

# Shooting Sports Facilities Program (Round 3)

Program Guidelines



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Available at [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants)

(1512004)

# Message from the Minister for Sport, John Eren



Sport is central to our way of life. It makes our communities stronger by bringing people together and fostering life-long friendships.

That's why the Victorian Government is working hard to ensure more Victorians can play the sports they love, close to home.

The Shooting Sports Facilities Program forms part of our work to do just that.

Our investment in this program will help ensure the long term sustainability of the sport – and help our shooters hone their skills and excel with modern and safe facilities.

Since its introduction, clubs have attracted and welcomed more members than ever before, especially among women.

And that's what it's all about. Encouraging more Victorians to sign up to their local clubs, get active and lead a more healthy lifestyle.

I look forward to seeing the positive impact this investment will provide to the Victorian public.

A handwritten signature in black ink that reads "John Eren". The signature is written in a cursive, flowing style.

**Hon John Eren MP**  
Minister for Sport



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## 1. Introduction

The Victorian Government strives to promote our state as the sporting capital of the world by building and maintaining Victoria's capacity to attract and retain major and significant events. Sport and active recreation is an essential part of the fabric of Victoria's liveability. It provides a range of social, health, wellbeing and economic benefits to our state.

Shooting ranges represent an important pastime for many Victorians. With a long and rich history of success, the shooting sports community contributes to all levels of the sport, from grass-roots to elite and high performance athletes.

The continuation of the *Shooting Sports Facilities Program* re-affirms the Victorian Government's commitment to providing all Victorians with access and opportunity to appropriate facilities that support the state-wide administration of shooting sports.

## 2. What is the Shooting Sports Facilities Program?

The *Shooting Sports Facilities Program* is a Victorian Government funding program that provides funding support for projects that improve the quality and sustainability of shooting sports facilities and activities across Victoria.

The continuation of the *Shooting Sports Facilities Program* follows an initial \$12.48m investment made by the Victorian Government during 2014-2016 and brings Victorian Government investment into the shooting sports sector to \$13.48 million.

### 2.1 Why is the Victorian Government funding these grants?

Previous Victorian Government funding via the *Shooting Sports Facilities Program* has directly contributed to a 9 per cent growth in shooting sports participation rates, with a 52 per cent increase in casual participants. Victorian state shooting bodies also report a 57 per cent increase in female participants within previously funded clubs.

Whilst there are a number of successful athletes competing on the national and international stage, many Victorian grass roots shooting clubs face a range of challenges that may threaten the long-term sustainability of shooting sports in Victoria.

The objectives of the *Shooting Sports Facilities Program* are to:

- increase access and opportunities for participation in shooting sports in a safe and friendly environment
- improve the quality of shooting sports facilities
- enhance the shooting activities and programs for shooting sports participants
- improve the sustainability of Victoria's shooting clubs, ensuring the long-term viability of shooting sports in Victoria.

## 2.2 Legacy and sustainability of Victoria's shooting ranges

Victorian shooting clubs are an important recreational resource for many Victorians, specifically in rural and regional communities. Shooting sports provide opportunities for all Victorians to remain active and engaged in their local communities.

Potential contamination of current and former shooting ranges by lead and other materials is a challenge for the shooting sector. Consideration must be given to the risk posed to the public health of neighbouring communities, current and future residential populations and the general public.

The Victorian Government is committed to supporting the shooting sports community to reduce potential health and environmental risks through collaboration with clubs, associations and peak bodies via the *Shooting Sports Facilities Program*.

## 3. Who can apply?

This program provides funding for:

- shooting sports clubs (firearms only)
- shooting organisations (firearms only).

To be eligible for funding, applicants must:

- be an incorporated body, cooperative or association (including business associations)
- possess an Australian Business Number (ABN) or can provide written advice from the Australian Tax Office that no withholding tax is required from the grant payment
- be financially solvent.

