World Game Facilities Fund

2022 Guidelines

# Message from the Minister

As Australia and New Zealand continue counting down the clock to the pinnacle event in world football, the FIFA Women’s World Cup in 2023, we’re expecting even more men and boys and women and girls signing up to play the local game than ever before.

It’s more important than ever we ramp up our efforts to ensure local football has strong foundations so it can not only survive the pandemic but thrive into a new era.

That’s why the Victorian Government is proud to be investing $20 million over four years in the World Game Facilities Fund.

Since 2018, the fund has invested over $16.7 million for 58 game-changing infrastructure projects across Victoria, with a total project value of over $58 million.

These funds have not only changed local soccer venues for the better but have also help our football clubs face the challenges of accommodating a broader base of community members keen to get involved in the world game.

Grants of up to $500,000 are available for sports lighting, pitch developments, synthetic pitches, and female friendly change rooms.

The program reflects our major commitment to health and wellbeing, economic activity and local jobs, diversity, inclusion, and boosting the capacity of communities to attract and host local and regional football competitions and events.

The World Game Facilities Fund is one of a suite of infrastructure programs, which includes the Local Sports Infrastructure Fund, Community Cricket Program, Community Sports Infrastructure Loans Scheme, Country Football and Netball Program, and the Community Motorsports Program which are investing millions across Victoria.

We’re also proud to be investing $101.1 million in the purpose-built Home of the Matildas, at La Trobe University in Bundoora. The historic investment will secure the state-of-the-art facility, providing a launch pad for home grown champions out to make their mark in the Australian women’s football team.

I look forward to seeing new and exciting projects from the World Game Facilities Fund benefiting more Victorians.

The Hon Ros Spence MP

Minister for Community Sport

# 1. The World Game Facilities Fund

## 1.1 About the Fund

Established in 2018, the World Game Facilities Fund (Fund) is a $20 million state‑wide Victorian Government investment program that funds the development of high‑quality, accessible community football infrastructure. Funding will assist local football clubs and organisations working with their Local Government Authority or Alpine Resort Board to upgrade existing or develop new facilities across Metropolitan Melbourne and Regional Victoria to support the sustainability and growth of football.

The Fund promotes partnerships between the Victorian Government, Local Government Authorities (LGAs), Alpine Resort Boards (ARBs), football leagues and associations, football clubs, schools and community organisations to deliver the strategic directions identified in Active Victoria: A strategic framework for sport and recreation 2017 – 2021.

The Fund 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.

## 1.2 Objectives of the Fund

Strong, active and healthy communities need high‑quality, accessible, well‑designed and well‑managed infrastructure to conduct sport and active recreation activities. Developing football infrastructure that supports participation and inclusion of woman and girls and other under‑represented groups along with disadvantaged communities, while boosting local economic activity is a priority for the Victorian Government. The Fund aims to achieve this by:

* Upgrading existing and constructing new football infrastructure that will increase, or in some cases maintain participation.
* Fostering inclusive, diverse, accessible and responsible development through universal design, environmental sustainability, and strategically planned facilities.
* Encouraging involvement of football organisations in planning and developing facilities.
* Encouraging collaboration between LGAs, ARBs, Sport and Recreation Victoria (SRV), Football Victoria, other football peak bodies, football associations and leagues, and clubs to actively promote diverse, inclusive cultures and programs that increase, or in some cases maintain, football participation.
* Supporting multi‑sport outcomes, where football is the primary beneficiary.
* Supporting access to football development and pathway programs by improving access to higher quality facilities across Victoria.
* Developing local economic activity through the planning, building, maintenance, management and activation of redeveloped or new infrastructure.

Rates of participation in sport and active recreation are well below the state average for many groups of Victorians, including Aboriginal Victorians, people with a disability, seniors, disengaged youth, culturally and linguistically diverse (CALD) communities, women and girls, LGBTIQ people and socio‑economically disadvantaged communities. The Victorian Government is committed to supporting greater opportunities for all Victorians, and the World Game Facilities Fund will prioritise projects that will support participation for these groups.

