

Community Sports Infrastructure Stimulus Program

APPLICATION GUIDELINES



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MESSAGE FROM THE MINISTER FOR COMMUNITY SPORT

Coronavirus (COVID-19) has impacted Victorians right across the State and community sport has not been immune to those impacts.

However, as Victorians we can be proud that community sport provides a great opportunity for social inclusion and can strongly contribute to Victoria's economic recovery.

The Victorian Government recently announced the \$2.7 billion *Building Works* package, designed to support shovel-ready projects to get thousands of people back to work.

Through the support of this package I'm proud to launch the \$68 million *Community Sports Infrastructure Stimulus Program* which will fast-track investment into critical shovel-ready community sport and recreation infrastructure projects across Victoria by investing between \$1 million and up to \$10 million in successful projects.

Community sport and recreation makes a significant contribution to Victoria's economy and that's why the Victorian Government is fast-tracking projects from new indoor sports stadiums to new sports precincts, active recreation facilities and aquatic centres. These investments will support local economies by creating economic activity and hundreds of jobs for planners, architects, engineers, project managers, builders, carpenters, plumbers, electricians, maintenance staff, facility managers and operational personnel. Sourcing local materials will also enable many more Victorian businesses to thrive in these uncertain times.

And of course, it's not just local economies that will benefit, but community sport will benefit from thousands of new participation opportunities that will be created along with supporting home-grown talents and developing facilities to host local, regional, state and national events when it is safe to do so.

That's why we're keen to support projects that make a real difference to local communities especially initiatives that open more doors to participation for disadvantaged communities, which is what **Active Victoria** is all about. This program complements our record investment into community sports infrastructure since 2014 of over \$915 million including the *Local Sports Infrastructure Fund*, *World Game Facilities Fund* and *Community Cricket Program*.

I encourage Victorian communities to work with their Local Government Authorities and Alpine Resort Boards to submit applications for projects by Friday 19 June 2020.

I look forward to seeing new and exciting projects from the *Community Sports Infrastructure Stimulus Program* benefitting Victorians.

THE HON ROS SPENCE MP
Minister for Community Sport





COMMUNITY SPORTS INFRASTRUCTURE STIMULUS PROGRAM

1.1. Background

Coronavirus (COVID-19) has resulted in far reaching implications for the Victorian community and generating jobs and economic activity will be critical to the revival of Victoria's economy.

The \$68 million *Community Sports Infrastructure Stimulus Program* will support Victoria's economy by working with Local Government Authorities, Alpine Resort Boards and sporting organisations to fast-track shovel-ready community sport and active infrastructure projects across Victoria.

The program is part of the Victorian Government's \$2.7 billion *Building Works* package, designed to support shovel-ready projects to get thousands of people back to work.

The program 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.

The Victorian Government is committed to supporting greater participation opportunities for all Victorians. There are significant groups of Victorians whose participation in sport and active recreation is well below the state average. Aboriginal Victorians, people with a disability, seniors, disengaged young people, culturally and linguistically diverse (CALD) communities, women and girls, LGBTI+ people and socio-economically disadvantaged all have significantly lower levels of participation.

1.2. Outcomes of the Program

The desired outcomes of the program are to:

- Provide a stimulus to local economic activity by planning, building and operating new or redeveloped significant community sport and active recreation infrastructure
- Respond to demand for new participation opportunities by considering strategic and well-planned projects that have broad community and sector support
- Improve diversity and inclusion by increasing participation by disadvantaged and under-represented groups identified in *Active Victoria*.

1.3. Organisational Eligibility

Only Local Government Authorities (LGAs) and the Alpine Resort Boards are eligible to apply for this program.

Eligible organisations are encouraged to consider a range of opportunities including partnerships that develop projects in schools and on Crown land.

Volunteer Committees of Management on Crown land should contact their respective LGA to discuss their proposed project being considered by this program.

1.4. Project Eligibility

Funding may be provided for the construction and/or upgrade of significant community sport and active recreation infrastructure that is ready to commence construction within six (6) months of executing a funding agreement with the Department of Jobs, Precincts and Regions. This may include but is not limited to:

- Multi-sports precincts that include the delivery of sports fields, sports courts and pavilions
- Regional or strategic single-sport precincts such as netball or football facilities
- New indoor multi-sport stadiums or new indoor courts
- New or redeveloped aquatic leisure centres including development of new water or dry program spaces
- New or redeveloped outdoor seasonal pools
- Active recreation spaces such as significant play spaces and shared recreation trails
- New sports fields, sports courts and surfaces that increase capacity or improve safety, including provision of sports lighting
- Pavilions including change rooms for participants that are female friendly and accessible
- Packaging of similar projects across multiple sites are permissible. For example, this may include grouping play spaces or sports lighting installations across multiple sites.
- Significant additional scope to existing projects to provide new participation opportunities. This may include new elements to a project that otherwise could not be delivered.

