

2024-2025 Growing Suburbs Fund

Program Guidelines

Contents

1. 2024-25 Growing Suburbs Fund Program Guidelines	5
1.1 Overview	5
1.2 Purpose and Objectives	5
1.3 Desired Grant Outcomes	5
2. Eligibility	6
2.1 Who can apply?	6
2.2 Eligible Activities and Projects	6
2.3 Ineligible Activities and Projects	7
2.4. Key program dates	7
3. Funding Types	8
4. Application Process and Conditions	8
4.1 Application process	8
4.1.1 Pre-application meeting	8
4.1.2 Submit application and documentation	9
4.2 Number of applications and priority order	9
4.3 Co-contribution requirements	9
4.3.1 Funding from other programs	9
5. Project Conditions	9
5.1 Project delivery dates	9
5.2 Project location	10
5.2.1 Facilities on School Land	10
5.3 Permits and approvals	10
5.3.1 Cultural Heritage Management Plan	10
6 Assessment Process and Criteria	10
6.1 Assessment Criteria – Infrastructure Grants	11
6.2. Assessment Criteria – Project planning grants	12
6.2.1 Due Diligence	13
7. Supporting Documentation	13
8. Funding Conditions	14
8.1 Funding agreement	14
8.2 Project monitoring and delivery	15
8.3 Local Jobs First Policy	15
8.4 Acknowledgement	15
8.4.1 Acknowledgement and Publicity Requirements	15
8.4.2 Capital Works Signage Requirements	15
8.5 Privacy	15
9. Freedom of Information	16
10. Terms of Applying	16

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To receive this publication in an accessible format, please contact the DTP Call Centre on 03 9655 6666, using the National Relay Service 13 36 77 if required.

The guidelines are also available at the Suburbs Unit website:

<https://www.suburbandevelopment.vic.gov.au/grants/growing-suburbs-fund>

Acknowledgement

We proudly acknowledge First Peoples throughout Victoria for their ongoing strength and resilience in practising the world's oldest living culture. We acknowledge the Traditional Owners of the lands and waters on which we live and work, and their unique ability to care for Country and deep spiritual connection to it.

We pay our respects to Elders past and present whose knowledge and wisdom has ensured the continuation of spiritual and cultural practices. We acknowledge the long-lasting, far reaching and intergenerational consequences of colonisation and dispossession. Colonisation has left entrenched systemic and structural racism and suffering, due to laws and policies of colony which had the specific intent of excluding First Peoples and their laws, lore, customs, language and culture.

We acknowledge that the impact and structures of colonisation still exist today, and that these continue to cause harm. The Victorian Government has a responsibility to transform its systems and service delivery so that Traditional Owners and First Peoples are the ones to hold decision-making power over the matters that affect their lives.

As we work towards achieving our vision of thriving places and connected communities we recognise the contribution of First People Communities to Victorian life, and how this continues to enrich our society.

We also acknowledge that Aboriginal self-determination is a human right enshrined in the United Nations Declaration on the Rights of Indigenous Peoples and recognise the hard work of many generations of First Peoples who have fought for these rights to be recognised.

Message from the Minister

On behalf of the Victorian Government, I am pleased to provide the 2024-2025 round of the Victorian Government's Growing Suburbs Fund.

At its core, the Growing Suburbs Fund is focused on the needs of communities and the wellbeing and prosperity of people living in Melbourne's growth municipalities. The Fund supports communities that are living in these areas to have the facilities and services they need to thrive.

The Fund has invested over \$428 million since 2015, to support the delivery of local infrastructure in our fastest growing suburbs.

Many communities have already benefited from the more than 360 projects funded over the past 9 years including community hubs, streetscapes, tracks and trails, sports facilities, playgrounds and kindergartens.

Many of these projects also provide local employment, through the construction phase and once programs are implemented. This not only supports the needs of the many beneficiaries of these investments but is also good for the local economy.

Importantly, the program also provides an opportunity for both the state and local governments to partner with First Nations organisations to work on projects together that connect people to Country and to culture.

