

# Country Football and Netball Program

2016-2020 Guidelines



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# Country Football and Netball Program –2016-2020

## **Message from the Minister for Tourism, Sport and Major Events**

The Victorian Government is getting on with replacing and upgrading ageing grounds and facilities for football and netball clubs across rural, regional and outer metropolitan Victoria through the *Country Football and Netball Program*.

Grants of up to \$100,000 are available for projects that improve community football and netball infrastructure, including new or redeveloped change rooms, installation of improved turf, drainage and irrigation, new or upgraded courts or installation of sports lighting for courts or ovals.

These grants help country football and netball clubs, and clubs on the metropolitan fringe, who may be struggling with outdated, overused or non-compliant facilities.

We want to make it easier for everyone; players, coaches, umpires, kids and club supporters to stay involved in the game they love, while encouraging the community to lead healthy and active lifestyles.

Better sport and recreation infrastructure allows clubs to host more events and draw bigger crowds, bringing them vital revenue. Having modern infrastructure also helps clubs attract new players from near and afar.

Regional Victoria is home to some of the state's top football and netball leagues. These clubs have bred some of our nation's greatest champions. They deserve modern, accessible and safe infrastructure that they can be proud of.

Local football and netball clubs are the lifeblood of our communities. That's why we're proud to continue this successful program in partnership with the AFL, AFL Victoria and Netball Victoria.

I look forward to seeing new and exciting projects benefitting even more Victorians as part of the *Country Football and Netball Program*.

**THE HON MARTIN PAKULA MP**  
**Minister for Tourism, Sport and Major Events**

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# 1. About the Country Football and Netball Program

## 1.1 What is the Country Football and Netball Program?

The *Country Football and Netball Program* provides funding to assist grassroots country football and netball clubs, associations and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations.

## 1.2 Why is the Victorian Government, the AFL, AFL Victoria and Netball Victoria funding these grants?

The *Country Football and Netball Program* is a response to the Parliamentary Rural and Regional Services and Development Committee's Inquiry into Country Football Report, tabled in State Parliament in December 2004.

Improving football and netball facilities in rural, regional and outer metropolitan areas will support the regional and rural way of life and ensure the sustainability of country football and netball into the future.

## 2. Who can apply?

Only rural, regional and outer metropolitan councils can apply directly to Sport and Recreation Victoria.

Country football and netball clubs, associations and umpiring organisations can register their interest in applying for funding by submitting an Expression of Interest to their local council. Clubs and associations are advised to contact their local council about timelines for Expressions of Interest.

Councils then review and select the Expressions of Interest they wish to endorse, and submit full applications to Sport and Recreation Victoria for consideration.

Applications for the 2019-2020 funding round open on 14 March 2019. Applications close on 3 June 2019.

Clubs and associations are encouraged to contact their council regarding local arrangements in accepting Expression of Interest.

### 3. What types of activities might be funded?

Improving participation outcomes is a key objective of the program. Applications must clearly demonstrate how the project will improve participation outcomes. Specifically proposals should demonstrate how the project:

- will increase or maintain participation
- encourages participation by females, juniors, people living in growth areas and communities experiencing disadvantage
- improves the health and wellbeing of the community
- caters for non-traditional participants
- collaborates with AFL Victoria, Netball Victoria or relevant peak bodies
- encourages development of multi-use, shared and co-located facilities
- improves or implements Environmentally Sustainable Design
- applies or demonstrates principles of Universal Design.

Examples of potential projects include:

- modifying existing football and netball facilities to improve usage and access such as:
  - unisex change room facilities and amenities for players and umpires
  - multi-purpose meeting spaces catering for community and education programs.
- development or upgrading football and netball playing surfaces
- development or upgrading of football or netball lighting.

Smaller scale local level projects are encouraged and will be looked at favourably as part of this program.

All project applications will be assessed against the *Country Football and Netball Program* eligibility and assessment criteria.

Councils must discuss their project proposals with a Sport and Recreation Victoria representative before submitting applications.

Other considerations:

- councils must make timely contact with AFL Victoria and Netball Victoria representatives to discuss project ideas, seek their input into the planning and design of facilities and participation/programming initiatives
- projects must meet the relevant standards (for example, lighting projects should comply with Australian standards for the respective sport and playing surface dimensions)

- councils should incorporate Universal Design principles and environmentally sustainable design into projects
- councils are encouraged to explore funding models that demonstrate stakeholder commitment to the project
- facilities planned in functional, self-contained stages are eligible
- projects on private land are eligible, but will be subject to the establishment of a legally binding agreement between the organisation and local council to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement
- projects on school land are eligible subject to a completed Community Joint Use Proposal (to the Department of Education and Training) which is completed by the applicant and the school (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 endorsement from the Department of Education and Training at both the regional office and central office
- proposals may include project management fees of up to 5 per cent of the total project cost
- councils wanting to undertake detailed Design and Construct projects are eligible. Councils will need to demonstrate appropriate levels of planning and are still required to submit schematic designs and costings with full applications
- councils wanting to undertake Prefabricated Design and Construct projects are eligible. However, councils are required to submit a detailed area schedule for prefabricated/modular construction projects rather than schematic plans (although plans can be submitted if available).

