020
Projects announced May–June 2020

1. Metropolitan Cricket and Community Centres
	1. Stream objectives

Metropolitan Cricket and Community Centres are designed to support the development of cricketers and provide greater access to people from all backgrounds. The Centres will assist with the management of the game, acting as administrative hubs and will deliver on the following key objectives:

* pathways (e.g. development of local junior talent, lower costs to parents)
* community programs (e.g. space for community groups to participate together)
* community cricket (e.g. better facilities for girls and women’s cricket)
* premier cricket (e.g. focus on women’s premier cricket).

Metropolitan Cricket and Community Centres will address the significant gaps in the development of cricket facilities in metropolitan zones and at those grounds hosting Premier Cricket. For more information on Cricket Victoria’s metropolitan zones please refer to the *Melbourne Metropolitan Cricket Strategy* <https://www.cricketvictoria.com.au/melbourne-metropolitan-cricket-strategy/>

By collating or integrating these centres with existing sporting facilities that already cater for cricket and other sports, existing facilities can be utilised to support increased demand levels and deliver a greater participation outcome than currently possible with current facility provision.

* 1. Eligible projects

A Metropolitan Cricket and Community Centre would be located at an identified cricket facility, or sports precinct, to leverage existing facilities and include any combination of:

* multiple ovals with turf and synthetic wickets
* pavilion with multiple female friendly changerooms
* indoor training facilities
* turf and synthetic training wickets
* lighting with sufficient illumination for competition play (300 lux or higher)
* administration facilities.
	1. Eligible applicants

Only Metropolitan Victorian LGAs listed in **Section 4.5** are eligible to apply directly for this stream. LGAs located within Cricket Victoria’s regional cricket zones (including Frankston City Council, Mornington Peninsula Council and Cardinia Shire Council) are ineligible to apply for Metropolitan Cricket and Community Centre funding.

LGAs are required to discuss their project/s with their Sport and Recreation Victoria representative and Cricket Victoria before submitting their Expression of Interest to receive advice about the appropriate scope, location and outcomes for proposed centres.

All Expressions of Interest and full applications will be assessed against the objectives of the funding stream and the eligibility and assessment criteria listed in **Section 4.8.**

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

* 1. Funding details

Eligible LGAs may submit a single project with a maximum grant amount of up to $1,500,000.

* 1. 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.

###### Maximum Grant Amount

Up to $1,500,000\*
\*One Expression of Interest permitted per LGA Local Government Authorities (LGAs)

Banyule, Bayside, Boroondara, Brimbank, Darebin, Glen Eira, Greater Dandenong, Hobsons Bay, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Monash, Moonee Valley, Moreland, Port Phillip, Stonnington, Whitehorse and Yarra City
Funding Ratio SRV = $1 LGA = $3

Metropolitan Interface Councils: Casey, Hume, Melton, Nillumbik, Whittlesea, Wyndham and Yarra Ranges
Funding Ratio SRV = $1 LGA = $2

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, clubs, state sporting associations, Federal Government or community partners.

* 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 expression of interest. Applicants will be provided:

* high-level design advice including alignment with Cricket Australia’s *Community Cricket Facility Guidelines* and on components that support the development of a Metropolitan Cricket and Community Centre
* 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: Expression of Interest

Applicants must submit an Expression of Interest via the Sport and Recreation Victoria website for initial assessment and review. Expressions of Interest can be submitted anytime from the opening of the program to the closing date and will be assessed upon submission. Supporting documentation is not mandatory, however if available may be submitted with your Expression of Interest.

* Expressions of Interest must be submitted by 11:59pm on Sunday, 31 May 2020.

Priority will be given to projects that are supported by Cricket Victoria’s facility strategy *‘2017-2022: The journey ahead for Victorian cricket’*.

Following assessment of the Expressions of Interest against the assessment criteria as per **Section 4.8**, successful projects will be invited to submit a Full Application by the Minister for Tourism, Sport and Major Events.

##### Step Three: Full Applications

For those invited to submit a Full Application, LGAs must submit their application via the Sport and Recreation Victoria website and address the assessment criteria as per **Section 4.8**.