## 1.3 Outcomes of the Fund

The Fund reflects the Victorian Government’s commitment to securing the many benefits of participating in football. This includes supporting Victorians particularly in disadvantaged communities to achieve better health, social, and economic outcomes through the construction, programming and activation of football infrastructure. The Fund will invest in proposals that can demonstrate commitment to the following outcomes:

* Develop new or maintain existing participation opportunities, where there is a risk to participation decline.
* Improve football’s diversity and inclusiveness by prioritising projects that provide opportunities for under‑represented groups such as women and girls and areas of socio‑economic disadvantage, as outlined in Active Victoria.
* Improve physical and mental health, social and economic outcomes for traditionally disadvantaged communities such as low socio‑economic areas, growth areas, and communities experiencing long‑term disadvantage.
* Support gender equality in participation, coaching, administration, officiating and volunteering.

**Participation is defined as involvement in playing, coaching, officiating or volunteering in a sport or active recreation activity.**

## 1.4 Investment priorities

Priority will be given to projects:

* Supporting communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing socio‑economic disadvantage, strong population growth or significant change in circumstances (e.g. economic challenges).
* Demonstrating specific participation outcomes for disadvantaged communities and under‑represented groups, including women and girls, Aboriginal Victorians, people with a disability, seniors, disengaged young people, culturally and linguistically diverse communities, and LGBTIQ people.
* Demonstrating economic lift in the form of job creation during construction and operations, non‑government investment in the facility and participant and event attraction.
* Demonstrating implementation of Universal Design principles and Environmentally Sustainable Design in project planning.
* Projects or facilities on school land that can demonstrate multi‑use opportunities and ensure long‑term community access. (Please see Section 4.2 for information regarding facilities on school land).

# 2. Eligibility

## 2.1 Eligible projects

The types of projects that are eligible for support include:

* Building new or redeveloping change rooms and pavilions to increase capacity, inclusion and safety.
* Building new or redeveloping sports fields to increase capacity and safety.
* Outdoor synthetic surface installations.
* Projects that result in energy or water efficiency, with a direct impact on participation, such as warm season grass conversions.
* Sports lighting that improves facility capacity and participant safety. Requests for replacement of lighting with LED lights are not eligible unless part of a new lighting installation.
* Infrastructure on school land with confirmed community use.
* Projects that benefit multi‑sport outcomes where football is the primary beneficiary.

Projects will need to be completed within eighteen (18) months of executing a funding agreement with the Department of Jobs, Precincts and Regions.

Unlimited applications up to $500,000 per LGA will be accepted, facility types include, but not limited to:

* Change Rooms
* Lighting
* Fields
* Pavilions

## 2.2 Eligible applicants

**Only Victorian LGAs and ARBs are eligible to apply directly to the Fund.**

LGAs and ARBs are required to discuss their project/s with their Sport and Recreation Victoria and football peak body (e.g. Football 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 fund and the assessment criteria in **Section 3.4**.

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

## 2.3 Funding details

Eligible organisations may submit unlimited applications, however the total funding sought cannot exceed $500,000 per LGA or ARB, per round and no application can exceed the **maximum grant amount of $500,000**.

Applicants must approve and underwrite any in‑kind contribution from third parties.

Applications may include project management fees of up to 7.5 per cent of the total project cost that is exclusive of GST.

Applicants must address the assessment criteria at **Section 3.4** and provide the list of supporting documentation as per **Section 4**.

The department reserves the right to negotiate a lower than requested funding amount for submitted applications.

## 2.4 Funding ratios

Funding ratios apply 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/ARBs must approve and commit to any in‑kind contribution and underwrite these from third parties.

The definition of rural and regional is defined under the Regional Development Victoria Act 2002 (Act) as comprising the 48 Local Government Authorities outside of metropolitan Melbourne plus the six alpine resorts set out in Schedule 2 of the Act.

Funding ratios under the programs consider the differing capability and capacity between regional cities, rural councils and metropolitan councils as described in the following table.

