**2022 Local Sports Infrastructure Fund**

**Female Friendly Facilities stream**

**Application Form**

**Applicant Details**

**APPLICANT INFORMATION**

**Please note:** Only Victorian Local Government Authorities (LGAs) and Alpine Resort Boards (ARBs) are eligible to apply to the LSIF.

LGAs/ARBs must discuss potential project/s with their SRV representatives to receive feedback on eligible projects before submitting their application/s.

**Sporting and recreation clubs, sporting associations and leagues, educational institutions, not-for-profit community organisations, businesses and individuals cannot directly apply to the LSIF.**

Local clubs and organisations are advised to contact their LGA or ARB if they wish to express interest and seek support from the LSIF.

|  |  |
| --- | --- |
| Name of Application Organisation \* |  |
| Your Organisation's Australian Business Number (ABN): |  |

**Registered Address**

|  |  |
| --- | --- |
| Country \* |  |
| Street Address \* |  |
| Suburb/Town \* |  |
| State \* |  |
| Postcode \* |  |
| Is Postal Address same as Registered Address? \* | Yes or No |

**Postal Address**

|  |  |
| --- | --- |
| Country \* |  |
| Street Address or PO Box \* |  |
| Suburb/Town \* |  |
| State \* |  |
| Postcode \* |  |

**CONTACT DETAILS**

**Contact Details of Authorised Person**

This is the person considered the Chief Executive Officer/Financial Delegate (of the LGA/ARB).

|  |  |
| --- | --- |
| Title \* |  |
| Given Name \* |  |
| Surname \* |  |
| Position \* |  |
| Phone/Direct \* |  |
| Mobile \* |  |
| Email \* |  |
| Preferred Communication Method \* |  |

**Contact Details of Management Person**

This is the person considered the main contact for application and project queries.

|  |  |
| --- | --- |
| Title \* |  |
| Given Name \* |  |
| Surname \* |  |
| Position \* |  |
| Telephone \* |  |
| Email \* |  |
| Preferred Communication Method \* |  |

**Primary Club Contact Details**

This is the person considered the main contact of the primary beneficiary club/league/association

|  |  |
| --- | --- |
| Title \* |  |
| Given Name \* |  |
| Surname \* |  |
| Position \* |  |
| Telephone \* |  |
| Email \* |  |
| Preferred Communication Method \* |  |

|  |  |
| --- | --- |
| **Sport and Recreation Victoria Contact.**  Have you discussed your project with your Sport and Recreation Victoria primary contact? \* | Yes or No |
| Name of Sport and Recreation Victoria Officer: \* |  |

**PROJECT OVERVIEW**

**Project Name:**

In 10 words or less give your project a name (for example, McDonald Reserve Inclusive Playspace) \*

|  |
| --- |
|  |

**Project Description**

In 50 words or less, describe the project scope. Be specific about what you are delivering (for example, Develop an inclusive and accessible playspace at McDonald Reserve, Melton to provide opportunities for people of all ages, gender, cultural background and abilities) \*

|  |
| --- |
|  |

How is the facility categorised by your LGA/ARB? Select all that apply: \*

|  |
| --- |
| **Drop down list** – Local; Neighbourhood; Municipal; Sub Municipal; Regional; State; National; Other |

Does the club/league/association/s require relocation during the works? \*

|  |
| --- |
| Yes or No – provide further details if yes. |

**When will your project take place?**

Please provide dates for anticipated project milestones. Attach a [Project Management Framework](https://sport.vic.gov.au/__data/assets/word_doc/0018/155106/Project-Management-Framework.doc) template to support these dates.

**Please note:** it is a requirement of the program that projects **commence works within six (6) months** of an executed Funding Agreement (expected by 21 October 2022). **Projects must complete within 18 months** of an Executed Funding Agreement.

|  |  |
| --- | --- |
| Anticipated Project Start Date \* |  |
| Anticipated Project Completion Date \* |  |

|  |  |
| --- | --- |
| **Who owns the land where the project is to be located?**  (If on private land, you must provide evidence of a legally binding land use or community access agreement.) \* |  |
| **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.**  (For example: own; lease; licence) \* |  |
| **Are any permits or approvals required before the project can commence?**  (For example, building or planning approval, DELWP/Ministerial approval for Crown Land). If so, please advise on status of approval. \* | Yes or No |
| **If yes, please list the type of permit or approval and outline the status.**  (For example, approval applied for on 1 May 2022) \* |  |
| [**Has your organisation completed an Aboriginal Heritage**](https://www.firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans)  [**Planning Tool regarding your proposed project.**](https://www.firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans) | Yes or No |
| **Does the tool indicate a Cultural Heritage Management Plan (CHMP) is required for the activity?** | Yes or No |
| **If relevant, please include further information or CHMP updates.** |  |

