

# 2023-24 Country Football and Netball Program

## APPLICATION GUIDELINES



# CONTENTS

<b>MESSAGE FROM THE MINISTER</b> . . . . .	<b>3</b>
<b>1. 2023-24 COUNTRY FOOTBALL AND NETBALL PROGRAM</b> . . . . .	<b>4</b>
1.1 About the Country Football an Netball Program . . . . .	4
1.2 Why is the Victorian Government supporting these grants? . . . . .	4
1.3 Objectives of the Program . . . . .	4
1.4 Outcomes of the Program . . . . .	5
1.5 Investment Priorities . . . . .	6
1.6 Timelines . . . . .	6
<b>2. ELIGIBILITY</b> . . . . .	<b>7</b>
2.1 Eligible Applicants . . . . .	7
2.2 Rurality . . . . .	7
2.3 Eligible Projects . . . . .	8
2.4 Performance . . . . .	8
2.5 Facilities on School Land . . . . .	8
<b>3. TYPES OF ACTIVITIES THAT WILL NOT BE FUNDED</b> . . . . .	<b>9</b>
<b>4. FUNDING DETAILS</b> . . . . .	<b>10</b>
4.1 Funding Ratios . . . . .	11
4.2 In-kind contributions . . . . .	11
<b>5. ASSESSMENT CRITERIA</b> . . . . .	<b>12</b>
<b>6. SUPPORTING DOCUMENTATION</b> . . . . .	<b>14</b>
<b>7. APPLICATION PROCESS</b> . . . . .	<b>16</b>
7.1 Guidance . . . . .	17
7.2 Assessment Process . . . . .	18
<b>8. CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING</b> . . . . .	<b>19</b>
8.1 Grant Agreements . . . . .	19
8.2 Acknowledging the Victorian Government’s support and promoting success . . . . .	20
8.3 Payments . . . . .	20
8.4 Privacy . . . . .	20
<b>9. RESOURCES AND ADDITIONAL INFORMATION</b> . . . . .	<b>21</b>
9.1 Supporting documentation, forms and templates . . . . .	21
9.2 Gender Impact Assessments . . . . .	21
9.3 Universal Design . . . . .	21
9.4 Environmentally Sustainable Design . . . . .	22
9.5 Voluntary Labour and In kind Support . . . . .	22
9.6 Fair Play Code . . . . .	22
9.7 Victoria’s Women Construction Strategy . . . . .	22
9.8 Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018) . . . . .	22
9.9 Future Proofing Community Sport and Recreation Facilities . . . . .	22



Courtesy South Gippsland Shire Council

## MESSAGE FROM THE MINISTER

**Regional Victoria is home to many of the state's football and netball leagues and clubs. They're an integral part of grassroots sports and the backbone of many rural communities..**

That's why the Victorian Government, in partnership with the AFL, AFL Victoria and Netball Victoria is proud to be kicking in \$2.5 million for the 2023-24 Country Football and Netball Program. This is backing even more football and netball clubs across rural and regional Victoria and outer metropolitan areas as they help make positive contributions to their communities.

Grants of up to \$250,000 are available to deliver infrastructure projects that include the redevelopment and construction of new ovals and netball courts, installation of sports lighting, and construction of new and redevelopment of existing pavilions, including gender-neutral change rooms.

There's also a strong focus on supporting clubs that recently experienced hardship such as loss due to flood impact, socio-economic disadvantage or other economic challenges.

Initiatives like our Country Football and Netball Program 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, regardless of where they live.

Launched in 2005, the Program has invested more than \$37.5 million in more than 560 projects across the state.

It's all about delivering more opportunities for clubs to meet growing demand, welcome even more members, and host the big events at modern, accessible home grounds and courts they can be proud of.

The Program is part of the Victorian Government's significant commitment to health and wellbeing, economic activity and local jobs, diversity, inclusion, and boosting the capacity of communities to attract and host local and regional competitions and events.

I'm delighted to welcome applications to the 2023-24 Country Football and Netball Program, and I look forward to seeing new and exciting projects benefiting even more Victorians.



**THE HON ROS SPENCE MP**  
Minister for Community Sport

# 1



## 2023-24 COUNTRY FOOTBALL AND NETBALL PROGRAM

### 1.1 ABOUT THE COUNTRY FOOTBALL AND NETBALL PROGRAM

The Country Football and Netball Program (the Program) is a \$2.5 million Victorian Government investment program in partnership with the AFL, AFL Victoria and Netball Victoria that provides funding to assist grassroots country football and netball clubs, associations, and umpiring organisations to develop facilities in rural, regional, and outer metropolitan locations.