**LGAs/ARBs will be required to provide matched funding in accordance with the below funding ratios:**

|  |  |  |
| --- | --- | --- |
| Maximum Grant Amoun**t** | Local Government Authorities (LGAs) | Funding Ratio |
| Up to $500,000\*  \*Unlimited applications permitted with a maximum total request of $500,000 per LGA/ARB per round. | Metropolitan | SRV = $1 Local = $1 |
| Up to $500,000\*  \*Unlimited applications permitted with a maximum total request of $500,000 per LGA/ARB per round. | **Metropolitan Interface Councils**: Casey, Cardinia, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges | SRV = $1.5 Local = $1 |
| Up to $500,000\*  \*Unlimited applications permitted with a maximum total request of $500,000 per LGA/ARB per round. | Ballarat, Bendigo and Geelong | SRV = $1.5 Local = $1 |
| Up to $500,000\*  \*Unlimited applications permitted with a maximum total request of $500,000 per LGA/ARB per round. | Rural | SRV = $2 Local = $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/ARBs, clubs, state sporting associations, Federal Government, community partners, or through in‑kind support.

# 3. Application and assessment process

## 3.1 Application process

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

LGAs/ARBs must discuss project ideas with their Sport and Recreation Victoria representative and their football peak body (e.g Football Victoria) representatives before submitting an application. Applicants will be provided:

* high level advice on the most appropriate funding opportunity for projects.
* guidance on the development of proposals that have merit, that align with the fund’s objectives and that are ready to proceed.
* high‑level design advice that comply with football facility standards.

##### Step Two: Submit application and documentation

Eligible applicants must submit an application via the Sport and Recreation Victoria website, addressing the assessment criteria as per **Section 3.4** and separately email all supporting documents.

Applications can be submitted anytime (via the below link) from the opening of the program to the closing date. Applications should only be submitted when all documentation is complete and ready to be assessed.

<https://sport.vic.gov.au/grants‑and‑funding/our‑grants/world‑game‑facilities‑fund>

All applications must be submitted and supporting documents emailed, copying in your Sport and Recreation Victoria representative, by **5:00pm on Monday, 9 May 2022**.

Please see **Section 4** for a list of the required supporting documentation along with instructions how to submit supporting documentation.

If you need further assistance with applying online, please contact Business Victoria on 1800 325 206 between 9.00am and 5.00pm weekdays. Further questions on this program can also be directed to [worldgame@sport.vic.gov.au](mailto:worldgame@sport.vic.gov.au)

## 3.2 Guidance

These Guidelines and any discussions you may have with Sport and Recreation Victoria staff are for information only, and do not constitute advice. Applicants should seek independent advice before making an application or entering into a Grant Agreement. Applications are at the cost of the applicant.

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. Projects are also strongly encouraged to include clearly identifiable Environmentally Sustainable Design elements in the project scope and budget, where possible.

Applications may include project management fees of up to 7.5 per cent of the total project cost that is exclusive of GST.

LGAs/ARBs 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 assessment criteria and is eligible.

Projects on school land and private land are eligible but will be subject to the establishment of a legally binding agreement between the organisation and LGA/ARB to ensure ongoing public access. For these applications to be eligible, LGAs and ARBs should provide the required supporting documents outlined in **Section 4**.

LGAs/ARBs 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.

## 3.3 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 3.4. Claims made against each criterion must be substantiated with evidence.

**The department reserves the right not to assess an application should insufficient information be provided, including responses to assessment criteria and supporting documentation.**

Applications will be considered against the assessment criteria by Sport and Recreation Victoria staff and then reviewed by a Moderation Panel. The Moderation Panel will consider the Investment Priorities outlined at Section 1.4 before making recommendations to the Minister for Community Sport.

Consideration will also be given to:

* ensuring an equitable distribution of funding across Victoria, including across rural, regional, interface and metropolitan communities.
* LGA/ARB performance and the organisation’s capacity to deliver the project on time based on recent performance or current project management capacity. Compliance with past funding agreements and the number of overdue milestones for existing projects will also be considered.

Decisions by the Minister for Community Sport regarding funding are final and no further correspondence shall be entered into regarding such decisions. However, applicants can seek feedback on unsuccessful applications from Sport and Recreation Victoria.

