



**LATROBE VALLEY**  
AUTHORITY

# LATROBE VALLEY COMMUNITY AND FACILITY FUND

APPLICATION GUIDELINES

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**For Official Use Only**



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# LATROBE VALLEY COMMUNITY AND FACILITY FUND

In November 2016, the Victorian Government established the Latrobe Valley Community Facility Fund to support projects that would improve the amenity and liveability of the Latrobe Valley. The aim of the Fund was to make the Latrobe Valley a great place to live, work and visit.

In July 2018, a review of the program identified the need to broaden the range and variety of projects and activity to better achieve its aim.

The renamed Community and Facility Fund guidelines have been updated to include targeted support for high priority projects, improved project planning, larger scale events, capacity building and an increased focus on community, culture, the visitor economy and improvement to the natural environment.

## 1. Purpose of these Guidelines

This document sets out the application guidelines for the Latrobe Valley Community and Facility Fund component of the Latrobe Valley Community Infrastructure and Investment Fund. This Fund is administered by the Latrobe Valley Authority (LVA).

## 2. Description and Objectives of the Fund

Strong communities are characterised by high levels of social and economic participation. They demonstrate effective decision-making and strong networks that attract people to them.

The Latrobe Valley Community and Facility Fund (the Fund) will support the Latrobe Valley region to build strong and resilient communities by investing in community-led initiatives and partnerships under the following two streams:

- Liveable Latrobe Valley; and
- Socially Active Latrobe Valley.

The LVA will consider funding requests of up to \$1 million for projects from 1 August 2018.

### 3. Program Areas

The objectives of each program area are described below.

#### 3.1 Liveable Latrobe Valley - streams 1, 2, 3 and 4

These four program streams will support projects that will make the Latrobe Valley a better place to live and visit. Supported projects may include (but are not limited to):

- Town beautification and streetscape projects;
- Infrastructure that connects communities, links recreation to retail precincts, and attracts visitors;
- Heritage and cultural initiatives of economic significance to the local community, such as renewal of historic buildings and sites, arts and cultural centres or resource facilities;
- Development of shared community spaces;
- Upgrades to community spaces that enhance wellbeing and social connectedness;
- Development or renewal of visitor attractions;
- Community events that bring people together to celebrate the place they live and/or to work together to achieve community goals;
- Signature events and projects that bring visitors into the Latrobe Valley region and enhance the visitor economy.

Funding is available through the following streams:

##### Events - Stream One

- Up to \$5,000 for smaller scale community events that bring people together to celebrate place or address important community issues; and up to \$20,000 for larger scale community events that provide significant visitor economy benefit.
- Smaller scale community events may be supported for up to 2 years to a total of \$10,000. A contribution toward the cost of the event is expected but may be negotiated depending on the fund raising capacity of the applicant organisation.
- Larger scale community events are expected to be managed by organisations with a sound financial and corporate capability.
- Signature events negotiated above \$20,000 are large or significant events that create strong economic, social or cultural benefit for the Latrobe Valley region.

##### Community Space Upgrades - Stream Two

- Up to \$300,000 for community space upgrades that enhance well-being and social connection

### **Town and Major Space Upgrades - Stream Three**

- Up to \$1 million for town infrastructure developments, major upgrades, and visitor economy projects.
- These projects are expected to be managed by organisations with a strong track record of delivering similar projects with a sound financial and corporate capability or be led by Local Government.

### **Planning – Stream Four**

- Support for the development of project plans, strategies, business cases and master plans for organisations planning facility developments or significant visitor economy activities.
- Priority will be given to planning projects that identify specific infrastructure outcomes.

## **3.2 Socially Active Latrobe Valley - Streams 5 and 6**

These program streams will support projects designed to make our communities vibrant and active places to live. Supported projects may include (but are not limited to):

- Enhancement to facilities focused on music, artistic or cultural activities.;
- Support for environmental groups related to projects that improve the natural environment. Priority will be given to those projects that demonstrate sound visitor economy and/or volunteer engagement outcomes;
- Sporting facilities and precincts;
- Parks, playgrounds and passive recreational area development;
- Recreational precinct upgrades;
- Rail trails, walking tracks and bicycle pathways;
- New and innovative projects that build social engagement; and
- Projects that improve the capacity of not for profit community organisations.