I encourage you to read the guidelines and eligibility criteria for this new round of the Growing Suburbs Fund.

Through the Growing Suburbs Fund, the Victorian Government is committed to continuing to invest alongside local government.

Together we can deliver thriving places for Victorians to live, work and connect with one another and build stronger and better communities for us all.



The Hon. Sonya Kilkeny MP

Minister for the Suburbs

1. 2024-25 Growing Suburbs Fund Program Guidelines

1.1 Overview

For over two decades, population growth in seven growth municipalities¹ of outer metropolitan Melbourne has been higher than the State's average, and this trend is expected to continue. The population in the seven growth municipalities are collectively expected to increase by approximately 730,000 people or by 46 per cent between 2023 and 2036.

The Growing Suburbs Fund (GSF) will be delivered in coordination with other government infrastructure investments in growth municipality communities. The GSF is overseen by the Minister for the Suburbs and administered by the Department of Transport and Planning (DTP).

In 2024-2025, project planning grants are being introduced to complement the long-standing infrastructure grants. The purpose of project planning grants is to assist Council's in supporting project readiness and/or to develop a pipeline of projects

- Infrastructure grants: Applicants can apply for up to \$1 million for each project.
- Project planning grants: Applicants can apply for up to \$150,000 for each project.

There is no limit to the number of applications that can be submitted. There is also no limit on the amount of funding that may be awarded per Council.

Applicants are required to make cash contributions of at least a 1:1 ratio of grant funding.

1.2 Purpose and Objectives

The GSF contributes to meeting critical local infrastructure needs for communities in our changing and fast-growing outer suburbs. It is positioned to quickly respond to the pressures being experienced by growing communities by speeding up infrastructure projects that will make a big difference to the liveability and resilience of these areas.

Grants will be targeted towards high priority community infrastructure and planning projects that:

- Increase social and economic participation in Melbourne's fast growing outer suburbs.
- Meet the health and wellbeing needs of people in fast growing outer suburbs.
- Increase local economic activity.
- Improve capacity for councils to respond to changing community needs and demands.
- Plan for and/or deliver integrated or multi-purpose community infrastructure.
- Advance inclusive and accessible development by ensuring investments are universally designed, environmentally sustainable and strategically planned.
- Create a safe and engaging environment for disadvantaged community members.
- Contribute to improved gender equality in line with the Gender Equality Act 2020.
- Progress key priorities of the Victorian Closing the Gap implementation plan by delivering important cultural community infrastructure, and further enhancing the partnership between government sectors, First Nations community-controlled organisations, and the wider community.

1.3 Desired Grant Outcomes

The desired outcomes of the Growing Suburbs Fund are:

- more improved and/or new infrastructure is available
- more integrated/shared community infrastructure is available
- more community culturally inclusive infrastructure is available
- more jobs are created through local infrastructure projects.

¹ Cities of Wyndham, Melton, Hume, Whittlesea, Casey and Shires of Mitchell and Cardinia

2. Eligibility

2.1 Who can apply?

The 2024-25 Growing Suburbs Fund is open to applications from Melbourne's seven growth councils.

- Cardinia Shire Council
- Casey City Council
- Hume City Council
- Melton City Council
- Mitchell Shire Council
- Whittlesea City Council
- Wyndham City Council.

While only the seven growth councils can apply for funding, First Nations community-controlled organisations, and not-for-profit or private sector organisations are encouraged to partner with these councils to put forward proposals for the 2024-25 GSF.

2.2 Eligible Activities and Projects

The GSF will support projects that have a direct benefit to communities and surrounding catchment areas across the following infrastructure categories:

- multi-purpose or integrated community facilities (these projects will be prioritised for funding across both grants)
- placemaking, civic amenity, and open spaces
- purpose-built facilities that respond to the needs of First Nations communities
- early education, libraries, learning and training facilities that have dedicated community spaces and facilitate multiuse purposes
- sport, recreation, and leisure facilities that have dedicated community space and support multiuse purposes.

For project planning grants, the GSF will support:

- single site facility planning for the above infrastructure categories
- development of a pipeline of projects across multiple sites for the above infrastructure categories.