## 3.4 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, 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/ARBs will need to address and respond to the following application questions and are also required to provide evidence and documentation to support the application. A detailed table of the mandatory and desired documents can be found in the supporting documentation checklist at **Section 4**.

|  |  |  |
| --- | --- | --- |
| Criteria | Weight | Questions |
| Project Need | 25% | 1. What football participation issue/s is the project seeking to address? Explain in detail why the project is required. Detail how the project scope will address the football participation issue/s identified?   Applications should indicate how the project need is supported by planning e.g. LGA/ARB plans, masterplans, alignment with Football Victoria’s State Football Facilities Strategy. |
| Project Outcomes | 20% | 1. Outline current football participation activities and how participation will increase through future activities, programs and activations resulting from the project. |
| Project Outcomes | 20% | 1. Describe the new opportunities and initiatives that improve inclusion and diversity by under‑represented groups and disadvantaged communities including Aboriginal Victorians, people with a disability, disengaged young people, culturally and linguistically diverse communities, women and girls, LGBTIQ people and socio economically disadvantaged communities, as a result of the project.   This may include initiatives, policies or practices currently being undertaken or that will be implemented in the future to reinforce the impact of the project (e.g. club‑based gender equity plan, priority access). |
| Community and Stakeholder Engagement | 20% | 1. Detail the community consultation and stakeholder engagement that has occurred in relation to the project.   Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity.  Evidence must include:   * How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts). * Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).   A further guidance note related to this requirement is available at: [https://sport.vic.gov.au/\_\_data/assets/word\_doc/0028/176833/Community-Consultation-and-amenity-impacts-October-2021.docx](https://djpr-search.squiz.cloud/s/redirect?collection=sportsvic-web-html&url=https%3A%2F%2Fsport.vic.gov.au%2F__data%2Fassets%2Fword_doc%2F0028%2F176833%2FCommunity-Consultation-and-amenity-impacts-October-2021.docx&auth=EV88dxOn0O6ctIGo9e9nkQ&profile=_default&rank=1&query=guidance+note) |
| Project Readiness | 15% | 1. Outline the planning undertaken so far to deliver this project. Outline what steps will be taken to deliver the project within eighteen (18) months. Note: the quality of supporting documentation will also be considered in assessing this criterion. |

## 3.5 Timelines

* Program Closes: 9 May 2022
* Application Assessment: May/June 2022
* Projects Announced: From July 2022

# 4. Supporting documentation checklist

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

Desired documents are not a requirement but will demonstrate that further planning has been undertaken and that the project is in a state of readiness. Given the high level of demand for competitive grants, providing desired documents can increase the chances of projects being considered ready for funding.

|  |  |
| --- | --- |
| **Supporting Documentation** | **Requirement** |
| Project Management Framework | **Mandatory** |
| Detailed Schedule of Use | **Mandatory** |
| Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include:   * How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts). * Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report). | **Mandatory** |
| Detail the stakeholder engagement undertaken for the project. | **Mandatory** |
| Site specific plan / aerial map showing location of proposed project | **Mandatory** |
| Site specific schematic developed with stakeholder input including clear dimensions, measurements and scale. The plans should support compliance against Football Victoria’s *Football Facilities Building Development Guide* (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.* | **Mandatory** |
| Lighting Plans including lux charts that are site specific for lighting projects (where lighting is requested in the project scope) | **Mandatory** |
| **If total project cost is $1 million or over (excluding GST):** Quantity survey, tender price or independent qualified expert report  **If total project cost is under $1 million (excluding GST):** Quotes or internal cost estimates | **Mandatory** |
| Evidence confirming any additional funding required to complete the project.  Evidence of council funding should be in relation to the total funding being contributed e.g. letter from CEO.  Where funding from a club is indicated, current bank statement/s evidencing that amount is held by the club must be provided with a letter from a club authorised officer committing that funding amount.  **Note: SRV also prefers LGAs/ARBs confirm their commitment to underwrite the total project cost to deliver the scope outlined in the application.** | **Mandatory** |
| Completed in‑kind and voluntary labour support form (if applicable) | **Mandatory** |
| Relevant sections of LGA/ARB reports/plans/strategies/community consultation to support the project (please do not attach entire documents) | **Mandatory** |
| Letters of support from organisations that clearly indicate how the group will either support or benefit from the project | **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** |
| Attach evidence that the Aboriginal Heritage Planning Tool (Aboriginal Heritage Act 2006) has been completed | **Mandatory** |
| For projects on school land (if applicable, see **Section 4.2**):   * 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 central office that indicates endorsement of the project. Applicants requesting this letter should email [vsbaproperty@education.vic.gov.au](mailto:vsbaproperty@education.vic.gov.au) | **Mandatory** |
| A legally binding land‑use agreement for projects located on private land (if applicable) | **Mandatory** |
| Project Governance Framework | Desired |
| Facility Management Plan | Desired |
| Environmentally Sustainable Design report(s) and budget | Desired |
| Business or Feasibility Planning Documents | Desired |
| Access audits (where available) | Desired |
| Site investigation documents e.g. Geotech report (where available) | Desired |