Administered by Sport and Recreation Victoria (SRV), the Program will support the development of high-quality, accessible community football and netball infrastructure.

Through the improvement of football and netball facilities in rural, regional, and outer metropolitan areas, the Program will support the sustainability of country football and netball clubs into the future.

### 1.2 WHY IS THE VICTORIAN GOVERNMENT SUPPORTING THESE GRANTS?

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

The Program promotes partnerships between the Victorian Government, AFL Victoria, Netball Victoria, Local Government Authorities (LGAs), country football and netball clubs, associations and umpiring organisations, schools, and community organisations. The Program aims to improve football and netball participation consistent with the strategic directions identified in Active Victoria 2022-2026: A strategic framework for sport and recreation in Victoria.

The Program is underpinned by the Department of Jobs, Skills, Industry and Regions (DJSIR) 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.

### 1.3 OBJECTIVES OF THE PROGRAM

Strong, active, and healthy communities need high quality, accessible, well-designed, and well managed infrastructure to conduct sport and active recreation activities. A priority for the Victorian Government is developing football and netball infrastructure that supports participation and inclusion of woman and girls and other communities that participate less, while boosting local economic activity.

The Program aims to achieve this by:

- upgrading existing and constructing new football and netball infrastructure that will increase or maintain participation
- fostering inclusive, diverse, accessible, and responsible development through universal design, gender neutral design, environmental sustainability, and strategically planned facilities

- encouraging involvement of football and netball organisations in planning and developing facilities
- encouraging collaboration between LGAs, SRV, AFL Victoria, Netball Victoria, country football and netball clubs, associations and umpiring organisations, schools, and community organisations to actively promote diverse, inclusive cultures and programs that increase or maintain football and netball participation
- supporting multi-use outcomes, where football and/or netball are the primary beneficiary
- supporting access to football and netball development and pathway programs by improving access to higher quality facilities
- developing local economic activity through the planning, building, activating, maintaining, and managing of redeveloped or new infrastructure.

Rates of participation in sport and active recreation are well below the state average for many groups of Victorians. This includes Aboriginal Victorians, people with a disability, seniors, disengaged youth, culturally and linguistically diverse (CALD) communities, women and girls and gender diverse people, LGBTIQ+ people and socio-economically disadvantaged communities. The Victorian Government is committed to supporting greater opportunities for all Victorian individuals and communities who participate less. The Program will prioritise projects that will support participation of these groups.

## 1.4 OUTCOMES OF THE PROGRAM

The Program reflects the Victorian Government's commitment to securing the many benefits of football and netball participation<sup>1</sup>. This includes supporting Victorians particularly in disadvantaged communities to achieve better health, social, and economic outcomes through the construction, programming and activation of community football and netball infrastructure. The Program will invest in proposals that can demonstrate commitment to the following outcomes:

- develop new or maintain existing participation opportunities in football and/or netball, where there is a risk to participation decline
- improve diversity and inclusiveness in participation by prioritising projects that provide opportunities for communities that participate less (such as women and girls, gender diverse people, and people with a disability), as outlined in *Active Victoria 2022–2026*
- support gender equality in participation, coaching, administration, umpiring and volunteering
- improve physical and mental health, social and economic outcomes for traditionally disadvantaged communities such as low socio-economic areas, growth areas, and communities experiencing long term disadvantage
- develop multi-use, shared and co-located facilities
- collaborate with AFL Victoria, Netball Victoria, or other relevant peak bodies.

<sup>1</sup> Participation is defined as engaging in playing, coaching, officiating or volunteering in a sport or active recreation activity.

## 1.5 INVESTMENT PRIORITIES

Priority will be given to projects:

- supporting communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing socio-economic disadvantage, strong population growth or significant change in circumstances (e.g. economic challenges)
- demonstrating specific participation outcomes for disadvantaged communities and communities who participate less, including women and girls and gender diverse people, Aboriginal Victorians, people with a disability, seniors, disengaged young people, culturally and linguistically diverse communities, and LGBTIQ+ people
- demonstrating economic lift in the form of job creation during construction and operation, non-government investment in the facility and participant and event attraction
- demonstrating implementation of Universal Design Principles and Environmentally Sustainable Design
- projects or facilities on school land that can demonstrate multi-use opportunities and ensure long-term community access (refer **Section 2.5** for information regarding facilities on school land)
- projects that include lighting elements are encouraged to include LED lighting solutions and will be prioritised accordingly.