Planning activities must support project readiness and may include:

- Designs (minimum schematic) and/or Quantity Surveyor and/or Technical or Specialised Reports
- Master planning across three or more sites
- Feasibility studies for one or more significant projects.

Applications for planning or delivery of multi-purpose or integrated community facilities will be prioritised for funding.

Projects must:

- be delivered by qualified professionals
- incorporate Universal Design principles
- incorporate Environmentally Sustainable Design (ESD) principles.

In addition, the program will consider proposals put forward by eligible councils for funding in partnership with Aboriginal community-controlled organisations, and not-for-profit or private sector organisations. These proposals must:

- align to the program criteria
- demonstrate the existing partnerships between the sectors, and endorsement of the project evidenced by letters of support from both council and the organisation.

2.3 Ineligible Activities and Projects

The 2024-25 Growing Suburbs Fund is not available for the following activities and/or situations:

Infrastructure Grants

- projects that have already commenced construction (including but not limited to site clearing, earthworks, building works and any form of early works).
- land that is not appropriately zoned for the proposed activity and may be subject to a planning scheme amendment.
- projects that are sporting pavilions that cannot demonstrate a dedicated community use space(s) to host community activities for groups other than the resident sporting clubs.
- projects that are delivering new or upgraded sports fields or sports courts.
- projects located on land that is in the process of or yet to be acquired.
- infrastructure that is fully scoped and funded through a Development Contribution Plan (DCP), Infrastructure Contributions Plan (ICP) or infrastructure which is subject to a Section 173 agreement unless it can be clearly demonstrated that the program funds will bring forward delivery, or that the actual costs of delivering the infrastructure materially exceed the total of developer and Council contributions.
- temporary buildings or improvements undertaken prior the delivery of a future and permanent facility.
- routine or ongoing maintenance activities, cosmetic works, repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance.
- recurrent operating costs, including utilities and staffing resources.
- projects that only involve civil works such as roads and associated footpaths, drainage, waste, resurfacing, carparks, and public transport infrastructure.
- construction of infrastructure that does not have a direct community benefit or address an identified community need.
- service connections (while these elements will form part of construction, council contributions should be used for these purposes).
- bundling of small projects into a larger project for submission.
- project proposals that have not clearly identified the scope and parameters of the project to be delivered.

Project planning grants

- Cultural Heritage Management Plans, Facility Asset Audits or specific facility business case, advocacy documents or management plans.
- Single site master plans

2.4. Key program dates

The Key Program dates are:

Applications Open	14 November 2024
Applications Close	28 February 2025
Assessment and Decision Making	March – April 2025
Announcements from	April 2025
Funding Agreements Executed	April – May 2025

3. Funding Types

Funding under the Growing Suburbs Fund is available in two grants

Grant Type	Infrastructure	Planning
Number of applications	Unlimited	Unlimited
Maximum total grant amount per project	Up to \$1,000,000	Up to \$150,000
Project Types eligible for funding	<ul style="list-style-type: none"> • Multi-purpose or integrated community facilities • Placemaking, civic amenity, and open spaces • Purpose-built facilities that respond to the needs of First Nations communities • Early education, libraries, learning and training facilities that have dedicated community spaces and facilitate multiuse purposes • Sport, recreation, and leisure facilities that have dedicated community space and support multiuse purposes. <p>Priority will be given to applications for multi-purpose or integrated community facilities.</p>	<p>Single site facility planning only</p> <ul style="list-style-type: none"> • Facility planning activities supporting project readiness. This may include designs (minimum schematic) and/or Quantity Surveyor and/or Technical or Specialised Reports. • Proposed facilities should be strategically significant and evidenced by master plans or strategic plans. <p>Priority to be given to applications for multi-purpose or integrated community facilities.</p> <p>Pipeline of projects across multiple sites</p> <ul style="list-style-type: none"> • Master planning for one or more significant sites • Feasibility studies for one or more significant projects.

