Community Sports Infrastructure Stimulus Program

APPLICATION GUIDELINES DECEMBER 2020

INVITED RESUBMISSION TO ROUND 2



VICTORIA State Government | Jobs, Precincts and Regions

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MESSAGE FROM THE MINISTER

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.

In May 2020, I launched the $68 million *Community Sports Infrastructure Stimulus Program* to fast-track investment into critical shovel-ready community sport and recreation infrastructure. This investment, part of the $2.7 billion Building Works Package, supported 27 projects across Victoria to provide new sport and active recreation participation opportunities while getting hundreds of people back to work.

I am pleased to say that the Victorian Government is providing a $110 million boost to the program through the 2020-21 State Budget, recognising the number of high-quality projects that were unable to be funded through the initial investment. This funding provides an important opportunity for many worthy projects to be resubmitted for consideration.

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, buildings, 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.



THE HON ROS SPENCE MP
Minister for Community Sport

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 is part of our record investment into community sport and recreation infrastructure since 2014 of over $1.05 billion including the *Local Sports Infrastructure Fund*, *World Game Facilities Fund* and *Community Cricket Program*.

I encourage invited organisations to resubmit applications for projects by Tuesday 2 March 2021.

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



1. COMMUNITY SPORT 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 $168 million - *Community Sports Infrastructure Stimulus Program* will continue supporting Victoria's economy by working with Local Government Authorities, Alpine Resort Boards (LGAs/ARBs) and sporting organisations to fast-track shovel-ready community sports infrastructure projects across Victoria.

Following overwhelming demand for Round 1, an additional $110 million has been provided through the 2020-21 State Budget for Round 2 of the Program.

A selection of LGAs/ARBs who submitted meritorious, but unfunded applications from Round 1 have been invited to resubmit specific applications based on a range of priority factors including:

- Communities experiencing high Covid-19 (coronavirus) related unemployment
- Communities experiencing high socio-economic disadvantage and those that have been impacted by the 2019/20 bushfires
- Areas experiencing significant population growth
- Projects more likely to be in a position to commence within six months of an executed funding agreement
- Projects where there is a strong focus on developing opportunities for disadvantaged communities and under-represented groups
- Projects that maximise participation outcomes or optimise capacity of facilities.
- Assessed relative merits of application to Round 1.
- Equity and spread of funding including consideration of LGAs/ARBs that did not receive Round 1 funding
- LGA/ARB performance and the organisation's capacity to deliver the project on-time based on recent performance or current demonstrated project management capacity.

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 communities and under-represented groups identified in *Active Victoria*.

1.3 Organisational Eligibility

Only Local Government Authorities (LGAs) and the Alpine Resort Boards (ARBs) invited to resubmit an application from Round 1 of the ***Community Sports Infrastructure Stimulus Program*** are eligible to apply for Round 2 funding.

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.

Projects invited to reapply must be consistent in scope to those submitted previously unless otherwise advised by Sport and Recreation Victoria. For larger projects, separately costed discrete stages of projects best meeting the objectives of the program may also support funding consideration.

Eligible projects may include, but are 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 LED 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 provided after the resubmission 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.

1.6 Funding

Applications for funding from this program must be between **$1 million** and maximum of up to **$10 million** of funding from the program. **Invited organisations cannot apply for more than the funding originally requested through Round 1.**

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/ARBs 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. Maximising local contributions is a priority for Round 2 resubmissions.

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

RESUBMISSION OPEN	RESUBMISSION CLOSE	OUTCOMES ADVISED	FUNDING AGREEMENTS EXECUTED FOR SUCCESSFUL PROJECTS
18 December 2020	2 March 2021	May 2021 onwards	June 2021






Funding Agreements need to be executed with first payments made in the 2020-21 financial year.

1.8 Application Process

Eligible applicants must lodge their resubmitted application via the online application link they are provided.

Supporting documents should be emailed to communityinfrastructure@sport.vic.gov

Please ensure all documents are clearly named (e.g. Plans- Project Name, Costs- Project Name etc). Documents should be zipped into one compressed folder (or multiple where needed). You must also quote your project name in the subject line of your email.

Applications must be submitted by 5pm Tuesday 2 March 2021.