## 1.6 TIMELINES

Timelines for the 2023-24 Country Football and Netball Program are detailed below.

APPLICATIONS	PROGRAM CLOSES	NOTIFICATION OF OUTCOMES	CONSTRUCTION COMPLETION
August 2023	9 October 2023	From February 2024 onwards	March 2026 No later than 24 months from execution of the Grant Agreement

# 2.



Courtesy Nillumbik Shire Council

## ELIGIBILITY

### 2.1 ELIGIBLE APPLICANTS

Only Local Government Authorities (LGAs) are eligible to apply directly to the Program, limited to:

- Rural and regional LGAs
- Interface LGAs for facilities used by teams participating in leagues that are affiliated with an AFL Country League or a Netball Victoria Regional League or for facilities in areas where rurality can be demonstrated (Please refer to **Section 2.2** Rurality, for further information)
- Frankston, Greater Dandenong and Kingston LGAs for facilities used by teams participating in an AFL Victoria Country League.

Applications for projects where football or netball clubs participate in a New South Wales or South Australian league are eligible, provided the project will occur at a facility located in Victoria.

Applications for projects where the project beneficiary receives revenue directly from electronic gaming machines are not eligible.

Applications received directly from clubs, associations, umpiring organisations, schools, community organisations and businesses are ineligible and will not be considered for funding.

LGAs **must** discuss project/s with SRV and the relevant peak body (AFL Victoria or Netball Victoria) representatives to receive advice about developing projects that meet the Program objectives before submitting application/s.

All applications will be assessed against the Program Objectives and Assessment Criteria in **Section 5**.

An [Expression of Interest for Community Organisations Form](#) has been developed. The purpose of this form is to assist country football and netball clubs, associations and umpiring organisations, schools, and community organisations to liaise directly with their LGA on possible applications to the Program. Community organisations are advised to contact their LGA about timelines and processes for expressions of interest.

### 2.2 RURALITY

For the purposes of the program, rurality may be demonstrated if the facility location in the Interface LGA is outside of the Urban Growth Boundary, as outlined at <https://mapshare.vic.gov.au/vicplan/>

Where the location of land for a prospective project does not satisfy the above, an applicant may apply for funding if they can demonstrate the facility is located on land in a rural setting or in a township with a predominantly rural or regional characteristics. This may include one or more of the following:

- Facility is in a township with lower population and/or lower population density
- Facility is in a township neighbouring a rural and regional LGA
- Facility is in a township with a higher concentration of tourism and/or agribusiness
- The facility's catchment zone includes rural or regional communities e.g. through hosting of competition teams that are from rural or regional towns.

Any applications that are eligible through the rurality clause **must** speak to their SRV representative to discuss prior to submitting an application.

## 2.3 ELIGIBLE PROJECTS

The types of projects that are eligible for support include:

- developing new or redeveloping change rooms and pavilions to increase capacity, inclusion and safety
- developing new or redeveloping existing sports ovals and courts to increase capacity, inclusion and safety
- sports lighting that improves facility capacity and participant safety. Lighting projects may include the installation of new LED Lighting Infrastructure, or the replacement of non-LED lighting with LED lamps to permit lighting standards to be met. Should existing lighting poles be retained, a report from an engineer or other suitable expert confirming that they are structurally sound would need to be provided
- projects that result in energy or water efficiency, with a direct impact on participation, such as warm season grass conversions
- infrastructure on school land with confirmed community use
- projects that benefit multi use outcomes where football is the primary beneficiary.

Construction must be completed in 24 months of executing a Grant Agreement with the DJSIR.

## 2.4 PERFORMANCE

SRV will review an applicant's project delivery performance and assess whether this is likely to have an impact on the successful delivery of a future project. LGAs are expected to deliver milestones and acquit projects in the prescribed timeframes. Poor past performance will be considered when assessing applications and may be reason for project/s not being recommended.

This will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by SRV (within appropriate timeframes)
- organisations have overdue milestones and whether they have requested a variation
- organisations have already completed projects funded by SRV and whether they have submitted the required final acquittal documentation
- organisations have a large number of current projects and capacity to deliver additional projects isn't well evidenced.

