

Community Sports Infrastructure   
Loans Scheme

2021-22 Business Case

Sport and Recreation Victoria

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# Privacy Collection Notice

The personal information on this form is collected by the Department of Jobs, Precincts and Regions (the department) for the purposes of administering your grant application and informing Members of Parliament of successful applications. Personal information collected in the form will be disclosed to relevant department staff and may also be disclosed to Members of Parliament and their staff. Where you do not provide the information required by this form we may be unable to process your application.  
  
Personal information may also be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.

For more information, please refer to the department's [Privacy Policy](https://www.business.vic.gov.au/privacy).

# How to use this document

This business case template is to be used when applying for the *2021-22 Community Sports Infrastructure Loans Scheme (Scheme)*. The various areas to be addressed will assist applicants in demonstrating how their project aligns with the outcomes of the program as outlined in the Loan Scheme Guidelines.

* The primary question/s requiring response by applicants have been clearly bolded within each section of this template.
* These questions also relate to the assessment criteria outlined in the Scheme’s guidelines
* Various supporting documents that may be provided by applicants to support responses to these questions have been outlined. These documents may be mandatory or desired (refer to Support Document Checklist) however all will assist in providing additional information and evidencing responses.
* Points to consider focusing on within each question have been included to assist applicants in formulating responses.
* Applicants should complete the Supporting Documents Checklist, marking all documents that have been provided to support the application.
* Guides and templates to assist with your application can be found on the Sport and Recreation Victoria (SRV) [website](https://sport.vic.gov.au/grants-and-funding/community-sports-infrastructure-loans-scheme).
* For further assistance please contact SRV via email at [loans@sport.vic.gov.au](mailto:loans@sport.vic.gov.au)

# Applicant Details

## Organisation details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of organisation: |  | ABN/ICN: |  | | |
| Main street address: |  | | | | |
| Town / suburb: |  | Postcode: |  | State: |  |
| Postal address (if different): |  | | | | |
| Town / suburb: |  | Postcode: |  | State: |  |

## Authorised person (the person who is authorised by the organisation to make the application)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: |  | First name: | |  | Last name: |  |
| Position: |  | | | | | |
| Phone: |  | | Email: |  | | |

## Key project contact (key contact for regular project communication)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: |  | First name: | |  | Last name: |  |
| Position: |  | | | | | |
| Phone: |  | | Email: |  | | |

## Project details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project name: |  | | | | |
| Project description:  (brief project description no more than 50 words) |  | | | | |
| Sport/s benefitting: |  | | | | |
| Project address: |  | | | | |
| Town / suburb: |  | Postcode: |  | State: |  |
| Proposed start date: |  | Proposed end date: | |  | |

## 

## Current weekly participation (average)

|  |  |  |  |
| --- | --- | --- | --- |
| Male Junior (0-18): |  | Male Senior (18+): |  |
| Female Junior (0-18): |  | Female Senior (18+): |  |

## Direct Jobs

|  |  |
| --- | --- |
| Estimated Direct Jobs During Construction: |  |
| Estimated Direct Jobs Ongoing: |  |

## Loan Request

|  |  |  |  |
| --- | --- | --- | --- |
| Loan Request (Amount): |  | Loan Term (up to 15 years): |  |
| Total Project Cost (excl. GST): |  | | |

# Executive Summary

Your executive summary should provide a one-page summary of everything in your business case, including your project scope, justification, proposed community benefits, project delivery strategy and your organisation’s current financial status.

# Project Justification and Outcomes

## Project Need and Scope

**Explain in detail why the project is required and what the project scope includes.**

*Project scope and need may be evidenced by a Schedule of Use, Strategy excerpts and Feasibility Studies.*

In your response consider:

* Outline a clear scope of works proposed to be completed as part of this project.
* How does the project scope address the participation issues identified?

## Participation Outcomes

**Outline the participation benefits will be achieved through the delivery of the project?**

*Participation outcomes may be evidenced through a Schedule of Use, Letters of Support, Facility Management Plan (relevant projects).*

In your response consider:

* How will the project create additional participation opportunities for new user groups?
* How will the project provide opportunities for participants from underrepresented and/or disadvantaged groups? For example, individuals with a disability, CALD and Aboriginal communities, low socio-economic communities, women and girls.
* Outline current participation activities and future activities, programs and activations that will result from the project.
* If it’s a new facility, who will be the target audience or user group beneficiaries? How do you plan to attract new participants?