**PROJECT LOCATION/ADDRESS**

**Please note: that as per the guidelines for this program each project requires a separate application. Bundled or multiple site projects will not be accepted.**

Provide the address of where most of your planned project will take place including town/suburb and postcode

|  |  |
| --- | --- |
| Is the proposed project in a different location from your  business/council address? \* | Yes or No |

If yes, provide project location address**:**

|  |  |
| --- | --- |
| Country \* |  |
| Street Address \* |  |
| Suburb/Town \* |  |
| State \* |  |
| Postcode \* |  |
| Is Postal Address same as Registered Address? \* | Yes or No |

Identify the facility's catchment area (list the immediate suburbs or towns) \*

|  |
| --- |
|  |

**SPORT/ACTIVE RECREATION**

**Please note: that as per the guidelines for this program each project requires a separate application. Bundled or multiple site projects will not be accepted.**

Provide the address of where most of your planned project will take place including town/suburb and postcode

|  |  |
| --- | --- |
| Does your project predominately benefit: \* | Sport or Active Recreation? |

**(If Sport selected) Which sport/activity types will benefit from this project?**

Select which sport/activity types will predominantly benefit from this project (maximum 4 sports). \*

|  |
| --- |
| Drop down list |

**PARTICIPATION**

**If ‘Active Recreation’ selected in previous section:**

|  |  |  |
| --- | --- | --- |
|  | **Current** | **Proposed** |
| Annual Users \* |  |  |

**If ‘Sport’ selected in previous section:**

List the facility user groups (please include legal names). Please also ensure the numbers below match the information in the Schedule of Use.

|  |  |  |
| --- | --- | --- |
| Name of primary beneficiary club/ league/association: \* |  | |
| **Participants (enter participation numbers)** | **Current** | **Proposed** |
| Boys Junior (0-17) |  |  |
| Men’s Senior (18+) |  |  |
| Girls Junior (0-17) |  |  |
| Women’s Senior (18+) |  |  |
| Non-binary Junior (0-17) |  |  |
| Non-binary Senior (18+) |  |  |
| **TOTAL** |  |  |
| Do you have a 2nd or 3rd Club to be added? \* | Yes or No. If yes, provide details as above. | |

**PROJECT OUTCOMES**

**Benefitting Demographic**

Tick which demographic/s will predominantly benefit from this project

|  |  |  |  |
| --- | --- | --- | --- |
| Children (0-14) | Seniors (60 and over) | People with Disability | LGBTIQ+ People |
| Young People (15-24) | Women and Girls | Aboriginal Victorians | Gender Diverse People |
| Adults (25-59) | Men | Disengaged Young People | People who are refugees |
| Culturally and Linguistically Diverse People (CALD) | | Socio-Economically Disadvantaged Communities | |

**Equity and Equality Benefits**

Tick any gender equality initiatives that will be incorporated into this project. \*

|  |  |  |
| --- | --- | --- |
| Ground usage policies | Programming opportunities | Equality through scheduling |
| Coaching opportunities | Umpiring opportunities | Committee of Management composition |
| Marketing and promotion strategies | Safety | Other (Please specify) |

**ESD Benefits**

Tick the ESD benefits derived from this project. \*

|  |  |
| --- | --- |
| Optimise site/structure potential (eg: building orientation, windows energy ratings scheme (WERS), connection to sustainable transport) | Enhance indoor environmental quality (eg: natural light, ventilation, thermal control, drought proofing) |
| Optimise energy use (eg: solar system, natural ventilation systems, geothermal heating or coolings, provide electric car recharge parking space) | Optimise operation and maintenance practices (eg: LED light bulbs, recycle bins, reduce energy costs) |
| Protect and conserve water (er: water harvesting, using rain water, water recycling) | Use of environmentally friendly products (eg: maximise use of recycled materials, non-toxic materials) |
| None |  |