## 2.5 FACILITIES ON SCHOOL LAND

For projects on school land, a Community Joint Use Proposal (to the Department of Education) which is completed by the applicant and the school must be submitted by the applicant to be eligible for funding (schools can access this document from the Department of Education website). Applicants must allow sufficient time to complete this document and obtain the necessary written endorsement from the Department of Education.

A letter from the Department of Education central office must also be provided that indicates endorsement of the project. Applicants requesting this letter should email [vsba.property@education.vic.gov.au](mailto:vsba.property@education.vic.gov.au).

Projects in non-government schools are also eligible for funding through LGAs and require similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.



# 3.



## TYPES OF ACTIVITIES THAT 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 SRV before the closing date, which will only be granted under exceptional circumstances (for example, significant technology disruptions).
- Facilities where little or no public access is available.
- 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 grant agreement (construction includes, but is not limited to demolition, site clearing, earthworks, building works and any form of early works).
- Buildings considered temporary or not permanent in nature or intended use.
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the Program.
- Scoreboards, behind goal netting, coaches' boxes and other supporting infrastructure unless considered a minor component of a larger project.
- Routine or cyclical maintenance works.
- Purchasing or maintaining recreation, entertainment, sporting, lifesaving or any other equipment (except as part of facility fit out).
- Projects previously funded by SRV unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Projects that do not meet relevant sport or Australian Standards (for example, lighting projects). Facilities that do not comply with the relevant sport standard must seek exemption from the relevant sporting organisation to be supported by the Program.
- 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. The Program may consider supporting applications where the scope includes elements in addition to the facility damaged.
- In general, areas designated as licenced areas within a proposed facility will not be eligible for funding. DJSIR 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 childcare or access by young people.
- Projects where contributions from funding partners are not confirmed in writing and by bank statement/s or underwritten by the applicant.
- Applications where the project beneficiary receives revenue directly from electronic gaming machines are not eligible.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.

# 4.



## FUNDING DETAILS

Eligible organisations may submit up to 3 applications, however the total funding sought cannot exceed \$250,000 per LGA, and no application can exceed the maximum grant amount of \$250,000.

Each application submitted may contain one of the following:

- one project, or
- multiple projects of differing scope at one site.

Applicants must approve and underwrite any in-kind contribution from third parties.

Each project requires a separate application. Bundled projects will be deemed ineligible.

Applicants must confirm their commitment to underwrite the total project cost and any cost escalations to deliver the scope outlined in the application.

Applications may include project management fees of up to 7.5% of the total project value (exclusive of GST).

Applications must include contingency that is a minimum 10% of the total project value (exclusive of GST).

Applicants must address the assessment criteria at **Section 5** and provide the list of supporting documentation as per **Section 6**.

## 4.1 FUNDING RATIOS

SRV funding towards total project costs (excluding GST) will be based on the following ratios:

FUNDING AVAILABLE	LOCAL GOVERNMENT AUTHORITY	FUNDING RATIOS
Up to \$250,000**	<b>Rural</b>	SRV \$3 : \$1 local
Up to \$250,000**	<b>Regional/Interface</b> Ballarat, Greater Bendigo, Greater Geelong, Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges	SRV \$2 : \$1 local
Up to \$250,000**	<b>Metropolitan</b> Greater Dandenong*, Kingston*, Frankston*	SRV \$1 : \$1 local

\* Only football and netball clubs competing in leagues affiliated with AFL Victoria Country are eligible for funding

\*\* Applicants may claim in-kind expenses to a maximum of 50% of the total project cost.

## 4.2 IN-KIND CONTRIBUTIONS

An in-kind contribution is a contribution of a good or service other than money. Examples include voluntary labour, donated goods, and donated services.

Applications that include in-kind contributions must provide:

- a completed in-kind and voluntary labour support form
- a letter from the LGA Chief Executive Officer that approves and underwrites any in-kind contributions.

# 5.

## ASSESSMENT CRITERIA

There are several common features in successful applications. Good applications are well planned, involve coordination and collaboration with SRV, involve relevant stakeholders and are clear about what they are aiming to achieve. Every application will be carefully considered and will consider all of the below assessment criteria.

LGAs will need to address and respond to the following application questions and are also required to provide evidence and documentation to support the application. A detailed table of the mandatory and desired documents can be found in the supporting documentation checklist at **Section 6**.