Along with recipients being required to commence construction within six (6) months of executing a funding agreement, projects will need to be completed within two years unless the project is of significant scale where completion within that timeframe isn't practical.

1.5. What 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
- Projects that have already been funded by the Victorian Government unless significant new and additional scope is identified
- Facilities where little or no public access is available
- Purchase of land
- Requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement

- Buildings considered temporary or not permanent in nature or intended use
- Repair of facilities where the damage can be covered by insurance
- Equipment
- Requests for ongoing operational costs
- Routine or cyclical maintenance
- Projects that do not meet relevant sport or Australian standards.

Applications already being considered under the *2020-21 Local Sports Infrastructure Fund*, *2019-20 World Game Facilities Fund*, *2019-20 Community Cricket Program* or funded through *Local Sports Grants* are not eligible, unless the application is for additional scope not included within those projects.

Further, projects that have been supported through the *Community Sports Infrastructure Loans Scheme* are not eligible for funding.

1.6. Funding

Eligible applicants can submit up to **three (3)** applications.

Applications for funding from this program must be between **\$1 million** and **\$10 million**.

A 10 percent minimum local financial contribution of the funding amount sought is required to be committed and confirmed by LGAs or Alpine Resort Boards, for each application submitted. For example, a grant request of **\$1 million** should be matched with a contribution of at least **\$100,000**.

Contributions should be commensurate with the applicant's financial capacity and support for the project. Applicants cannot utilise other State Government funding as part of the minimum financial contribution. Local contributions may include funding from LGAs or other organisations such as clubs and the Federal Government.




Projects with a mix of funding, including confirmed and appropriate financial contributions will be highly regarded.

In-kind contributions will not be considered in determining the total project cost.

Applications may seek project management and non-construction expenses of up to 7.5 percent of the total project cost (exclusive of GST) or a maximum amount of \$500,000, whichever is lower. For example, a project with a \$6 million total project cost may include up to \$450,000 in the request towards project management and non-construction expenses.

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

1.7. Timelines

APPLICATIONS OPEN	APPLICATIONS CLOSE	OUTCOMES ADVISED	FUNDING AGREEMENTS EXECUTED FOR SUCCESSFUL PROJECTS
28 May 2020	19 June 2020	Late July 2020	July 2020 onwards
			

1.8. Application process

Eligible applicants must submit an application and supporting documents via the Sport and Recreation Victoria website for each individual application.

<https://sport.vic.gov.au/grants-and-funding/our-grants/community-sports-infrastructure-stimulus-program>

Applications must be submitted by **11.59pm, Friday 19 June 2020**.

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.

Applicants are required to liaise with their local Sport and Recreation Victoria representative to discuss their project idea/s prior to submission. Further questions on this program can also be directed to communityinfrastructure@sport.vic.gov.au



1.9. Assessment Criteria

CRITERIA	DESCRIPTION
The project provides suitable local economic stimulus benefits	<p>How will the project support a post-coronavirus (COVID-19) recovery in your municipality or region including providing significant new economic activity, which includes:</p> <ul style="list-style-type: none"> • job creation during construction and operation • supply chain opportunities including materials and maintenance • other economic benefits such as hosting future events that provide a visitor economy benefit
The application demonstrates strong sport and active recreation participation outcomes	<p>Describe the sport and active recreation participation issues the project addresses and the outcomes that will result from the project.</p> <p>Evidence of need and these benefits can be demonstrated through supporting documentation (eg feasibility studies, Schedule of Use or similar, letters of support)</p>
The application demonstrates strong sport and active recreation participation outcomes for disadvantaged and under-represented communities and cohorts	<p>Describe the new sport and active recreation opportunities and initiatives that improve inclusion and diversity by disadvantaged and under-represented communities and cohorts, including Aboriginal Victorians, people with a disability, seniors, disengaged young people, culturally and linguistically diverse communities, women and girls, LGBTIQ people and socio-economically disadvantaged communities.</p> <p>Evidence of these benefits can also be demonstrated through supporting documentation (eg Schedule of Use or similar, letters of support)</p>
The project scope is clear and is well designed and informed by Universal Design principles and Environmentally Sustainable Design considerations	<p>Provide a clear scope of works proposed to be completed as part of this project</p> <p>Outline how Universal Design principles will be implemented in project planning and how Environmentally Sustainable Design considerations are reflected in the project budget</p>
The application demonstrates the project is ready to commence construction within six (6) months	<p>Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin the project within six (6) months, including how the project will move to the construction phase. This should be supported by a Project Management Framework, CEO letter or council resolution confirming support for the project. Projects with a council resolution will be prioritised</p>
The project is supported by local stakeholders and key organisations that will benefit from the project	<p>Describe the previous community and stakeholder consultation undertaken for the project. Provide evidence of support through consultation reports, and current/previous letters of support from stakeholders such as tenant clubs and local stakeholders.</p> <p>Note: letters of support from State Sporting Associations are not required</p>

Applications must be supported by the Mandatory Documents in Appendix 1.