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 welcome to seek feedback on their Round 1 submission and advice on their resubmission from their local Sport and Recreation Victoria representative prior to lodgement.

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 (20%)	How will the project support a post-coronavirus (COVID-19) recovery in your municipality or region including providing significant new economic activity, which includes: • 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 the project is ready to commence construction within six (6) months (20%)	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 and Council resolution confirming support for the project and its ability to commence construction within six months.
The project is supported by engagement with key stakeholders and community consultation (20%)	Detail the stakeholder engagement that has occurred. Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include: • How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts). • Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).
The application demonstrates strong sport and active recreation participation outcomes (15%)	Describe the sport and active recreation participation issues the project addresses and the outcomes that will result from the project. Evidence of need and these benefits can be demonstrated through supporting documentation (e.g. feasibility studies, Schedule of Use or similar, letters of support).
The application demonstrates strong sport and active recreation participation outcomes for disadvantaged communities and under-represented groups (15%)	Describe the new sport and active recreation opportunities and initiatives that improve inclusion and diversity by disadvantaged communities and under-represented groups, 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. Evidence of these benefits can also be demonstrated through supporting documentation (eg Schedule of Use or similar, letters of support)
The project scope is clear and is well designed and informed by Universal Design principles and Environmentally Sustainable Design considerations (10%)	Provide a clear scope of works proposed to be completed as part of this project Outline how Universal Design principles will be implemented in project planning and how Environmentally Sustainable Design considerations are reflected in the project budget

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

Priority will be given to projects that:

- Support communities:
  - with high levels of COVID-19 (coronavirus) related unemployment
  - with high levels of socio-economic disadvantage, particularly in the town or suburb in which the facility is located
  - significantly impacted by bushfire
  - experiencing strong population growth.
- 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 clearly supporting local contractors which benefit the immediate economy will be prioritised.
- Provide clear evidence of the ability to commence construction within six (6) months of executing a funding agreement including through the provision of mandatory documentation such as schematic plans and current cost plans
- 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 by 22 June, 2021 with an initial project payment made in the 2020-21 financial year.

Payments will be structured with 60% paid upon an executed funding agreement, 30% paid upon evidence of construction commencing and 10% paid upon final acquittal.

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 (after approval) will need to be agreed to with Sport and Recreation Victoria. Some scope changes may require the approval of the Minister for Community Sport, are not guaranteed and are considered on a case-by-case basis.

LGAs and ARBs 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 funded projects will require contractors (or their sub-contractors) to register and advertise through the *Working for Victoria* online jobs platform where they need to hire new workers.

In response to the impacts of Covid-19, the Working for Victoria online platform matches jobseekers who are ready to work with employers who are looking for skilled and talented employees. Further information - www.coronavirus.vic.gov.au/register-employer

The department will provide LGAs/ARBs with a project ID, which will then be provided to appointed contractors.

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:

- Participation/Activations Plans
- 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**.

Successful projects will need to ensure that fence wrap is used to recognise the State Government's funding while the project is being built. Fence wrap requirements will need to be added to tender documentation for contractors to ensure that temporary fencing can accommodate this.

APPENDIX 1

Mandatory Documents

MANDATORY DOCUMENTS INCLUDE:
Quantity survey, tender price or independent qualified expert report (not less 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 must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include: • How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts) • Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).
Council resolution confirming that the project is supported, ready to proceed to construction within six (6) months of approval and that applicant funding is available within appropriate timeframes to deliver the project.
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.
Schedule of Use (This is not required for Active Recreation projects).
Letters of support from local organisations that indicate the project scope, funding contribution and how the group either supports or benefits from the project.
Attach evidence that the Aboriginal Heritage Planning Tool (Aboriginal Heritage Act 2006) has been completed.

Mandatory 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 for projects is required for any projects located on private land.
For projects on school land (if applicable): • a completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement • A letter from the Department of Education and Training central office that indicates endorsement of the project. Applicants requesting this letter should email vsbaproperty@education.vic.gov.au.

DESIRABLE
Business or feasibility planning documents (as a way of demonstrating need).
Environmentally Sustainable Design reports.
Soil testing/Geotechnical reports where relevant.
Technical and/or Access Audits (where these have been completed).