CRITERIA	WEIGHTING	QUESTIONS
Project Need and Readiness	40%	<ol style="list-style-type: none"> <li>1. Why is the project needed? What football and/or netball participation issue/s is the project seeking to address?</li> <li>2. Describe the project scope, including all components. How will the project scope address the football and/or netball participation issue/s identified?</li> <li>3. What project planning has been completed to date. Outline what steps will be taken to complete works in 24 months. <ul style="list-style-type: none"> <li>– Applications should indicate how the project need is supported by planning, for example LGA plans, master plans, alignment with AFL Victoria’s Football Facilities Development Strategy ‘<i>Growing the Heartland</i>’ and/or Netball Victoria’s Statewide Facilities Strategy.</li> </ul> </li> </ol>
Project Outcomes	40%	<ol style="list-style-type: none"> <li>4. What are the current football and/or netball participation activities at the facility?</li> <li>5. Detail the future football and netball activities, programs and activations resulting from the project. How will these activities and programs increase participation?</li> <li>6. Explain how the project will increase participation and/or support existing participation in football and netball. How will the project improve participation for those individuals and communities that participate less in community sport and active recreation? <ul style="list-style-type: none"> <li>– This may include initiatives, policies or practices currently being undertaken or that will be implemented in the future to reinforce the impact of the project (for example, Gender Impact Assessment, club based gender equity plan, priority access).</li> </ul> </li> <li>7. Demonstrate implementation of Universal Design Principles and Environmentally Sustainable Design (ESD) initiatives.</li> </ol>

CRITERIA	WEIGHTING	QUESTIONS
Community and Stakeholder Engagement	20%	<p>8. Detail:</p> <ul style="list-style-type: none"> <li>The consultation and/engagement that has occurred with the community and other stakeholders for the project.</li> <li>Any further consultation and engagement that will occur for the project.</li> </ul> <p>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.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul> <p><a href="#">Community Consultation Guidance Note</a> for projects with amenity impact.</p>

# 6.



## SUPPORTING DOCUMENTATION

SUPPORTING DOCUMENTATION	REQUIREMENT
<a href="#">Project Management Framework</a>	Mandatory
Site specific plan / aerial map showing location of proposed project.	Mandatory
<p>Site specific schematic developed with stakeholder input including clear dimensions, measurements and scale.</p> <p>The plans should support compliance with <a href="#">AFL's Preferred Facilities Guidelines</a> and/or <a href="#">Netball Victoria's Facilities Guidelines</a>.</p> <p>Plans should include the date they were developed and should not be more than 12 months old.</p> <p><b>Note:</b> High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted.</p>	Mandatory
For prefabricated/modular construction projects: Detailed Area Schedule.	Mandatory (if applicable)
<p>Lighting plans including lux charts that are site specific (where lighting is requested in the project scope).</p> <p>Where a project is proposing to retain existing lighting poles, a report from an engineer or other suitable expert evidencing that these poles are structurally sound must be provided.</p>	Mandatory
<p>Project costings:</p> <ul style="list-style-type: none"> <li>If the total project cost is \$1 million or more (excluding GST): Quantity survey, tender price or independent qualified expert report (less than 6 months old).</li> <li>If the total project cost is under \$1 million (excluding GST): Quotes or internal cost estimates (less than 6 months old).</li> </ul>	Mandatory

SUPPORTING DOCUMENTATION	REQUIREMENT
<p>Evidence confirming funding required to complete the project:</p> <ul style="list-style-type: none"> <li>• Council resolution (preferred for LGAs) or letter from the Chief Executive Officer – confirming the funding amount requested from SRV and Council’s funding commitment to the project.</li> </ul> <p><b>Note:</b> SRV requires LGAs to confirm any funding commitments by underwriting the total project cost to deliver the agreed scope, and strongly prefers that cost escalations are underwritten. This provides further confidence that the project can proceed.</p> <ul style="list-style-type: none"> <li>• Where funding is from another government department, evidence of this funding through letter or funding agreement must be provided.</li> <li>• Where funding from clubs/organisations is indicated: <ul style="list-style-type: none"> <li>- a letter from that organisation’s authorised officer, stating the funding amount committed</li> <li>- current bank statement/s demonstrating the funding amount is held by the organisation.</li> </ul> </li> </ul>	Mandatory
Completed <a href="#">in kind and voluntary labour support form</a>	Mandatory (if applicable)
<a href="#">Schedule of Use</a>	Mandatory
Completed <a href="#">Fair Play Code Form</a> for Tenants from all clubs and/or associations that are tenants of the facility and benefiting from the project.	Mandatory
Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project.	Mandatory
<p>Evidence of community and stakeholder consultation where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>• how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts)</li> <li>• consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan).</li> </ul>	Mandatory
<p>For projects on private land:</p> <ul style="list-style-type: none"> <li>• A legally binding land-use agreement</li> </ul>	Mandatory (if applicable)
<p>For projects on school land:</p> <ul style="list-style-type: none"> <li>• executed Joint Use Agreement, or a completed Community Joint Use Proposal letter from the Department of Education central office that indicates endorsement of the project.</li> </ul> <p>Applicants requesting this letter should email: <a href="mailto:vsba.property@education.vic.gov.au">vsba.property@education.vic.gov.au</a></p>	Mandatory (if applicable)
A completed Gender Impact Assessment on the proposed project – Template Available	Desired
Project Governance Framework – <a href="#">Template available</a>	Desired
Business or Feasibility Planning Documents	Desired
Environmentally Sustainable Design report(s) and budget	Desired
Facility Management Plan	Desired
Soil/Geotechnical assessments	Desired
Access audits (where available)	Desired