Priority will be given to projects that:

- Will result in significant new economic benefits in the form of local economic activity and job creation through construction, operation and supply chain benefits. Applications prioritising local contractors which benefit the immediate economy will be prioritised.
- Provide evidence of the ability to commence construction within six (6) months of executing a funding agreement through the provision of mandatory documentation such as schematic plans and current cost plans (not more than 12 months old)
- Support communities with high levels of socio-economic disadvantage and communities that may be unable to generate funds required for large community infrastructure projects.
- Have experienced natural disasters (such as bushfires), and communities experiencing strong population growth.
- Include a mix of other confirmed funding contributions from project beneficiaries.

1.10. Resources and Additional Information

Additional guidelines, tools and resources can be found on the Sport and Recreation Victoria website to support your Application.

<https://sport.vic.gov.au/grants-and-funding/our-grants/community-sports-infrastructure-stimulus-program>

2.



CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

2.1. Funding Agreements

Successful funding applicants must enter into a Funding Agreement with the Department of Jobs, Precinct and Regions within one (1) month of receiving a funding agreement for a successful project, or the funding offer may be withdrawn.

The Minister for Community Sport reserves the right to withdraw funds for projects that do not commence within six (6) months of execution of a funding agreement without recipients demonstrating due cause.

Funds must be spent on the project as described in the application and outlined in the Funding Agreement unless changes are agreed in writing through a formal variation.

Variations to the project will need to be agreed to with Sport and Recreation Victoria. Some scope changes may require the approval of the Minister for Community Sport.

LGAs and Alpine Resort Boards must inform the participating organisations where applicable, of all funding arrangements and obligations regarding the grant.

The Local Jobs First policy will apply to projects where the value of the grant is above the threshold values of:

- i. \$3 million or more in metropolitan Melbourne, and
- ii. \$1 million or more in regional Victoria, or

Important details on this policy can be found at **Appendix 2**.

Local Jobs First requirements will be built into all funding agreements where these thresholds apply.

Tenders for stimulus projects will be required to advertise for additional workers through the *Working for Victoria* platform in the first instance.

Facility tenant clubs are expected to adhere to the Fair Play Code (or related state sporting association Code of Conduct). Evidence of this adherence will be required as a funding agreement milestone.

The department reserves the right to add milestones or requirements to funding agreements that obligate the recipient to meet as a result of funding provided through this program. This may include, but not be limited to recognition, signage, participation in campaigns or activities consistent with State Government objectives or policies as outlined in *Active Victoria*.

Depending on the project this may include:

- Facility Management and Governance Plans
- Adherence to Healthy Choices Guidelines
- Demonstration of policies, practices and programs that support gender equality.

2.2. Acknowledging the Victorian Government's support and promoting success

Successful applicants will need to adhere to the *Sport and Recreation Victoria Infrastructure Grants Acknowledgement and Publicity Guidelines*.

APPENDIX 1

Mandatory Documents

MANDATORY DOCUMENTS INCLUDE:

Quantity survey, tender price or independent qualified expert report (not more than 12 months old)

Site specific schematic plans and aerial map showing the location of the project developed with stakeholder input including clear measurements (not applicable for modular construction projects). *Note: Concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted*

Evidence confirming any additional funding required to complete the project. Where funding from a club is indicated current bank statements demonstrating financial capacity for the contribution must be provided alongside a letter from an authorised officer of the club/organisation committing to a specific funding amount

Evidence of community engagement process and outcomes, including broader community and user groups

Letter from CEO or council resolution confirming that the project will be ready to proceed to construction within six (6) months of approval and that applicant funding is available to deliver the project. **Projects with a council resolution will be prioritised**

Project Management Framework or other detailed project plan with timelines demonstrating how the project can move from schematic designs to construction within six (6) months

Where relevant

Detailed area schedule for prefabricated/modular construction projects only

Lighting plans (including lux charts that are site specific for projects incorporating lighting)

Evidence of landowner consent consultation and support for non-LGA land such as Crown Land

A legally binding land-use agreement is required for any projects located on private land

For projects on school land, a minimum of a completed Joint Use Proposal to enter into a *Community Joint Use Agreement* is required with letters from both regional and central offices of Department of Education and Training

DESIRABLE

Business or feasibility planning documents (as a way of demonstrating need)

Schedule of Use or similar document demonstrating how participation will increase for specific clubs/groups