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. MPSG 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: purchase of goods and/or services, regardless of the method of procurement (including individual project tenders, State Purchase Contracts, supplier panels);

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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Telephone (03) 9651 9999

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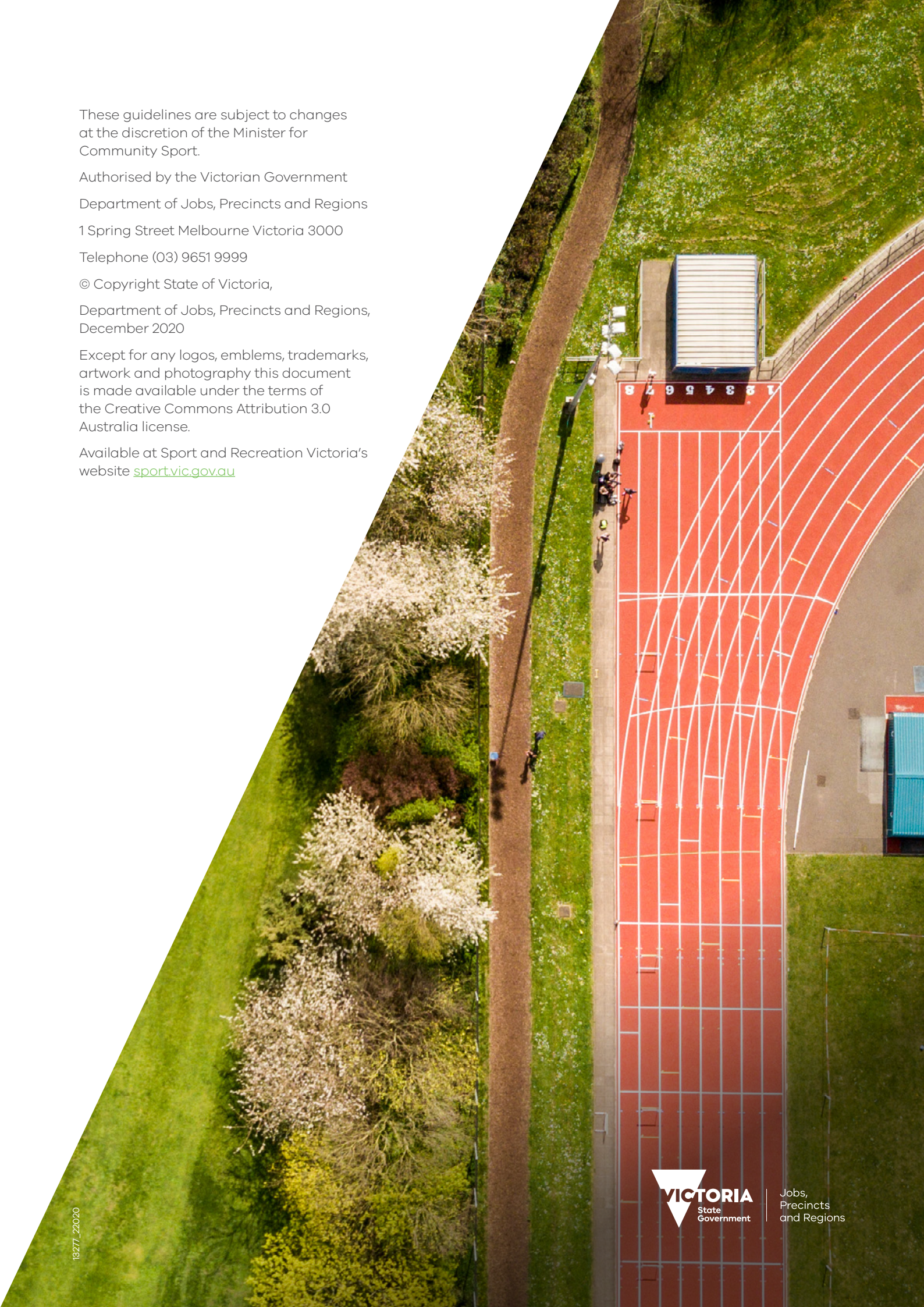
Available at Sport and Recreation Victoria's website sport.vic.gov.au



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