4. Application Process and Conditions

4.1 Application process

4.1.1 Pre-application meeting

Applicants must consult the Growing Suburbs Fund team within the Suburbs Unit before 28 February 2025 to discuss their project proposals. This will provide the opportunity for the Suburbs Unit staff to discuss with each council the eligibility of the proposed projects and their alignment with the program objectives.

Where a project has not been discussed with the Suburbs Unit, the project will not be considered for funding.

DTP staff are available on request to meet Council staff at the site of proposed projects prior to application submission.

4.1.2 Submit application and documentation

Applications will be received through a single application round, opening on 14 November **2024**. Applications and supporting documentation must be submitted via the link at <https://www.suburbandevelopment.vic.gov.au/grants/growing-suburbs-fund>.

The Department must receive applications no later than 11.59pm on 28 February 2025.

Department staff may contact applicants to seek further details. Some applicants may be requested to submit further information following initial assessment of applications.

If you have any queries, please contact the Growing Suburbs team at email revitalisation.programs@transport.vic.gov.au.

4.2 Number of applications and priority order

There is no limit to the number of applications that a Council can submit for consideration. However, there is a limit on the maximum grant amount that can be requested for each application as follows:

- Infrastructure grants: Applicants can apply for up to \$1 million for each project.
- Project planning grants: Applicants can apply for up to \$150,000 for each project.

Infrastructure grants:

A council resolution providing support for each application and a priority order of projects is mandatory. The priority order will be taken into consideration during the assessment of the applications.

If the Council resolution cannot be submitted at the time of lodging your application/s, you must submit a letter from the Council Chief Executive Officer with your application/s.

A Council resolution for each application **must** be submitted within 20 working days of the close of applications for the applications to be fully assessed.

4.3 Co-contribution requirements

Applicants are required to make cash contributions of at least a 1:1 ratio of grant funding.

Applicants must have made reasonable efforts to source funding from other relevant and available funding sources from within Government.

4.3.1 Funding from other programs

The GSF aims to speed up the delivery of critical community infrastructure and complement, rather than replace, other funding sources available to these communities.

Projects that receive funding from multiple programs must comply with the conditions of each of the relevant programs.

Applications must identify any additional sources of funding sought, including State and Commonwealth government programs, as well as eligibility for contributions from developers.

Applications must identify the unfunded element/s to be delivered through the GSF funding.

5. Project Conditions

5.1 Project delivery dates

Applicants must demonstrate that the project can be delivered within the following timeframes:

Construction Commencement	Within 18 months of the funding announcement
Construction Complete	Within 24 months of construction commencement

Applicants must submit a detailed Project Plan as part of each application that outlines the activities and timelines for the project/s and demonstrate that project/s will be delivered within the proposed timeline.

5.2 Project location

Applicants must provide evidence of land ownership where the proposed project will be located. If the land is owned by a third party, then the applicant will be required to provide evidence of an agreement with the landowner allowing the delivery of the project. Projects located on land that is in the process of or yet to be acquired will not be eligible for funding.

Priority will be given to projects situated in areas zoned for growth where a Precinct Structure Plan (PSP) has been approved² and is in delivery.

To assist in identifying sites, refer to the [PSP Interactive Map](#)

Projects located in established areas should demonstrate how the project will increase the capacity of the infrastructure e.g. increase the number of classes being offered, or number of users serviced.

5.2.1 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 contact the Victorian School Building Authority on vsba@education.vic.gov.au.

5.3 Permits and approvals

Applicants must disclose any land use planning implications that may impact the delivery of the project in a timely manner, such as: permits, authorities' approvals and reports/plans that will be required to be obtained or completed to deliver the project (e.g., building and planning permits, heritage permits, Water Authority permit, Biodiversity Assessment, Environmental Management Plan).

5.3.1 Cultural Heritage Management Plan

Applicants are required to complete the [Aboriginal Heritage Regulations Planning Tool](#) to determine if a Cultural Heritage Management Plan (CHMP) is required for their applied project. Further information about the CHMP can be found here: <https://www.firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans>.