# 7.



## APPLICATION PROCESS

STEP	ACTION REQUIRED
1. Confirm eligibility	<p>Confirm you are an eligible applicant and meet other eligibility requirements (Guidelines <b>Section 2</b>)</p> <p>Confirm grant amount sought is within the SRV funding limits (Guidelines <b>Section 4</b>)</p> <p>Confirm the funding ratio (Guidelines <b>Section 4</b>)</p>
2. Contact SRV and relevant State Sporting Association (AFL Victoria and/or Netball Victoria)	<p>LGAs must discuss project ideas with their SRV representative/s prior to applying.</p> <p>LGAs will be provided with:</p> <ul style="list-style-type: none"> <li>• high-level design feedback including alignment with relevant sporting guidelines</li> <li>• guidance on the development of proposals that have merit, that align with the Program objectives and that are ready to proceed.</li> </ul> <p>Applicants should seek independent advice before entering into a grant agreement.</p>
3. Prepare application and supporting documents	<p>LGAs to prepare their application by addressing all assessment criteria and submitting all mandatory supporting documents.</p> <p>The preparation and submission of applications are at the cost of the applicant.</p>
4. Submit application by closing date	<p>Eligible applicants must complete the application form (including responses to the assessment criteria) via the SRV website: <a href="https://sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program">sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program</a> by 5 pm, Monday 9 October 2023.</p> <p>An application must address all assessment criteria. Claims made against each criterion must be substantiated with evidence.</p>



STEP	ACTION REQUIRED
5. Submit supporting documents by closing date	<p>Email all supporting documents to <a href="mailto:cfnp@sport.vic.gov.au">cfnp@sport.vic.gov.au</a> by 5 pm, Monday 9 October 2023. Ensure all supporting documents are clearly named (for example, Plans – Project Name, Costs – Project Name, etc)</p> <p>Zip all supporting documents into one compressed folder. See instructions below on how to zip files into a compressed folder.</p> <p>Quote your project name in the subject line of your email.</p> <p>If documentation is not provided at the time of application, SRV reserves the right to deem the application ineligible.</p> <p>Please email <a href="mailto:cfnp@sport.vic.gov.au">cfnp@sport.vic.gov.au</a> if you experience any issues with emailing your supporting documentation.</p> <p>Compressing files into a compressed folder:</p> <ul style="list-style-type: none"> <li>• Select all files using your mouse, then right click, select Send to and then select Compressed (zipped) folder. This will prompt a Save window allowing you to save all selected files into one compressed folder.</li> </ul> <p>The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into separate compressed folders and email them separately (for example, Part 1 – Project Name, Part 2 – Project Name).</p>

## 7.1 GUIDANCE

These Guidelines and any discussions you may have with SRV staff are for information only, and do not constitute advice. Applicants should seek independent advice before making an application or entering into a Grant Agreement. Applications are at the cost of the applicant.

All projects must demonstrate a commitment to implementing Universal Design principles. This can be demonstrated through the assessment criteria and supporting documentation such as schematic plans. Projects are also strongly encouraged to include clearly identifiable Environmentally Sustainable Design elements in the project scope and budget, where possible.

Applications may include project management fees of up to 7.5% of the total project cost (exclusive of GST).

Applications must include contingency that is a minimum 10% of the total project value (exclusive of GST).