## 4. What types of activities might be funded?

The *Shooting Sports Facilities Program – Round 3* will support projects that demonstrate how they will increase overall participation (with specific focus on females, Aboriginal Victorians and other under-represented communities) such as:

- upgrades to outdated and non-compliant facilities (*such as toilets, change rooms, office, kitchen and amenities facilities*)
- development of multiuse program and meeting spaces
- development of secure storage facilities
- upgrades to support more accessible and inclusive facilities
- purchase of sport shooting equipment (*such as electronic targets, traps and/or trap houses*)
- on range works' that improve the integrity and safety of ranges (*such as improvements or establishment of new baffles, berms, backstops, side walls etc.*)
- environmental protection works, including the development of an Environmental Management Plan
- the purchase of land.

## 5. What will not be funded?

The *Shooting Sports Facilities Program – Round 3* will not support:

- non firearm clubs
- the purchase of firearms
- projects that do not meet the objectives of the funding program outlined in section 2.1
- projects that do not meet the eligibility criteria outlined in sections 3 and 4
- projects which do not meet the funding ratios outlined below in section 6
- projects that do not meet the assessment criteria outlined in section 8
- projects that do not meet relevant Australian standards
- projects that are not ready to proceed
- requests for retrospective funding, where projects have commenced or are completed prior to receiving funding approval
- projects to improve vehicular access outside the venue
- projects that require ongoing funding or support other than the one-off grant
- facilities where little or no public access is available
- propose the development or enhancement of electronic gaming machine operations within an existing or proposed facility
- repair of the facilities where the damage caused should have been covered by insurance
- requests for ongoing operational costs
- community transport or any other type of vehicle.

## 6. What are the funding details?

Under the *Shooting Sports Facilities Program – Round 3*, applicants can apply for a one-off grant up to a total of \$100,000 which must be matched on a \$2:\$1 ratio between the Victorian Government and shooting clubs.

This means that the Victorian Government will contribute almost 67 per cent of a project's total cost, and clubs need to contribute the other 33 per cent.

Applicants must provide at least 50 per cent cash (and therefore less than 50 per cent in-kind) for their total contribution to be eligible for funding. Applicants who provide greater than 50 per cent of their total contribution in cash will be prioritised.

<b>Funding ratio</b>	\$2	\$1
<b>Percentage of total budget</b>	66.7%	33.3%
<b>Example</b>		
	Gov.	Club
<b>Funding</b>	\$100,000	\$50,000
<b>minimum cash club contribution</b>	-	\$25,000
<b>in-kind club contribution</b>	-	\$25,000
<b>Total project budget</b>	\$150,000	

The following conditions will apply to projects that receive a grant:

- applicants must be able to demonstrate that they can match funding for the project on a \$2:\$1 ratio (state to club)
- projects must be completed within eighteen months from the Funding Agreement execution date
- grant recipients are required to provide a Project Management Plan detailing project budget and project proposal
- grant funds must be spent in accordance with works described in the Funding Agreement between the applicant and the state
- grant recipients will be required to provide evidence of expenditure against the required works
- grant recipients will be required to provide certificates of final inspection issued by a certified contractor demonstrating that all works have been completing in accordance with the relevant Australian standards
- grant recipients will be required to submit a final report within three months of the project completion outlining how the objectives of the funding have been met
- the state reserves the right to undertake spot audits at any time up to two years from the date of project acquittal.

## 7. What is the application process?

To provide informed and targeted funding support to the sector, round 3 will follow a different format to previous iterations.

A revised assessment process has been established that introduces two additional requirements as part of the initial application process:

- applications are required to submit a *Venue Management Plan* as part of their application (a template has been provided)
- applications are required to complete the *Venue Range Risk Assessment*, a self-reporting risk assessment built into the Venue Management Plan template.

Where a club already has a Venue Management Plan in place that adequately responds to the requirements in the template provided, they must still complete and submit the Venue Range Risk Assessment.

Subject to eligibility compliance and a risk classification of applications via Victorian Government review of the *Venue Management Plan* and associated *Venue Range Risk Assessment*, applications will follow three different possible pathways; low risk, medium risk, or high risk.

### 7.1 Risk classification

#### Low risk

- **Low risk** applications and clubs will progress directly to assessment by the Shooting Sports Facilities Program Advisory Committee and considered for funding.