## Stakeholder and community support

**Detail the consultation process undertaken with the community and project stakeholders, and its outcomes, to demonstrate support for the project and proposed outcomes.**

*Stakeholder and community support may be evidenced through the provision of Letters of Support, Feasibility Studies.*

In your response consider:

* Identify the key stakeholders and their role within the development?
* Detail the consultation process undertaken and outcomes with stakeholders such as landowner, clubs, user groups, state sporting associations.

# Strategic Alignment

**Detail the strategic significance of your project.**

*Strategic Alignment may be evidenced by an organisational Strategic Plan (where relevant), Business Case, Strategy Excepts and/or a Feasibility Study.*

In your response consider:

* How does your project align with your organisation’s strategic objectives?
* How do your project outcomes align to Victorian Government, relevant local government, and/or state sporting association strategies, plans and priorities? E.g. Active Victoria, LGA plans, master plans, state sporting association infrastructure plans.
* If applicable, what role does the facility play in accommodating high performance pathways and/or regional events?

# Tendering and Project Delivery

**Detail the procurement and delivery methodology for this project and any economic impact.**

*Project delivery may be evidenced by a Project Management Plan, Project Governance Plan, Schematic Plans and Quantity Survey Report.*

In your response consider:

* What measures will be put in place to ensure sound project management?
* Detail the economic activity that the project will deliver during the planning and/or construction and/or post-construction periods.
* What Universal Design Principles and Environmentally Sustainable Design considerations will be implemented?
* What Australian or sport facility standards will the project take into consideration. For example; State/National Sport Guidelines?
* Please acknowledge whether your project will be required to adhere to the Local Jobs First Policy (refer to Guidelines).

# Land Ownership

*Land ownership and ongoing management may be evidenced by Evidence of Tenure, Landowner Consent, Joint Use Agreement (where relevant).*

**Who owns the land where the project is to be located?***(for example. Council, Department of Environment, Land, Water and Planning, Department of Education and Training, etc)*

**Who is the land manager?**(for example. Council, Department of Environment, Land, Water and Planning, Department of Education and Training, etc)

**Describe your organisation’s tenure over the land and its duration.  
Please note that tenure is required to extend for ten years or the length of the loan, whichever is greater.**(for example: own; lease; licence)

**Are permits or approvals required before project can commence?**(for example, building or planning approval, DELWP/Ministerial approval for Crown Land. If yes, please outline the status of these approvals)

# Community Access and Ongoing Management

**Detail how you will manage the facility and guarantee community access to your facility for a minimum of 10 years after the completion of your project.**

*Ongoing Management and Community Access may be evidenced by a Schedule of Use, an organisational Strategic Plan, a Facility Management Plan (relevant projects).*

In your response consider:

* What arrangements are currently in place to ensure long-term community access
* What initiatives will you put place to increase participation and community access?
* What community partnerships will you endeavour to form?
* How will the facility be managed? Provide details regarding the management model and maintenance requirements.

**For Aquatic Centre and Indoor Stadium Projects Only.**

* Demonstrate how Healthy Choices guidelines will be implemented in the project.
* Describe the commitment to water safety and water quality through the design, management and programming of the facility.

# Project Budget

*Project Budget may be evidenced by Evidence of Confirmed Funding Sources and Evidence of Project Costs*

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** | | **Expenditure** | |
| Loan request amount | $ | Project Planning | $ |
| Your organisation | $ | Project Construction | $ |
| Local Government | $ | Project Management | $ |
| State Government | $ | Contingency | $ |
| Federal Government | $ | Other (please specify) | $ |
| Club Contributions | $ | Other (please specify) | $ |
| Community Contributions | $ | Other (please specify) | $ |
| Philanthropic Contributions | $ | Other (please specify) | $ |
| Other (please specify) | $ | Other (please specify) | $ |
| Other (please specify) | $ | Other (please specify) | $ |
| **Total Income** | **$** | **Total Expenditure** | **$** |
| **Note: Total project costs should be exclusive of GST.** | | | |

# Financial Impacts of Project

**Outline the whole of business impacts of undertaking the project and the associated loan?**

*Financial Impacts of the Project may be evidenced by Audited Financial Statements, Estimated Financial Statements and Threshold Financial Ratios. Various other supporting documents may be required to provide supporting evidence. Please refer to Supporting Documents Checklist.*

In your response consider:

* Is there a capacity within the business to service the loan, independent from the project cash flows?
* Should there be a change in circumstance, is there capacity for the business to service the loan? For example; a change in participation levels, a change in revenue levels.