Applicants are encouraged to explore and confirm funding contributions that demonstrate stakeholder commitment to the project/s. Stages of a larger facility development may seek support from the Program, providing the stage addresses the assessment criteria and is eligible.

Projects on school land and private land are eligible but will be subject to the establishment of a legally binding agreement between the organisation and LGA to ensure ongoing public access. For these applications to be eligible, LGAs should provide the required supporting documents outlined in **Section 5**.

Applicants wanting to undertake prefabricated and modular design and construct projects are eligible. However, applicants are required to submit a detailed area schedule rather than schematic plans (although plans can be submitted if available). These projects must be permanent buildings, rather than temporary facilities to ensure long-term benefits for local communities.

## 7.2 ASSESSMENT PROCESS

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 SRV, Australian Football League (AFL), AFL Victoria and Netball Victoria.

Only eligible applications will be assessed and considered for funding by the department. An application must address all assessment criteria as per **Section 5**. Claims made against each criterion must be substantiated with evidence.

The Department reserves the right not to assess an application should insufficient information be provided, including responses to assessment criteria, and supporting documentation.

Applications will be considered against the assessment criteria by SRV staff and then reviewed by a Moderation Panel. The Moderation Panel will consider the Investment Priorities outlined at **Section 1.5** before making recommendations to the Minister for Community Sport. The Country Football and Netball Program Steering Committee will oversee this process and review final recommendations.

Consideration will also be given to:

- LGA performance and the organisation's capacity to deliver the project on time based on recent performance or current project management capacity. Compliance with past grant agreements and the number of overdue milestones for existing projects will also be considered.

Decisions by the Minister for Community Sport regarding funding are final and no further correspondence shall be entered into regarding such decisions. However, applicants can seek feedback on unsuccessful applications from SRV.

# 8.



## CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

### 8.1 GRANT AGREEMENTS

Successful applicants must enter into a Grant Agreement with DJSIR. Grant Agreements must be signed and returned to DJSIR to allow for initial project payments to be made in the 2023-24 financial year.

The Grant Agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding.

A Grant Agreement is required to be executed (signed) by both parties electronically. The Agreement sets out the:

- activity details
  - funding amounts
  - agreed milestones and payments
  - outcomes reporting and other reporting requirements
  - acknowledgement and publicity requirements
  - other activity specific requirements
  - notices.
- Generally, it is expected that 90% of the grant will be paid upon execution of the funding agreement and 10% on acquittal.
  - Funds must be spent on the project as described in the application and outlined in the Grant Agreement unless changes are agreed to in writing.
  - Funded projects must be completed, and all funds claimed within 24 months of execution of a Grant Agreement.
  - 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. More information can be found at the SRV website [sport.vic.gov.au](http://sport.vic.gov.au).
  - A request to vary the timing of an approved project must be discussed with your SRV representative before submitting your request or commencing works. Timing variation approval is at SRV's discretion and may lead to a reduction or cancellation of the grant depending on the change in timing.
  - A request to vary the scope of an approved project can only be approved by the Minister for Community Sport. A formal process and documentation to request a change of scope is provided on SRV's website.
  - LGAs must inform the participating organisation(s), where applicable, of all grant arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the grant agreement.
  - LGAs are obliged to liaise with SRV on the progress of funded projects, as requested throughout the life of projects.
  - An LGA 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<sup>2</sup> must be completed for all projects.

<sup>2</sup> 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 the Sport and Recreation Victoria website.

- LGAs must secure SRV'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. SRV may not make milestone payments if endorsement is not secured in a timely manner.
- LGAs must provide project acquittal documentation as required.
- LGAs 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 DJSIR publications, 12 months after project acquittal.

## 8.2 ACKNOWLEDGING THE VICTORIAN GOVERNMENT'S SUPPORT AND PROMOTING SUCCESS

Successful applicants need to acknowledge the Victorian Government, AFL, AFL Victoria and Netball Victoria's support through the provision of a grant from the 2023-24 Country Football and Netball Program. Promotional guidelines form part of the grant agreement and include the requirement that all activities acknowledge Victorian Government, AFL, AFL Victoria and Netball Victoria's support through logo presentation on any activity-related publications, media releases and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Details of requirements for funded projects are available in the [Sport and Recreation Victoria Infrastructure Acknowledgement and Publicity Guidelines](#) on SRV's website.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials.

## 8.3 PAYMENTS

Payments will be structured with 90% paid upon execution of a Grant Agreement and 10% paid upon final acquittal.