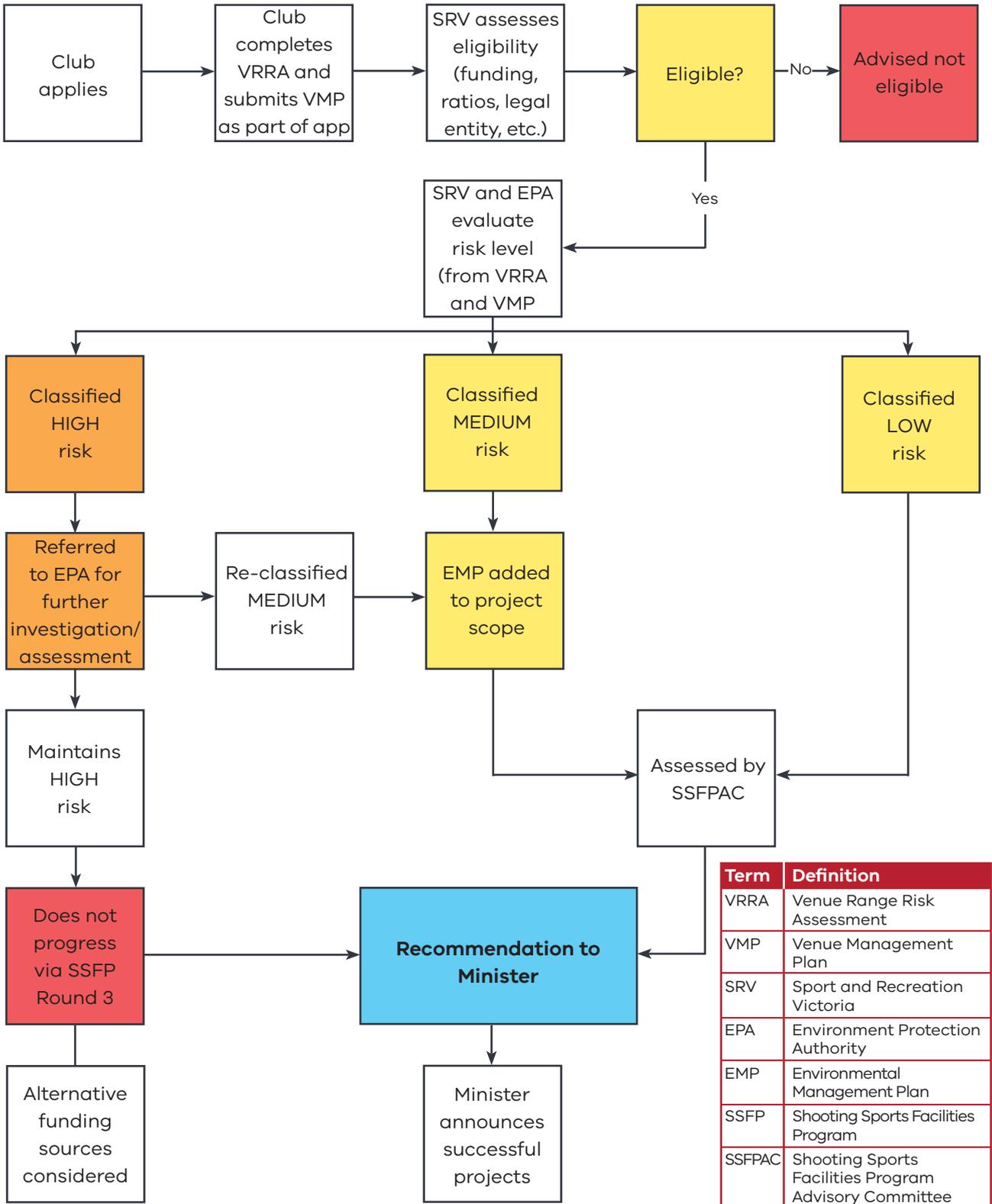
#### Medium risk

- **Medium risk** applications and clubs will progress to assessment by the Shooting Sports Facilities Program Advisory Committee, however additional activities will be added to the project scope to assist in re-classification of applicants as low risk.
- Additional activities may focus on the development of a site specific Environmental Management Plan which clubs will be provided additional funding to procure.
- The Environmental Management Plan will be required to be completed to a satisfactory level before funding is released for an applicant's original project proposal.