### **3.1 What will not be funded?**

The *Country Football and Netball Program* will not fund the following activities:

#### **Project Types**

- 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, site clearing, earthworks, building works and any form of early works)
- requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities
- upgrading or redeveloping kitchen or public toilet facilities, except as part of a larger project that meets the objectives of the funding program
- costs for the design of sport and recreation facilities only (e.g. Detailed design of a facility or single site masterplans)

- 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 Australian standards (e.g. lighting projects or netball court dimensions)
- the replacement of like-for-like surfaces (e.g. tennis hard-court surface replaced by a similar hard-court surface) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is being introduced. Additional use should be confirmed through letter of support and schedule of use. Exceptional circumstances may be considered where a safety standard or compliance issue is evident
- repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance
- facilities where little or no public access is available
- in general, areas designated as licenced areas within a proposed facility will not be eligible for funding. Sport and Recreation Victoria 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.

### **Financial Management**

- projects where contributions from funding partners are not confirmed in writing or underwritten by council
- applications where the recipient organisation/s receive revenue from electronic gaming machines will generally be given a lower priority

### **Program Alignment**

- projects that do not align with the objectives of the program
- projects that do not meet the eligibility criteria
- projects that do not strongly address the assessment criteria
- projects that are deemed by Sport and Recreation Victoria as not ready to proceed
- applications submitted after the closing date, 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)
- tenant clubs that have failed to resolve a breach of the Fair Play Code (formerly Victorian Code of Conduct for Community Sport)
- projects that do not demonstrate how the principles of Universal Design and Environmentally Sustainable Design have been incorporated.

### 3.2 Past Performance

In finalising decisions on the allocation of funding for the *Country Football and Netball Program*, 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. Poor past performance will be taken into account when assessing applications and may be reason for projects not being supported.

This assessment 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 projects funded by Sport and Recreation Victoria and whether they have requested a variation
- organisations have completed projects funded by Sport and Recreation Victoria and whether they have submitted acquittal documentation.

## 4. Partnership approach

To strengthen the potential outcomes from the *Country Football and Netball Program* for communities, councils are required to engage Sport and Recreation Victoria, AFL Victoria and Netball Victoria as early as possible to develop proposals that strongly align with the fund.

This includes engaging with Sport and Recreation Victoria, AFL Victoria and Netball Victoria in the development of a project, rather than just in the development of an application. Sport and Recreation Victoria will provide guidance on how project ideas or proposals align with the fund prior to developing an application.

Once funded, projects are required to fulfil specific obligations to maintain funding commitments to projects. These obligations are outlined in the Funding Agreements. Project Managers are required to be familiar with these obligations.

## 5. What are the funding details?

Councils may be successful in receiving up to \$100,000 per financial year. This can comprise of one large project seeking \$100,000 or up to three smaller projects across different sites.

Sport and Recreation Victoria funding towards total project costs (excluding GST) will be based on the following ratios:

Funding available	Local government authority	Funding Ratios
Up to \$100,000**  Councils may be successful in receiving the total maximum funding of \$100,000 consisting of up to three applications per financial year.	Greater Dandenong, Kingston, Frankston*	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Mitchell, Whittlesea, Wyndham	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local
Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.		
<i>*Clubs competing in leagues affiliated with AFL Victoria Country are eligible to apply.</i>		
<i>**Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost.</i>		

## 6. What is the application process?

There are some important steps to consider before submitting an application to the *Country Football and Netball Program*.

### 6.1. Process for clubs

Only local councils are able to submit applications directly to Sport and Recreation Victoria. Clubs and organisations can seek to access this funding by completing an Expression of Interest for Community Organisations form and forwarding it to their respective council.

Any clubs wishing to discuss a project should contact their local council who will provide further advice.

### 6.2. Process for councils

#### Step 1: Check your eligibility

Only councils can apply directly to Sport and Recreation Victoria for funding.