## 4.1 Submitting supporting documentation

Please ensure all documents are clearly named (e.g: Plans – Project Name, Costs – Project Name, etc).

Once all documents have been obtained, please zip them all into one compressed folder and email to [worldgame@sport.vic.gov.au](mailto:worldgame@sport.vic.gov.au).

You must also quote your project name in the subject line of your email. Please see instructions below on how to zip files into a compressed folder.

**Compressing files into a compressed folder**

**Select all files** using your mouse, then **right click**, select **Send to** and then select **Compressed (zipped) folder**. This will prompt a **Save** window allowing you to save all selected files into one compressed folder.

The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into zip folders and email them separately (e.g.: Part 1 – Project Name, Part 2 – Project Name, etc.).

Please email [worldgame@sport.vic.gov.au](mailto:worldgame@sport.vic.gov.au) if you experience any issues with emailing your supporting documentation.

## 4.2 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.

A letter from the Department of Education and Training central office must also be provided that indicates endorsement of the project. Applicants requesting this letter should email [vsbaproperty@education.vic.gov.au](mailto:vsbaproperty@education.vic.gov.au).

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

# 5. Types of activities that will not be funded

* Applications submitted after the closing date will not be considered eligible and will not be assessed, unless an extension has been requested and approved in writing by Sport and Recreation Victoria 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 fund.
* Scoreboards, behind goal netting, 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 fund.
* The replacement of like‑for‑like surfaces (e.g. synthetic surface 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 fund 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 childcare 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.

# 6. Conditions that apply to applications and funding

## Funding Agreements

**Successful applicants must enter into a Funding Agreement with the Department of Jobs, Precincts and Regions (DJPR). Funding Agreements must be signed and returned to DJPR within 4 weeks of receiving the Funding Agreement and letter.**

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 SRV website. The funding agreement will include reference to the following:

* It is anticipated that *World Game Facilities Fund* projects will be given a period of 18 months for completion.
* 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
  + 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 application and outlined in the Schedule, unless changes are agreed to in writing.
* The Fund projects are to be completed and all funds claimed within 18 months of execution of a Funding Agreement.
* 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 Community Sport. A formal process and documentation to request a change of scope is provided on Sport and Recreation Victoria’s website.
* LGAs/ARBs 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/ARBs are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects.
* An LGA/ARB Officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
  + A Project Management Framework\* must be completed and submitted for all streams.
  + 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 need to develop a participation plan prior to project completion demonstrating how participants, including under‑represented groups will be engaged and their participation facilitated.
* 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 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 *World Game Facilities Fund*. 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/ARBs 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](mailto: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](mailto:info@sport.vic.gov.au).

# 7. 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 <http://www.sport.vic.gov.au/grants-and-funding/our-grants>.

## Supporting documentation, forms and templates

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.
* Fair Play Code for Tenants.

For more information and copy of these forms and templates please visit:

<https://sport.vic.gov.au/grants‑and‑funding/funded‑project‑information‑forms‑and‑templates>

## 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](http://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.

## 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](http://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. <http://www.aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans>.

**These guidelines are subject to changes at the discretion of the Minister for Community Sport.**

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Available at [Sport and Recreation Victoria’s website](http://www.sport.vic.gov.au/grants-and-funding/our-grants/)