Funding is available through these streams:

### **Socially Active Infrastructure - Stream Five**

- Up to \$1 million is available for infrastructure projects under this stream

### **Socially Active Capacity Building – Stream Six**

- Up to \$150,000 is available for projects under this stream
- Funding for new and innovative projects that build social engagement and are capable of continuing through self-generated income or other funding sources.

- Support for improvement to the organisational capacity of smaller community organisations. This might be in the form of strategic planning, training, financial management, technical improvement or the reduction of energy costs.
- Priority will be given to projects from smaller organisations providing critical services to disadvantaged community groups.

## 4. Funding

The Fund has been established to support projects for amounts of up to \$1 million.

Applicants will generally be expected to make a financial contribution or source third party funding for their projects. Co-contributions from the Federal government, philanthropic trusts, local government, sponsorship and fundraising are all acceptable. Contributions from other State agencies may be considered but generally will not be leveraged under this Fund. In-kind contributions will not be considered for complex or large-scale projects.

When accepted, in-kind contributions must be no more than 50% of the agreed applicant contribution. In-kind contributions are valued at \$20 per hour for unskilled work and \$45 per hour for skilled work.

Priority will be given to projects the LVA considers investment ready.

### 4.1 General Fund Conditions

Projects will not be considered for funding if they include:

- Requests for retrospective project funding. This includes projects that have commenced activity or construction or are completed before funding is approved;
- Ongoing operating costs or salary subsidies. Fixed term salaries may be considered in the context of project or activity proposals and socially active capacity building support;
- Requests for direct support for private sector projects;
- Funding requests normally provided by other state, Commonwealth or local government sources;
- Requests for ongoing funding from the Victorian Government when completed;
- Requests for the stand alone purchase of plant or equipment;
- Requests for the purchase of land or buildings;
- Requests that do not align with the aims and objectives of the LVA.

## 5. Definition of Latrobe Valley

For the purposes of this Fund, the Latrobe Valley includes the Baw Baw, Latrobe City and Wellington local government areas. Applications from other impacted communities in the region will also be considered.

## 6. Who Can Apply

Who can apply:

- Baw Baw Shire Council, Latrobe City Council and Wellington Shire Council;
- Not for profit organisations and community groups located within the Latrobe Valley region that are incorporated associations, corporations or co-operatives.

*Note that organisations without an ABN may apply if they provide written advice from the Australian Tax Office that no withholding of tax for the grant is required. The strong preference of the LVA in such cases is for the applicant to partner with an eligible auspice organisation that can enter into a funding agreement on behalf of the applicant and manage the project funds.*

- Community-led consortia with a membership including local government, not-for-profit groups and private businesses.

Please note that all projects are required to be endorsed or supported by the relevant Local Government Authority.

Who cannot apply:

- Private businesses as sole applicants;
- Individuals;
- Unincorporated community organisations.

Applicants can apply for more than one grant in multiple streams where relevant.

The LVA reserves the right to encourage and negotiate applications through the Fund for projects that:

- Support the functioning of small or remote localities;
- Improve the sustainability of an organisation or support the development of critical infrastructure deemed to be of community significance by the LVA; and
- Align strongly with LVA strategic priorities.

## 7. Application Process

### Projects requesting \$20,000 or less

1. Discuss your project with your local Council and the LVA to confirm its alignment with the aims of the Fund.
2. Lodge an application on-line at the LVA website.

3. Successful applicants will be notified and are expected to enter a funding agreement with the LVA.

### **Projects requesting more than \$20,000**

1. Discuss your project with your local Council and the LVA to confirm its alignment with the aims of the Fund.
2. Lodge an Expression of Interest on line at the LVA website.
3. Shortlisted Expressions of Interest applicants will be invited to apply through a full on line application to the Fund. Unsuccessful Expression of Interest applicants will be notified at this point.
4. Lodge a full on-line application.
5. Successful applicants will be notified and are expected to enter a funding agreement with the LVA.

## **8. Assessment Criteria**

All Expressions of Interest and Full Applications must be completed and lodged on-line at the LVA website.

Eligible applications will be assessed on merit against their response to the questions and criteria listed below, as well as supporting documents. Weightings are provided as a guide to the relative importance of different criterion in the assessment process.

### **30% - What will the project achieve?**

The applications needs to demonstrate how the project will:

- Improve the liveability, social participation, resilience and competitiveness of the Latrobe Valley;
- Improve the attractiveness of Latrobe Valley rural cities and towns to businesses and families seeking to move to the Latrobe Valley region; and
- Deliver beneficial economic or social impact.