Environmentally Sustainable Design reports

Letters of support from local organisations that indicate the project scope, funding contribution and how the group either supports or benefits from the project. **Note: letters of support from State Sporting Associations are not required**

Soil testing/Geotechnical reports where relevant

Technical and/or Access Audits (where these have been completed)

Evidence that the Aboriginal Heritage Planning Tool has been completed (where this is applicable)

APPENDIX 2

Local Jobs First Policy

1. Overview

- (a) The Local Jobs First Policy (**LJF Policy**) issued under the *Local Jobs First Act 2003* supports businesses and workers by ensuring that small and medium size enterprises are given a full and fair opportunity to compete for both large and small government contracts, helping to create job opportunities, including for apprentices, trainees and cadets. The LJF Policy is implemented by Victorian Government departments and agencies to help drive local industry development.
- (b) The LJF Policy comprises the Victorian Industry Participation Policy (**VIPP**) and the Major Projects Skills Guarantee (**MPSG**).
 - i. VIPP seeks to ensure that small and medium-sized business are given full and fair opportunity to compete for government contracts.
 - ii. MSPG is a policy that provides job opportunities for apprentices, trainees and cadets on high value construction projects.
- (c) Local Jobs First applicable projects include but are not limited to:
 - i. purchase of goods and/or services, regardless of the method of procurement (including individual project tenders, State Purchase Contracts, supplier panels);
 - ii. construction projects (incorporating design and construction phases and all related elements), including individual projects, Public Private Partnerships, Alliance Contracts, Market Led Proposals, supplier panels and auctions; and
 - iii. grant and loan projects, including grant agreements or loan arrangements to private, non-government and local government organisations for a single or group of projects.
- (d) The LJF Policy applies to grant projects where the value of the grant is above the threshold values of:
 - i. \$3 million or more in metropolitan Melbourne, and
 - ii. \$1 million or more in regional Victoria, or

For further information, grant applicants should refer to the LJF Policy and Guidelines which can be found at www.localjobsfirst.vic.gov.au.

2. Definitions

Agency means Sport and Recreation Victoria within the Department of Jobs, Precincts and Regions.

Contestable Items means goods or services in a procurement process where there are competitive international and local suppliers. 'Competitive' means the suppliers are able to offer comparable goods or services that meet the specifications provided in this [Request for Grant Proposal / Grant Application]. Contestable items can be goods or services at any stage of a project, including maintenance.

Department has the meaning given in s 3(1) the *Local Jobs First Act 2003*.

Funding Agreement means the funding grant contract entered into between the Agency and the Grantee.

Guidelines means the Local Jobs First Supplier Guidelines, available at www.localjobsfirst.vic.gov.au.

ICN means Industry Capability Network (Victoria) Limited of Level 11, 10 Queens Road, Melbourne VIC 3004 ACN 007 058 120.

3. Consultation with Industry Capability Network (ICN) Victoria

- (a) To increase opportunities for local businesses within their project, successful grant recipients (Grantees) are required to consult with ICN regarding opportunities for local businesses, particularly with regard to Contestable Items. This is to better target the application of LJF towards areas of contestable procurement.
- (b) Successful Grantees are required to consult with ICN after the Grant Funding Agreement has been executed. Payment of monies under the Grant Funding Agreement may be based upon Grantees' compliance with the consultation requirement.
- (c) The consultation requirement involves the following steps:
 - i. The Agency will advise the Grantee that they must submit an Interaction Reference Number Form (IRN Form).
 - ii. Grantees must register with ICN online at www.icnvic.org.au/ljf and go through the IRN Form submission process. The IRN Form requires Grantees to provide an indication of the nature of the grant activities to be undertaken or project being designed, and the likely services or the activity to be required.

- iii. ICN will review the Grantee's IRN Form and contact the Grantee to discuss opportunities for local industry.
- iv. Grantees must negotiate with ICN to determine how opportunities for local businesses or Contestable Items will be provided for in the project. This may involve ICN contributing to or reviewing draft designs or participating in particular project meetings.
- v. Consultation with ICN can take between 30 minutes and a few hours, depending upon the nature of the Contestable Items in the procurement activity.
- vi. Once consultation is complete, ICN will issue the Grantee with an Interaction Reference Number (IRN) and a reference letter. The reference letter will set out any agreements reached between ICN and the Grantee during consultation.
- vii. The Grantee must submit their IRN to the Agency's representative within 20 business days of the Grant Funding Agreement being executed to demonstrate to the Agency that they have consulted with ICN, and that ICN is satisfied local industry will be considered in the design of the project.



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

Authorised by the Victorian Government

Department of Jobs, Precincts and Regions

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May 2020

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Available at Sport and Recreation Victoria's website sport.vic.gov.au