Payments will be made conditional upon:

- the Grant Agreement having been executed by both parties
- milestones having been achieved to the department's satisfaction including provision of required/requested information and reports to the satisfaction of the department
- other terms and conditions of funding continue to be met.

Payments advanced prior to completion are subject to refund if the Project is not performed in accordance with the funding agreement.

## 8.4 PRIVACY

DJSIR is committed to protecting your privacy. We collect and handle any personal or health information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal or health information with others for the purpose of assessment, consultation, and reporting.

This can include departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

To obtain a copy of DJSIR's Privacy Policy email [info@sport.vic.gov.au](mailto:info@sport.vic.gov.au).

For information about how to access information about you held by DJSIR, email [info@sport.vic.gov.au](mailto:info@sport.vic.gov.au).

# 9.



## RESOURCES AND ADDITIONAL INFORMATION

SRV has consolidated several helpful guidelines, tools and resources to assist with project and application development that can be found on the SRV website [sport.vic.gov.au/grants-and-funding/our-grants](https://sport.vic.gov.au/grants-and-funding/our-grants)

### 9.1 SUPPORTING DOCUMENTATION, FORMS AND TEMPLATES

Templates, forms and factsheets to support applications can be found on SRV's website. These include but are not limited to:

- Schedule of Use.
- Project Management Framework.
- Project Governance Framework.
- Fair Play Code for Tenants.
- Gender Impact Assessment Template

For more information and a copy of these forms and templates visit:

[sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program](https://sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program)

### 9.2 GENDER IMPACT ASSESSMENTS

The Gender Equality Act 2020 requires certain organisations, including Local Government Authorities, to do Gender Impact Assessments (GIAs) so that all new policies, programs and services and those up for review, that directly and significantly impact the public, benefit all Victorians. Further information to help understand if a GIA is required, can be found at <https://www.genderequalitycommission.vic.gov.au/gender-impact-assessments>

### 9.3 UNIVERSAL DESIGN

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. SRV's Design for Everyone Guide incorporates the Universal Design Principles approach to best practice facility design. This is available at [sport.vic.gov.au/publications-and-resources/design-everyone-guide/overview-universal-design](https://sport.vic.gov.au/publications-and-resources/design-everyone-guide/overview-universal-design)

## 9.4 ENVIRONMENTALLY SUSTAINABLE DESIGN

All projects are encouraged to consider Environmentally Sustainable Design (ESD). This must be demonstrated with a specific ESD budget in the application. It is good practice to incorporate ESD initiatives in all projects where possible.

## 9.5 VOLUNTARY LABOUR AND IN KIND SUPPORT

Applicants may claim in-kind expenses to a maximum of 50% of the total project cost. More information can be found at [sport.vic.gov.au/resources/documents/kind-and-voluntary-support-form](http://sport.vic.gov.au/resources/documents/kind-and-voluntary-support-form)

## 9.6 FAIR PLAY CODE

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. More information can be found at [sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code](http://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code)

## 9.7 VICTORIA'S WOMEN CONSTRUCTION STRATEGY

The Strategy is designed to increase women's participation in the trade and semi-skilled 'blue collar' work in Victoria. In doing so, it will take another important step towards gender equality. More information can be found at <https://www.vic.gov.au/victorias-women-construction-strategy>

## 9.8 CULTURAL HERITAGE MANAGEMENT PLANS (ABORIGINAL HERITAGE REGULATIONS 2018)

This tool is used and completed to determine if a Cultural Heritage Management Plan is required for the project. More information can be found at [aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans](http://aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans)

## 9.9 FUTURE PROOFING COMMUNITY SPORT AND RECREATION FACILITIES

The guide is designed to support community sports clubs in understanding their impact on the environment and to empower, equip and motivate them to take action and change behaviours within their clubs.

[Future Proofing Community Sport and Recreation Facilities A Roadmap for Climate Change Management for the Sport and Recreation Facilities Sector](#)

A supporting online resource 'No Planet No Play' has also been developed for clubs. Clubs are encouraged to undertake a self-assessment to identify opportunities to improve the sustainability of their operations.

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

Authorised and published by the Victorian  
Government Department of Jobs, Skills,  
Industry and Regions

1 Spring Street Melbourne Victoria 3000

© State of Victoria, Department of Jobs,  
Skills, Industry and Regions. July 2023

To view this publication in an accessible  
format, please Sport and Recreation  
Victoria's website [sport.vic.gov.au](http://sport.vic.gov.au)