# Supporting Document Checklist

This checklist should be completed and submitted, detailing the supporting documentation provided with the application. Please submit all documentation to [loans@sport.vic.gov.au](mailto:loans@sport.vic.gov.au)

Where an application covers multiple sites, relevant supporting documentation should be provided for each site, and/or the information relating to each site should be clearly identifiable.

Should an application progress to a credit assessment and be approved for a loan, further information may be requested by SRV, DTF and TCV.

**The Department reserves the right not to assess an application should;**

* the application not address the assessment criteria by completing each question within the application form
* the mandatory supporting documentation not be included
* the project falls into one or more of the categories under what the CSILS will not fund

|  |  |  |
| --- | --- | --- |
| Project Justification and Support | |  |
| Landowner support and approval | **Mandatory** |  |
| Evidence of tenure over the site for the required duration | **Mandatory** |  |
| Letters of support from relevant stakeholders indicating how they support or benefit from the project | **Mandatory** |  |
| Relevant sections of council reports/plans/strategies to support the project | Preferable |  |
| Additional relevant business, strategic and/or feasibility planning documents | Preferable |  |
| Evidence of stakeholder and community consultation | Preferable |  |
| Project Development | |  |
| Aerial Images or plans showing location of proposed project | **Mandatory** |  |
| Project plans - Site specific schematic plans developed with stakeholder input. Plans should be drawn to scale, include clear dimensions and measurements and identify the proposed project location on site (all projects) - Detailed area schedules (for prefab / modular projects) - Lighting plans including lux levels (for projects that include field of play lighting) | **Mandatory** |  |
| Evidence of project costs;  - For projects under $1m, quotes, quantity survey, independent expert  or tender price  - For projects over $1m, quantity survey, independent expert or  tender price | **Mandatory** |  |
| Project Management Framework -[*Template available*](https://sport.vic.gov.au/resources/documents/fact-sheet-project-management-framework) | **Mandatory** |  |
| Site investigation documents. For example; Geotech report | Preferable |  |
| Evidence that the [Aboriginal Heritage Planning Tool](https://www.aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans) (Aboriginal Heritage Act 2006) has been completed | Preferable |  |
| Project Governance Framework - [*Template available*](https://sport.vic.gov.au/resources/files/srv-project-governance-framework-templatedocx) | Preferable |  |
| Facility Management | |  |
| Schedule of Use detailing current and future participation – [*Template available*](https://sport.vic.gov.au/resources/documents/schedule-use-template) | **Mandatory** |  |
| For projects on school land (if applicable):  - A completed Community Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement  - 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* | **Mandatory** |  |
| For Aquatic Centres and Indoor Stadiums only:  - Facility Management Plan  - Healthy Choices - [*Template available*](https://sport.vic.gov.au/resources/documents/healthy-choices-policy-guidelines-sport-and-recreation-centres) | **Mandatory** |  |
| Financial – all applicants | |  |
| Evidence of confirmation of funding sources  *For example; Letter from Council CEO, club bank statements, grant approval letters* | **Mandatory** |  |
| Audited financial statements for the previous three years  *Including comprehensive income statement, balance sheet and cashflow statement* | **Mandatory** |  |
| Estimated financial statements for the next five years  *Including comprehensive income statement, balance sheet and cashflow statement* | **Mandatory** |  |
| Financial – private applicants only (not required for Local Government) | |  |
| Details of assets held by the entity.  *For example; property, buildings* | **Mandatory** |  |
| Business Structure  *Should include diagram of organisational structure* | **Mandatory** |  |
| Schedule of any existing and planned loans or liabilities  *Including purpose of loan, lender/ creditor details, term, any proposed security, maximum facility limit, current amount drawn down, loan repayment structure, applicable interest rates* | **Mandatory** |  |
| Schedule of any security taken by any lenders/ creditors  *Including form of security, details of any other covenants including negative pledge and financial covenants* | **Mandatory** |  |

# Declaration

I certify that I am authorised to submit a grant application on behalf of the applicant organisation. I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify the department of any changes to this information and any circumstances that may affect this application. I acknowledge the Privacy Collection Notice in the Introduction section of this application. I understand that the department is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made for information of an applicant, the department will consult with the applicant before any decision is made to release the application or supporting documentation. I understand that this is an application only and may not necessarily result in funding approval. I understand that if this application is successful, that funding will be subject to terms and conditions set out in agreement with the department. I have read and understood the Program Guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  | Position: |  |
| (To be signed by a person with delegated authority to apply - i.e. CEO, Director) | | | |

Authorised by the Victorian Government  
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