For those invited to submit a Full Application, the application and all supporting documentation must be submitted by the date specified in the invitation letter to submit a Full Application. All supporting documentation must be emailed to cricket@sport.vic.gov.au copying in your Sport and Recreation Victoria representative.

If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am and 5.00pm weekdays.

When submitting supporting documentation, you must 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:

**Email:** cricket@sport.vic.gov.au

**Post:** Community Infrastructure Programs (Cricket)
Sport and Recreation Victoria
Department of Jobs, Precincts & Regions
GPO Box 4057 Melbourne Victoria 3001

* 1. 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 4.8. Claims made against each criterion must be substantiated with evidence.

Expressions of Interest will not be considered eligible if the following is not provided:

* assessment criteria responses that are clear, detailed and evidence based
* consideration of alignment with Sport and Recreation Victoria and Cricket Victoria plans and strategies
* demonstrate a clear need for the proposed facility.

Full Applications will be considered ineligible if the following is not provided:

* assessment criteria responses that are clear, detailed and evidenced based
* all mandatory supporting documentation
* evidence the project is ready to proceed.

The Minister’s decision regarding funding is final and no further correspondence shall be entered into regarding such decisions. However, applicants can seek feedback on unsuccessful applications from the department.

* 1. 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 will need to address and respond to the following application questions and also be required to provide evidence and documentation to support their application. A detailed table of the mandatory and desired documents can be found in the supporting documentation checklist at **Section 5**.

##### Assessment Criteria – Expressions of Interest

###### Metropolitan Cricket and Community Centres (EOI)

Grant amount up to $1,500,000
One Expression of Interest permitted per LGA

1. What cricket participation issue/s and opportunities is the project seeking to address? Explain why the project is required.
2. How does the project align with relevant Council plans and Cricket Victoria’s facility strategies including the 2017-2022 The journey ahead for Victorian Cricket and the Melbourne Metropolitan Cricket Strategy? How does it relate to and service Cricket Victoria’s metropolitan zones?
3. Is the proposal supported by Cricket Victoria? Who are the project partners and what is their anticipated role in the project?
4. How will it increase the use or multi-use of the current facility? How will it increase cricket participation? How will it improve access for under-represented groups as outlined in Active Victoria – A strategic framework for sport and recreation in Victoria 2017-2021 and Cricket Victoria Strategies?
5. What are the indicative costs, co-contributions and time frames for the project? What further work is required to ensure the project is ready to proceed’?

##### Assessment Criteria – Full Applications

###### Metropolitan Cricket and Community Centres (Full Application)

Grant amount up to $1,500,000
One Full Application permitted per LGA (by invitation only)

1. Detail how the project scope will address the cricket participation issue/s and opportunities identified.
2. Detail the consultation process undertaken with the community and project stakeholders in relation to the design of the facility and demonstrate support for the project and proposed outcomes.
3. Detail current cricket participation activities and future activities, programs and activations that will result from the project, including multi-sport benefits. This should include confirming new opportunities to improve inclusion and diversity by under-represented groups Reference should also be made to the role the facility plays in high performance pathways and regional events and programs.
4. Detail the economic activity that the project will deliver during the planning and/or construction and/or post-construction phases.
5. How do the designs align with the *Community Cricket Facility Guidelines*? What Universal Design Principles and Environmentally Sustainable Design initiatives will be implemented?
6. Demonstrate appropriate feasibility, business and management planning, which identifies operational and financial sustainability.
7. Supporting documentation