**Design Benefits**

Tick the principles of Universal Design that will be incorporated into the project. \*

|  |  |
| --- | --- |
| Equitable Use - The design is useful and marketable to people with diverse abilities. | Tolerance for Error - The design minimizes hazards and the adverse consequences of accidental or unintended actions. |
| Flexibility in Use - The design accommodates a wide range of individual preferences and abilities. | Low Physical Effort - The design can be used efficiently and comfortably and with a minimum of fatigue. |
| Simple and Intuitive Use - Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level. | Size and Space for Approach and Use - Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility. |
| Perceptible Information - The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities. |  |

|  |  |
| --- | --- |
| Enter the estimated TOTAL number of direct Full Time Equivalent (FTE) jobs that will be created through planning, project management and construction (for example: 5, enter numbers only): \* |  |
| Enter the TOTAL duration in months that the above created FTE jobs will be employed for: (for example: 9 months) \* |  |
| Enter the TOTAL number of direct Full Time Equivalent (FTE) ongoing jobs in operating facility (i.e. facility management) if applicable: Direct jobs are defined as those jobs created as employment impacts of the project itself: \* |  |

**ASSESSMENT CRITERIA**

**Assessment Criteria Weighting:**

* Project need and readiness - 50% - Q1, Q2, Q3
* Project outcomes- 30% - Q4
* Consultation and engagement- 20% - Q5

**Applications need to address the below Assessment Criteria in this application form, as outlined in the 2022 Local Sports Infrastructure Fund Guidelines.**

**1a.** Why is the project needed including specifically for women and girls? *(Explain the participation issue the project is seeking to address. Describe the links to relevant plans for example LGA/ARB plans, master plans, State Sporting Association plans). \**

|  |
| --- |
|  |

**1b.** Please list (and provide website links to) the relevant plans/strategies referenced in 1a. Please ensure that you also identify the relevant pages numbers for each document. **Note:** Copies of plans/strategies are no longer required to be submitted as supporting documents. \*

|  |
| --- |
|  |

**2.** Describe the project scope, including all components. \*

|  |
| --- |
|  |

**3.** What project planning has been completed to date. Outline what steps will be taken to commence works within six (6) months and complete the project within eighteen (18) months. \*

|  |
| --- |
|  |

**4.** Explain how the project will:

* Increase participation and/or support existing participation in community sport and active recreation.
* Support existing and proposed initiatives, policies and/or practices that support sustainable gender equality and participation of women and girls..
* Improve participation for those individuals and communities that participate less in community sport and active recreation (as per **Section 1.2**)
* Demonstrate implementation of Universal Design principles and ESD initiatives.

|  |
| --- |
|  |

**5.** Detail:

* The consultation and/or engagement that has occurred with the community and other stakeholders for the project.
* Any further consultation and engagement that will occur for the project.

**Evidence must be provided of community consultation and its findings and/or outcomes 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. on site consultation, letter box drop, social media posts)
* Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan)

*(*[*Please click here to review the Guidance note on the SRV website for further information*](https://sport.vic.gov.au/__data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf) )

|  |
| --- |
|  |

**PROJECT BUDGET**

**Please ensure you have reviewed the funding ratios in the guidelines applicable for your project. Please also ensure all amounts are excluding GST.**

**Funding Request**

|  |  |
| --- | --- |
| Amount Requested from this Program \* | Max $1,000,000 |
| Total Project Cost **(excluding GST)**\* |  |

Please provide details of the income and expenditure for your project, excluding GST. 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 (sheets) using the same categories.

Enter whole dollar amounts (eg 2000) - do not include cents, commas, decimal points or $ symbols. Make sure that the total income equals the total expenditure.

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME (excluding GST)** | | **EXPENDITURE (excluding GST)** | |
| Amount Requested from this Program \* | $ | Project Construction \* | $ |
| Grant (State) other than this Program | $ | Professional Planning/Advice | $ |
| Grants (Commonwealth) | $ | Project Management | $ |
| Contributions (Your Organisation) | $ | Contingencies, Escalations and Allowances | $ |
| Contributions (Philanthropic Trusts and Corporations) | $ | In Kind Expenses | $ |
| Contributions (Public) | $ | Other Expenses | $ |
| Grants (Local) | $ | Other Expenses Description |  |
| Grants (Other) | $ | **TOTAL EXPENDITURE** | **$** |
| In Kind Contributions | $ | **Note;** Total Income minus Total Expenditure  must equal $0.00 before you can  proceed to the next page. | |
| Other Income | $ |
| Other Income Description |  |
| **TOTAL INCOME** | **$** |

Have you provided evidence from the Chief Executive Officer/Financial Delegate (in the letter of support) of agreement to underwrite any cost escalation for the project budget to deliver the full scope of the project in this application. **Please note that SRV strongly prefers this confirmation which provides confidence in relation to your project proceeding.** \*

|  |
| --- |
| Yes or No |

If yes, please ensure this is stated in the letter of support.