#### Step 2: Commence discussions

Councils should discuss their activity idea with Sport and Recreation Victoria, AFL Victoria and Netball Victoria representatives

#### Step 3: Apply using Grants Online

To apply, go to [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants)

Make sure you have the information you need to apply on hand, including required documents, and click on 'Apply online' to submit your application through Grants Online. You will receive an Application Number when you submit an application online. Please quote your Application Number in all correspondence relating to your application.

Submitting your application online through Grants Online ensures it is received by Sport and Recreation Victoria immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 or email [grantsinfo@sport.vic.gov.au](mailto:grantsinfo@sport.vic.gov.au) between 8.30am – 5:00pm weekdays.

All supporting documentation can be emailed to [cfnp@sport.vic.gov.au](mailto:cfnp@sport.vic.gov.au) copying in your Sport and Recreation Victoria representative.

When you submit your application online using the grants online system you will receive an application number. Please quote your Application Number in the subject line of your email. Attach all documents to one email, zipping the files if required.

You can also send attachments on a CD or USB, quoting your application number, to:

Community Infrastructure Programs Team  
Sport and Recreation Victoria  
Department of Jobs, Precincts and Regions  
GPO Box 4509  
Melbourne Victoria 3001

## 7. How will applications be assessed?

A *Country Football and Netball Program* Steering Committee has been formed to oversee this program including the assessment of applications. The committee comprises representatives from Sport and Recreation Victoria, Regional Development Victoria, Australian Football League (AFL), AFL Victoria and Netball Victoria.

There are a number of common features in successful applications. Good applications are well planned, involve relevant stakeholder consultation and are clear about what they are aiming to achieve. Addressing each of the Assessment Criteria questions will help applicants develop a more thorough application.

Grant applications will be assessed against the *Country Football and Netball Program* Assessment Criteria and the required documents set out in this section.

Applications must also provide all the relevant supporting documentation to secure grant funding. The application form asks for a description of the project, response to the assessment criteria and an explanation of the outcomes.

For example, questions about project development, strategic justification, stakeholder engagement and participation outcomes are incorporated under the Assessment Criteria section. The percentage weightings allocated to each criterion represent the importance of the different weighting Sport and Recreation Victoria will use to assess project applications.

## 7.1 Assessment Criteria

<b>Project Development</b>	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria, Netball Victoria and AFL Victoria) and describe how safety, risk management, Universal Design Principles and Environmentally Sustainable Design has been incorporated into the proposed project.
	Include evidence of project costing, quotations/internal cost estimates
	Include confirmation of funding sources and contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST).
	Describe the track record and resources available to the project team to implement the project.
<b>Strategic Justification</b>	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence of how the project is strategically supported by local or regional planning and/or AFL Victoria or Netball Victoria planning.
<b>Stakeholder Engagement</b>	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, AFL Victoria, Netball Victoria, clubs/leagues, associations, Regional Sports Assemblies and community groups.
	Will the project be managed by an appropriately qualified team?

	<b>Participation Outcomes</b>
40%	Describe how the project improves (or in certain cases maintains) participation in country football and netball. As a result of the project, what will be the additional participation and programming outcomes? Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in football and netball activities, social connection and health and wellbeing.
	Considers multi-use and improves the quality and range of football and netball opportunities.
	Demonstrate how this project or the broader facility promotes gender equity through Council policies and facility management plans.

## 7.2 Information you will need to provide as part of your application

Please submit the following mandatory documentation with your application.

### All applications

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with AFL Victoria and Netball Victoria, Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Detailed area schedule for prefabricated/modular construction projects rather than schematic plans (although plans can be submitted if available)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quotes and/or internal cost estimates
- Quantity survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the assessment criteria)
- Detailed Schedule of Use

- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents).
- Technical and/or Access Audits (where available).
- 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.
- A legally binding land-use agreement for projects located on private land.
- For those projects located on school land, a completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)

## 8. Conditions that apply to applications and funding

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 applications review the Department of Jobs, Precincts and Regions standard terms and conditions before applying. It is recommended that you view the terms and conditions available at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

- A Schedule is required to be executed (signed) by both parties. The Schedule sets out the:
  - activity details
  - funding amounts
  - agreed actions and payments
  - 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.
- Successful applicants will have 18 months to complete the project.

