# [Local Sports Infrastructure Fund](https://sport.vic.gov.au/grants-and-funding/our-grants/local-sports-infrastructure-fund)

# Club and Community Organisations Expression of Interest Form

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| Section 1: Contact Information | Fields marked (\*) are mandatory |
| \*Name of Organisation: |       |
| \*Main Street Address: |       |
| \*Town / Suburb: |       | \*Postcode: |      | \*State: |       |
| Postal Address (if different from above): |       |
| Town / Suburb: |       | Postcode: |      | State: |       |
| Authorised person (This is the person who is authorised by the organisation to make the Expression of Interest) |
| \*Title: |       | \*First name: |       | \*Last name: |       |
| \*Position: |       |
| \*Telephone: |       | Mobile: |       |
| \*Email: |       |

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| Section 2: Project Overview |  |
| \*Stream What stream does your proposed project fit within. Please see Program Guidelines. |
|       |
| \*Project name Please use 10 words or less and name the facility/reserve and project type |
|       |
| Current approximate membership numbers: |       |
| List all benefitting sporting clubs: |       |
| \*What are you going to do? Describe the project in two sentences. Particularly describe what you have now and what you are going to achieve as a result of this project. (eg: develop a pavilion and sporting grounds to benefit the ABC Cricket Club). |
|       |
| \*Describe any groups or communities your project is directed at or particularly relevant to. For example, people with a disability, women and girls, Aboriginal people, youth, culturally and linguistically diverse communities, older adults. If this is not relevant for your project you can leave this question blank. Your response is limited to 1000 characters. |
|       |
| \*Where and when will your project happen? Please provide the address of where most of your planned activity will take place including town / suburb and postcode. |
| \*Address of projects:  |       |
| \*Local Government Area:  |       |
| \*Anticipated start date: |       | \*Anticipated completion date: |       |

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| Section 3: Project Details that address the Assessment Criteria |
| Please indicate how your project addresses the following assessment criteria. Refer to the [*Local Sports Infrastructure Fund*](https://sport.vic.gov.au/grants-and-funding/our-grants/local-sports-infrastructure-fund) guidelines to help you answer the questions. Responses to each question should be no more than 500 words. Attach additional pages if required. |
| \***Why do you want to do the project?** What circumstances and demand have created ideas for this project? Does it link with other plans? |
|       |

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| \***Do you have a project plan?**Do you have quotation or cost estimate? Will it be locally led? How will you pay for it? |
|       |

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| **\*Who will be involved in the project?** Who will manage the project? Who are the partners? Describe any voluntary or in-kind contributions? |
|       |

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| \***What will the project achieve?**How will it increase or maintain the use or multi-use of the facility? How will it increase (or maintain) participation in sport and/or active recreation? How will it improve access to those groups traditionally disadvantaged? Describe what gender equality policies and/or practices are currently undertaken by the club/organisation. |
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| Section 4: Project Budget |
| Please provide details of the income and expenditure for your project, excluding GST. Note that the total income must equal total expenditure.You are required to submit your budget using the categories provided. If you cannot provide enough details in this section please provide a summary here and the details on a separate sheet (or sheets) using the same categories. |
| Income | Expenditure |
| Amount requested from this program | **$** | Project Construction  | $       |
| Grants – Other State Government | $       | Professional Planning / Advice | $       |
| Grants – Commonwealth Government | $       | Project Management  | $       |
| Contributions – Local Government | $       | Contingencies, escalations and allowances | $       |
| Contributions – Public  | $       | Other (please specify)       | $       |
| Contributions – Philanthropic organisations | $       |       | $       |
| Contributions – In-kind | $       |       | $       |
| Other (please specify)       | $       |       | $       |
| **Total Income** | **$** | **Total Expenditure** | **$** |
| Note: 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.Section 5: Supporting documents |
| Please attach any of the following or additional supporting documents with your Expression of Interest (if ready): |
| [ ]  Completed [Project Management Framework](https://sport.vic.gov.au/__data/assets/word_doc/0018/155106/Project-Management-Framework.doc) template[ ]  Completed [Schedule of Use](https://sport.vic.gov.au/resources/documents/schedule-use-template) template[ ]  Site specific schematic developed with stakeholder input including clear dimensions, measurements and scale[ ]  Accurate project costings (eg: quantity survey, tender price, quotes, internal cost estimates)[ ]  Evidence of confirmed funding sources (eg: letter from your organisation’s authorised officer, stating the  funding amount committed and current bank statement/s demonstrating the funding amount is held.[ ]  Completed [Code of Conduct Form for Tenants](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code) from all clubs based at the facility \*[ ]  Completed [Voluntary Labour and In-Kind Pro-forma](https://sport.vic.gov.au/resources/documents/fact-sheet-kind-labour-and-voluntary-support) \*[ ]  Letters of support from State Sporting Associations and other organisations (if any) that clearly indicates how  the group and/or individuals will either support the project or benefit from the scope of works[ ]  A legally binding land use or joint use agreement for projects located on private land and a joint use agreement  or notification of intention form for those projects located on school land |
| [ ]  The supporting documents checklist has been referred to and appropriate documents are attached to the  expression of interest.\* Further information can be found at [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants) |

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| Section 6: Declaration |
| I state that the information in this expression of interest and attachments is to the best of my knowledge true and correct. I understand that this is an Expression of Interest only and may not necessarily result in funding approval. |
| \*Signature: |       |
| \*Print name: |       |
| \*Position: |       |
| \*Date: |       |
| To be signed by a person with delegated authority to apply (eg: President, Secretary, Public Officer or Treasurer) |

If you need assistance with applying online, please call the Grants Information Line on 1800 325 206 between 9am and 5pm weekdays. Further questions on this program can also be directed to Sport and Recreation Victoria at LSIF@sport.vic.gov.au.