**SUPPORTING DOCUMENTS**

Please review the **2022 Local Sports Infrastructure Guidelines (Section 5)** to confirm which supporting documents are mandatory for this funding stream. If these documents are not provided the Department reserves the right to consider your application ineligible.

When preparing your files, please ensure all supporting documents are all clearly named and dated. Once all files have been finalised and ready for submission, please zip them into one compressed folder and email them to (quoting the project name in the subject line):

* [LSIF@sport.vic.gov.au](mailto:LSIF@sport.vic.gov.au)

As the assessment timeframes are short for this program, if you are unsure about whether specific supporting documents are required, please speak with your SRV contact. The quality of the documentation will be assessed in conjunction with the criteria responses.

The below is a checklist of all supporting documentation requirements

**Mandatory Documents:**

* [Project Management Framework](https://sport.vic.gov.au/__data/assets/word_doc/0018/155106/Project-Management-Framework.doc)
* Site specific plan / aerial map clearly showing the location of proposed facilities.
* Site specific schematic plans developed with stakeholder input including clear dimensions, measurements and scale. The plans should support compliance against relevant State Sporting Association Facility Guidelines. (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. Scoreboards and Fixed Equipment projects should provide a minimum of clear product specifications and a concept plan.
* Project costings:
  + If total project cost is **$1 million or over (excluding GST)**: Quantity survey, tender price or independent qualified expert report (less than 12 months old).
  + If total project cost is **under $1 million (excluding GST)**: Quotes or internal cost estimates (less than 12 months old)
* Evidence confirming funding required to complete the project:
  + Council resolution (preferred for LGAs/ARBs) or Letter from CEO — confirming funding amount requested from SRV and applicant’s funding commitment to the project.

**Note:** SRV strongly prefers LGAs/ARBs confirm their commitment to underwrite the total project cost to deliver the scope outlined in the application. This provides further confidence that the project can proceed.

* + Where funding is from another government department, evidence of this funding via letter or funding agreement must be provided.
  + Where funding from clubs/organisations is indicated:
    - A letter from that organisation’s authorised officer, stating the funding amount committed.
    - Current bank statement/s demonstrating the funding amount is held by the organisation.
* [Schedule of Use](https://sport.vic.gov.au/resources/documents/schedule-use-template) (not mandatory for active recreation projects)
* Completed [Fair Play Code Form for Tenants](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code) from all clubs and/or associations that are tenants of the facility and benefiting from the project. Not applicable for Active Recreation projects.
* Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project.
* Evidence of community and stakeholder consultation 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, letterbox drop, social media posts).
  + Community consultation findings and outcomes of any engagement (e.g. community consultation report, summary of resident feedback, recent Masterplan)

**Mandatory (if applicable):**

* Lighting Plans including lux charts that are site specific (where lighting is requested in the project scope)
* For prefabricated/modular construction projects: Detailed area schedule.
* Completed [In-kind and Voluntary labour support form](https://sport.vic.gov.au/resources/documents/fact-sheet-kind-labour-and-voluntary-support)
* For projects on private land: A legally binding land-use agreement.
* For projects on school land:
  + Completed 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 Applicants requesting this letter should email: [vsbaproperty@education.vic.gov.au](mailto:vsbaproperty@education.vic.gov.au)

**Desired:**

* [Project Governance Framework](https://sport.vic.gov.au/resources/files/srv-project-governance-framework-templatedocx)
* Business or Feasibility Planning Documents
* Environmentally Sustainable Design report(s) and associated budget
* Facility Management Plan
* Soil/Geotechnical assessments/investigation report
* Access audit

**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 DJPR 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 DJPR is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made for information of an applicant, DJPR 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.

|  |  |
| --- | --- |
| Please check this box to confirm that you accept the declaration \* | Tick box for yes |

|  |  |
| --- | --- |
| Name \* |  |
| Position \* |  |
| Email address \* |  |
| Date \* |  |