6 Assessment Process and Criteria

Applications will be assessed by an assessment panel which will provide recommendations to the Minister for the Suburbs for decision.

²

<https://planvic.maps.arcgis.com/apps/webappviewer/index.html?id=536f9e451be0496c89548ae04013d76b>

6.1 Assessment Criteria – Infrastructure Grants

The Department will assess eligible applications against their response, and any supporting documents, to the criteria listed below.

Weightings in percentage show the relative importance of different criterion, in the assessment process.

<u>Criteria</u>	<u>Description / Questions</u>
Project Aim (30%)	<p>Applications must demonstrate the extent to which the project will deliver on the objectives and the desired outcomes of the Growing Suburbs Fund including:</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Increase social and economic participation in Melbourne's fast growing outer suburbs. • Meet the health and wellbeing needs of people in fast growing outer suburbs. • Increase local economic activity. • Improve capacity for councils to respond to changing community needs and demands. • Plan for and/or deliver integrated or multi-purpose community infrastructure. • Advance inclusive and accessible development by ensuring investments are universally designed, environmentally sustainable and strategically planned • Create a safe and engaging environment for disadvantaged community members. • Contribute to improved gender equality in line with the Gender Equality Act 2020. • Progress key priorities of the Victorian Closing the Gap implementation plan by delivering important cultural community infrastructure, and further enhancing the partnership between government sectors, First Nations community-controlled organisations, and the wider community. <p>Outcomes</p> <ul style="list-style-type: none"> • More improved and/or new infrastructure is available • More integrated/shared community infrastructure is available • More community culturally inclusive infrastructure is available • More jobs are created through local infrastructure projects. <p>Priority will be given to projects situated in areas zoned for growth where a Precinct Structure Plan (PSP) has been approved.</p> <p>Applications for multi-purpose or integrated community facilities will be prioritised for funding.</p>
Project Need (30%)	<p>Applications must clearly demonstrate the extent to which the project addresses an identified need and how it will deliver benefits to the community including:</p> <ul style="list-style-type: none"> • Identifying the forecast population growth in the proposed project site and needs or gaps in infrastructure provision that the project will address • showing the level of community support. This could be demonstrated by engagement activities, co-contributions or in-kind support from community members or groups

	<ul style="list-style-type: none"> demonstrating that the project is a recognised strategic council priority and is consistent with the Precinct Structure Plan, key council plans such as the current Council Plan, Strategic Resource Plan, asset management plan, social and community infrastructure and service plans, long term community plans and/or policy documents defining how the design and delivery of the project will contribute to improved gender equality and the needs of diverse communities. clearly identifying the intended benefits (social, cultural, economic, and environmental) that the project will deliver.
Project deliverability (20%)	<p>Applications must provide details that demonstrate:</p> <ul style="list-style-type: none"> a sound approach to delivering the project, providing realistic timeframes for delivery, and demonstrating that the project is financially viable based on sound cost estimates and represents value for money – a draft project plan is to be provided as part of the application process a clearly identified scope and parameters of the project to be delivered that site/floor plans have been developed the proposed funding contributions for the project. <p>Projects that have significant council contributions and attract further public, not-for-profit or private sector investment are desirable and strongly encouraged.</p> <p>Applicants must identify whether an application has been made to an additional funding body or program, and the status of this application's outcomes:</p> <ul style="list-style-type: none"> Applications must clearly identify how the concurrent funding agreements, timelines, and milestone deliverables will be managed. Applications must also identify how council will fund the difference if applications for other funding contributions are unsuccessful.
Capability and expertise (20%)	<p>Applications must provide details that demonstrate:</p> <ul style="list-style-type: none"> staffing capacity to implement and/or source expertise to manage the delivery of the project the project governance arrangements, processes, tools and methods that will be used to deliver the project how the proposed infrastructure will be managed, and its benefits sustained once the infrastructure is delivered.

6.2. Assessment Criteria – Project planning grants

Criteria	Description / Questions
Project Objectives & Outcomes (50%)	<p>Applications must demonstrate:</p> <ul style="list-style-type: none"> How will the planning project result in infrastructure delivery that will lead to the development of: <ul style="list-style-type: none"> more improved and/or new infrastructure more integrated/shared community infrastructure more community culturally inclusive infrastructure more jobs.