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

|  |  |  |
| --- | --- | --- |
| Supporting Documentation | CommunityCricketFacilities | Metropolitan Cricket and Community Centres |
| Project Management Framework  | Mandatory | Mandatory |
| Project Governance Framework | Desired | Mandatory |
| Detailed Schedule of Use  | Mandatory | Mandatory |
| Detailed area schedule for prefabricated/modular construction projects | Mandatory | Mandatory |
| Site specific plan / aerial map showing location of proposed project | Mandatory | Mandatory |
| Lighting Plans (including lux charts that are site specific for lighting projects) | Mandatory | Mandatory |
| Schematic Plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects are not accepted) | Mandatory | Mandatory |
| Quantity survey, tender price or independent qualified expert report are mandatory for projects with a total project cost **over $1 million** (excluding GST) | Mandatory*If project is* ***over $1 million*** | Mandatory*If project is* ***over $1 million*** |
| Quotes or internal cost estimates for projects **under $1 million** (excluding GST). (Costs from similar or previous projects will not be accepted). | Mandatory*If project is* ***under $1 million*** | Mandatory*If project is* ***under $1 million*** |
| Evidence of confirmation of funding sources (e.g. LGA report confirming contribution, letter from LGA CEO or club bank statements) | Mandatory | Mandatory |
| Completed in-kind and voluntary labour support form (if applicable) | Mandatory | Not Applicable |
| Relevant sections of LGA reports/plans/strategies/community consultation to support the project (please do not attach entire documents) | Mandatory | Mandatory |
| Letters of support from organisations that clearly indicate how the group will either support or benefit from the project | Mandatory | 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 | Mandatory |
| Attach evidence that the Aboriginal Heritage Planning Tool *(Aboriginal Heritage Act 2006)* has been completed | Mandatory | Mandatory |
| For projects on school land (if applicable):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 that indicates endorsement of the project. | Mandatory | Mandatory |
| A legally binding land-use agreement for projects located on private land (if applicable) | Mandatory | Mandatory |
| Facility Management Plan | Desired | Mandatory |
| Environmentally Sustainable Design report(s) and budget | Desired | Desired |
| Business or Feasibility Planning Documents | Desired | Desired |
| Technical and/or Access audits (where available) | Desired | Desired |

1. Investment priorities and guidance

## Guidance for all streams

The department encourages LGAs 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.

LGAs 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 program criteria and is eligible.

Projects on private land are eligible but will be subject to the establishment of a legally binding agreement between the organisation and LGA to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in the application to be eligible.

LGAs 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.

## Priorities for all streams

Priority will be given to communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing strong population growth or significant change in circumstances (e.g. economic challenges).

Priority will be given to projects that demonstrate economic uplift in the form of job creation during construction and operations, non-government investment in the facility and participant and event attraction.

## 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 at both the regional and central office.

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

1. Types of activities that will not be funded
* Applications submitted after the closing date will not be considered, 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)
* 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, 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 like-for-like surfaces (e.g. synthetic wickets replaced by a similar synthetic surface) are ineligible for funding. To be eligible for funding the application will need to demonstrate that additional uses are proposed and/or a multi-purpose element is being introduced. Exceptional circumstances may be considered where a safety standard or compliance issue are evident, and an activity will not continue to be conducted as a result.
* 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 licenced 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.
1. Conditions that apply to funding

## Funding Agreements

Successful applicants must enter into a Funding Agreement with the Department of Jobs, Precincts and Regions.

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 Sport and Recreation Victoria 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 net projects must be fully publicly accessible, as per *Community Cricket Facility Guidelines (2015)*.
* 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](http://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 Tourism, Sport and Major Events. A formal process and documentation to request a change of scope is provided on Sport and Recreation Victoria’s website.
* LGAs 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 are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects.
* The principles of the Local Jobs First policy should be observed throughout relevant projects <https://localjobsfirst.vic.gov.au>.
* An LGA 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 for the Metropolitan Cricket and Community Centres projects.
* A Project Management Framework\*\*\* must be completed and submitted for all streams.
* Through the partnership approach and process of appropriate engagement outlined in the Project Governance Framework, LGAs 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 must provide project acquittal documentation as required.
* LGAs 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 Jobs, Precincts and Regions 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 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 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.

1. 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

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.

## 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 for only *Community Cricket Facilities*. In-kind expenses are not applicable to *Metropolitan Cricket and Community Centre* projects.

## 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 Tourism, Sport and Major Events.

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To receive this publication in an accessible format, please contact the Grants Information Line on 1300 366 356, using the National Relay Service 13 36 77 if required.

Available at Sport and Recreation Victoria’s website 