### **30% - Why is the project needed?**

The application needs to demonstrate the extent to which the project:

- Is supported by the local government, the community and aligns with local plans, shared priorities and the direction of regional strategic plans;
- Addresses an identified gap, problem, opportunity or issue;
- Supports improved community interaction and connection;
- Supports the capacity of an organisation to provide improved or ongoing social impact in the community;



- In the case of project or strategic planning, meets an identified need, is supported by evidence of previous research and will lead to a specific infrastructure outcome; and
- Is supported by local knowledge and information that demonstrates an understanding of the challenges being faced by the Latrobe Valley region.

### **20% - How will the project be delivered?**

The application needs to demonstrate the extent to which the project:

- Is investment ready, well planned, supported by strong governance and a clear approach and realistic timeframes;
- Is financially viable, based on sound cost estimates and represents value for money;
- In the case of infrastructure projects, incorporates principles of environmentally sustainable design, addresses Universal Design and complies with anti-discrimination legislation, relevant Australian sporting standards, where relevant and Australian building and design codes; and
- Wherever practical, uses materials and resources that strengthen the Latrobe Valley community and its economy.

### **20% - Who is involved?**

The application needs to demonstrate the extent to which the project:

- Employs a collaborative approach with a range of partners and indicates how they will contribute to the project;
- Is capable of being implemented or can draw upon personnel with expertise to manage the project; and
- Is proposed by a financially viable applicant capable of managing and completing the project.

## 9. Conditions of Funding

### 9.1 Funding agreements

Successful applicants will be required to enter into a funding agreement with the LVA that will detail all funding obligations and conditions.

The funding agreement is a legally enforceable document that clearly defines the obligations of both parties. The funding agreement aims to protect the Victorian Government's interests and to ensure the efficient and effective use of public money. Your application will inform and be considered part of the funding agreement.

Funding agreements must be signed by the applicant organisation's Chief Executive Officer (or equivalent) and will:

- Describe the agreed purpose for which the funding is to be used;
- Set out any agreed requirements or conditions that enable the payment of a grant instalment; and
- Outline agreed milestones and project outcomes that enable the payment of a grant instalment.

Once the funding agreement has been executed, the applicant will be required to actively manage and deliver the project and provide progress reports to the LVA at agreed times. During the course of the project, LVA staff may conduct site visits as necessary. Successful applicants must enter the funding agreement and commence the project within one year from the date of offer of the funding. If the project does not commence within this timeframe, continued grant eligibility will be reviewed.

### 9.2 Payments

Advance payments may be made in stages providing:

- The funding agreement has been signed by both parties;
- Grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected (based on the achievement of milestones);
- Other agreed funding terms and conditions continue to be met; and
- All LVA funding agreements exclude GST. Your organisation is required to meet all GST payments associated with the delivery of your project.

### 9.3 Evaluation and reporting

Successful applicants will be required to agree to an evaluation being undertaken during and/or after the completion of the project. Successful applicants will be required to submit progress and completion reports against funding agreement milestones.

## 9.4 Acknowledgement

Successful applicants will need to acknowledge the Victorian Government's support through the provision of a grant from the LVA. All activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material. Other acknowledgement requirements may be negotiated on a case by case basis with individual project coordinators. The LVA will advise you when you can announce that funding has been approved for your project. Successful applicants must liaise with LVA to coordinate any events or announcements related to the activity.

## 9.5 Privacy

Any personal information about you or a third party in the application will be collected by the LVA which is part of the Victorian Department of Premier and Cabinet (DPC) for the purpose of grant administration. This information may be provided to other Victorian Government agencies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure they are aware of the contents of this privacy statement. The Department's privacy policy is available from <http://www.dpc.vic.gov.au/index.php/privacy>.

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 [Information Privacy Act 2000 \(Vic\)](#) and other applicable laws. DPC is committed to protecting the privacy of personal information. Enquiries about access to information about individuals held by DPC are available from <http://www.dpc.vic.gov.au/index.php/privacy>

## Further Information

For more information, contact the Latrobe Valley Authority.

Website: [lva.vic.gov.au/community](http://lva.vic.gov.au/community) and facility fund

Address: 131 Princes Drive, Morwell VIC 3840

Phone: 1800 136 762

A range of project management templates are available at the LVA website to support project planning.