	<ul style="list-style-type: none"> • NB: Facility Planning applications will specifically need to identify how the proposed works will develop documentation to ensure infrastructure project readiness.
Project Need and Readiness (50%)	<p>Applications must demonstrate why is the planning project needed:</p> <ul style="list-style-type: none"> • Facility Planning projects: will need to address how the proposed facility addresses a gap in single or multi-use infrastructure provision and the planning supports project readiness. • Confirm the project scope can be delivered within budget and the programs timeframe. <p>Applications for multi-purpose or integrated community facilities will be prioritised for funding.</p>

6.2.1 Due Diligence

During the application assessment period, the Department may perform due diligence activities/checks to gain a better understanding of the applicants and their proposed project.

These checks may include:

- the potential for a reputational risk to the State
- the applicant's past delivery performance in relation to any other grant agreements between the applicant and the Department.

Outcomes from such checks may be taken into account in any decision to recommend or award a grant, or in entering into an agreement with successful applicants.

7. Supporting Documentation

The table below outlines the mandatory and desired supporting documentation for each funding grants. Please submit all documentation with your application to ensure eligibility and demonstrate project readiness. Desired supporting documentation is not a requirement however it will further demonstrate project readiness, if applicable.

Infrastructure Grants

<u>Supporting Documentation Checklist</u>	Requirement
Draft project plan outlining the project's timeline and activities (e.g. Gantt chart, project management/delivery plan)	Mandatory
Aerial images or plans showing location of proposed project	Mandatory
Current project budget, within 30 days of the application being made (e.g. QS report, Cost plan, independent qualified expert report, OPC)	Mandatory
<p>A Council Resolution providing support for each application and priority order of projects.</p> <p>If a Council resolution cannot be submitted by the application close date, you must submit a letter from the Council CEO.</p> <p>A Council resolution for each application must then be submitted within 20 working days of the close of application/s for the application/s to be fully assessed.</p>	Mandatory
Confirmation of other funding sources (including cash co-contribution)	Mandatory
Evidence of land ownership or legally binding land use agreement with landowner or in-principal agreement with landowner if required.	Mandatory

Evidence that the <u>Aboriginal Heritage Regulations Planning Tool</u> (<i>Aboriginal Heritage Act 2006</i>) has been completed.	Mandatory
Evidence of stakeholder and community consultation that demonstrates the support for the project and how the community will benefit from it	Mandatory
A business case, feasibility study or cost benefit analysis that may have been completed for the project	Desired
For projects on school land, please refer to section 3.3.1: <ul style="list-style-type: none"> • 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 central office that indicates endorsement of the project. Applicants requesting this letter should contact the Victorian School Building Authority. 	Mandatory if applicable

Project planning grants

<u>Supporting Documentation Checklist</u>	Requirement
Draft project plan outlining the project's timeline and activities (e.g. Gantt chart, project management/delivery plan)	Mandatory
Aerial images or plans showing location of proposed project	Mandatory
Current project budget evidenced by tender price or independent qualified expert report	Mandatory
Confirmation of other funding sources (including cash co-contribution)	Mandatory
Evidence that the <u>Aboriginal Heritage Regulations Planning Tool</u> (<i>Aboriginal Heritage Act 2006</i>) has been completed.	Mandatory
A Council Resolution providing support for each application and priority order of projects. If a Council resolution cannot be submitted by the application close date, you must submit a letter from the Council CEO. A Council resolution for each application must then be submitted within 20 working days of the close of application/s for the application/s to be fully assessed.	Mandatory
Evidence of land ownership or legally binding land use agreement with landowner or in-principal agreement with landowner if required.	Mandatory
For projects on school land, please refer to section 5.2.1: <ul style="list-style-type: none"> • 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 central office that indicates endorsement of the project. Applicants requesting this letter should contact the Victorian School Building Authority. 	Mandatory if applicable

8. Funding Conditions

8.1 Funding agreement

Successful applicants will be required to enter into a Funding Agreement with the Department.