- The facility tenant club(s) are expected to adhere to the *Fair Play Code from 1 July 2018* (formerly Victorian Code of Conduct for Community Sport) or related State Sporting Association Code of Conduct. More information can be found at our website. (<https://www.sport.vic.gov.au>.)
- A request to vary the timing or scope of an approved project must be discussed with your Sport and Recreation Victoria representative before submitting your request or commencing new works. 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 scope.
- Councils 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 Schedule.
- Councils are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects as outlined in the Schedule.
- A local government 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 with the application for all projects
  - through a process of appropriate engagement in the governance of a project, councils 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
  - councils must provide project acquittal documentation as required
  - councils 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 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 [Sport and Recreation Victoria](https://www.sport.vic.gov.au/grants) <[www.sport.vic.gov.au/grants](https://www.sport.vic.gov.au/grants)>

## **8.1 Acknowledging the Victorian Government's support and promoting success**

Successful applicants need to acknowledge the Victorian Government, the AFL, AFL Victoria and Netball Victoria's support through the provision of a grant from the *Country Football and Netball Program*.

Acknowledgement and publicity guidelines form part of the Funding Agreement. These include the requirement that all activities acknowledge the Victorian Government, the AFL, AFL Victoria and Netball Victoria's support through logo presentation on any activity-related publications, media releases, promotional material and placement of a permanent Victorian Government endorsed sign/plaque at the site during construction and upon completed of infrastructure activities.

The Minister for Tourism, Sport and Major Events is to be given the opportunity to participate in any formal activity associated with the progress or completion of a facility or to officially open or launch the project. Openings and launches of *Country Football and Netball Program* projects are to be coordinated through the Office of the Minister for Tourism, Sport and Major Events.

Councils considering staging an opening or launch must give at least eight weeks notice.

These guidelines have recently been updated to reflect current expectations of Victorian Government recognition. Acknowledgement and Publicity Guidelines can be found at <https://www.sport.vic.gov.au>.

## 8.2 Payments

Upfront payments for funded projects may be made if/when:

- a Funding Agreement has been signed by both parties and any special conditions have been met
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

For all grants at least 10 per cent of the total funding is paid in arrears on evidence of satisfactory completion of the activity.

## 9. Resources and additional information

Further information in relation to each of the following items can be found at [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants) and select *Country Football and Netball Program*.

## **Environmentally Sustainable Design**

Proposals are encouraged to incorporate Environmentally Sustainable Design initiatives in project designs.

## **Competitive Neutrality Policy**

Under the Council of Australian Governments (COAG) Competition Principles Agreement, Victoria is obliged to apply the COAG Competitive Neutrality Policy.

## **Capital Replacement Planning**

A Capital Replacement Plan is a tool that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is now a standard condition for many Sport and Recreation Victoria grants where facilities need to be periodically replaced or renewed.

## **Voluntary Labour and In-kind Support**

Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost.

## **Schedule of Use**

A Schedule of Use is a list of all the sport and recreation activities, highlighting the extent to which the proposed facility development will be used. The schedule summarises the type and duration of the activity over a period of time and is a valuable tool to measure participation outcomes. Councils can use the Schedule of Use as provided or adapt and/or provide their own.

## **Fair Play Code**

The facility tenant club(s) are expected to adhere to the *Fair Play Code from 1 July 2018* (formerly Victorian Code of Conduct for Community Sport) or related State Sporting Association Code of Conduct. More information can be found at <https://www.sport.vic.gov.au>.

## **SunSmart Online Shade Audit Tool**

This online tool helps determine whether existing shade at a site is adequate and provides practical recommendations to improve both built and natural shade. For more information [www.sunsmart.com.au/shade-audit/](http://www.sunsmart.com.au/shade-audit/).

## **Healthy Choices: policy guidelines for sport and recreation centres**

Guidelines to help sport and recreation centres establish policies that promote health and wellbeing.

## Planning Guides

Sport and Recreation Victoria (in collaboration with industry stakeholders) has developed a series of planning guides for sport and recreation facility development which include:

- Female Sports Infrastructure Guidelines
- Community Sporting Facility Lighting Guide
- Artificial Grass for Sport Guide
- Design for Everyone Guide

Copies of these planning guides can be found at [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants)

The AFL has developed a Preferred Facilities Requirement document to provide guidance in the development of football facilities. The AFL Preferred Facilities Requirements can be found at [www.aflvic.com.au/facility-resources/](http://www.aflvic.com.au/facility-resources/)

Netball Victoria has developed a range of documents to provide guidance on compliance and standards. These documents can be found at [vic.netball.com.au/support/facility-development/](http://vic.netball.com.au/support/facility-development/)

## Design for Everyone Guide

The Design for Everyone Guide is a resource that uses the principles of Universal Design to provide users with an understanding of how to apply the philosophy of Universal Design during the design and construction phases of a new building or the redevelopment of a current facility.

The concept of Universal Design is to simplify life for everyone by making the built environment more usable to as many users as possible.

This document can be found at [sport.vic.gov.au/design-for-everyone-guide](http://sport.vic.gov.au/design-for-everyone-guide)