Funding Agreements are legally enforceable documents that clearly set out the obligations of both parties. Funding Agreements aim to protect the Victorian Government's interests and the efficient and effective use of public money. These also ensure there is appropriate recognition of Victorian Government support in project related publications, media releases and promotional material.

No funding will be released until the Department and the applicant have executed the funding agreement and the appropriate milestone evidence identified in the funding agreement has been met. This includes confirmation of construction starting within the 18-month timeframe.

8.2 Project monitoring and delivery

Successful applicants will be required to actively manage and deliver projects and provide progress and final reports to the Department.

The Department will manage Funding Agreements and the payment of funds for approved projects.

8.3 Local Jobs First Policy

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. The LJF Policy applies to grant projects where the value of the grant is above the threshold values of:

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

Projects funded through the GSF must comply with the Local Jobs First Policy.

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

Further information regarding the requirements can be found at: <https://localjobsfirst.vic.gov.au/>.

8.4 Acknowledgement

8.4.1 Acknowledgement and Publicity Requirements

Funding Agreements will require successful applicants to acknowledge the Victorian Government and the Growing Suburbs Fund support for funded projects, in accordance with the Department's guidelines. This may include the use of logos or similar on any project related publications, media releases and promotional material.

Guidelines for the acknowledgement of the Victorian Government and use of logos can be found at <https://www.suburbandevelopment.vic.gov.au/home/resources>.

Successful applicants must liaise with the Department's program area to coordinate any public events or announcements related to the project.

8.4.2 Capital Works Signage Requirements

Successful applicants need to acknowledge the State Government's support for the project through appropriate signage consistent with the Victorian Government's Capital Works Signage Requirements (available at <https://www.vic.gov.au/capital-works-signage-guidelines>) or as otherwise specified by the Department of Transport and Planning.

Plaque proofs must be submitted to the Department's program area for approval before being displayed at any public event and must contain the Victorian Government logo.

8.5 Privacy

Information provided by the Applicant for the purpose of this application will be used by Department and State Departments and Agencies for the assessment of the application, program administration and program evaluation or review.

In making an application the Applicant consents to the provision of their information, including personal information and supporting evidence to State Departments and Agencies for the purpose of assessing their application and to verify, confirm or audit information provided.

If there is an intention to include personal information about third parties in the application, please ensure they are aware of and consent to the contents of this privacy statement.

Funding approvals require the Department to share applicants and/or third-party personal information with the Minister of the Suburbs and their office staff supporting this initiative.

For us to administer your application effectively and efficiently, we may need to disclose your personal details 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.

Demographic information is collected by the Department for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.

The Department will publish a list of successful grants on our website at <https://www.suburbandevelopment.vic.gov.au/grants/growing-suburbs-fund>.

Any personal information about the Applicant or about a third party will be collected, held, managed, used, securely store, disclosed or shared in accordance with the Privacy and *Data Protection Act 2014* (Vic) and other applicable laws.

Enquires about access to personal information or for other concerns regarding the privacy of personal information can be emailed to the Department's Privacy unit by emailing privacy@transport.vic.gov.au. The Department's privacy policy can be obtained from the Department's website at <https://www.vic.gov.au/department-of-transport-and-planning-privacy> or by emailing the Privacy Unit.

9. Freedom of Information

Applications to the Growing Suburbs Fund and associated documentation may be subject to requests under the *Freedom of Information Act 1982* (Vic). Enquiries about access to information held by DTP should be directed to:

Privacy & Information Access Branch
Department of Transport and Planning
GPO Box 2392
Melbourne, VIC, 3001
Email: foi@transport.vic.gov.au

10. Terms of Applying

The decisions on all matters on recommending and awarding of the grant funding is at the absolute discretion of the Department and the Minister for the Suburbs.

The Department reserves the right to request the applicant to provide further information on their application, should it be deemed necessary.

The Department reserves the right to amend these guidelines and the application terms at any time as it deems appropriate.

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