#### High risk

- **High risk** applications and clubs will be referred to the Environment Protection Authority (EPA) for further review.
- Applicants will be placed on hold while the EPA undertake further assessment of the club/site.
- Applicants may be re-classified as medium risk following this process and will then be eligible to continue through the assessment process as a medium risk application.
- Applicants that maintain a high risk classification following the further EPA review process will not be eligible for funding under the *Shooting Sports Facilities Program – Round 3*.

## 7.2 Process Map



### 7.3 Steps to submission

There are some important steps to consider before submitting an application to the *Shooting Sports Facilities Program Round 3*.

#### Step 1: Check your eligibility

Check the information contained within this guide to see if your organisation and your proposed activity is eligible.

#### Step 2: Talk to the department

Applicants are strongly encouraged to discuss project proposals with the Department of Health and Human Services before preparing an application to ensure the project is in a strong position to be considered for funding. Contact the Grants Information Line on 1300 366 356 to be put in contact with a Sport and Recreation Victoria officer.

#### Step 3: Submit an application online using grants online

Applicants will be required to submit an application form and supporting documentation, including:

- *Venue Management Plan* (template provided)
- *Venue Range Risk Assessment* (questionnaire built into the Venue Management Plan template)
- a letter of support from the relevant local government authority endorsing the proposed project
  - this letter should include evidence of or intent to obtain the relevant building and/or planning permits required. In the case permit approvals are not readily accessible, an application for permit will act as suitable evidence of intent.
- written approvals from relevant authorities for undertaking the proposed project, for example:
  - Department of Environment, Land, Water and Planning (DELWP) are the land owners of crown land. If a club is located on crown land, approval for construction and/or land alterations from DELWP will be required
  - in some instances, Parks Victoria are the land managers of crown land. Clubs engaged in lease arrangements will require approval of the freehold owner
  - clubs/organisations on private land will require letters of endorsement from the relevant land owner.
- Quotations for works that are equal to the total project cost of the proposed works
- Completed 'in-kind' and 'volunteer' labour declaration forms (see template).

To apply, go to [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants) on the Sport and Recreation Victoria website. Make sure you have the information you need to apply, including required documents, and click on 'Apply online' to submit your application through grants online. You will receive an application number when you submit an application online. Please quote your application number in all correspondence relating to your application.

Make sure your application is submitted by the due date as listed below.

<b>Applications Open</b>	19 April 2018
<b>Applications Close</b>	30 May 2018
<b>Announcements</b>	October 2018

#### **7.4 Advantages of applying online**

Submitting your application online through Grants Online ensures it is received by Sport and Recreation Victoria immediately and can be processed in the most efficient way. If you need any assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am and 5pm, Monday to Friday.

#### **7.5 Attaching required information**

You can attach documents to your online application. Remember these tips:

- Attached files must be in an acceptable file type (e.g., Word, Excel, PDF, or JPEG) and not be larger than 5MB.
- When you submit your application online check carefully to ensure all your attachments have been uploaded.

## 8. How will applications be assessed?

Eligible applications will be assessed by the *Shooting Sports Facilities Program Advisory Committee* using the criteria listed below. Percentage weightings are provided as a guide to the relative importance of different criterion in the assessment process. Applicants should address all relevant criteria.

### 8.1 What are the assessment criteria?

Applications will be assessed on their ability to meet the following criteria:

What?	
50%	Demonstrate the extent to which the project: <ul style="list-style-type: none"><li>• meets the objectives of the funding program set out in these guidelines</li><li>• supports the ongoing viability of clubs, including details on previous history of re-investment in facilities.</li></ul>
Why?	
20%	Demonstrate the extent to which the project: <ul style="list-style-type: none"><li>• responds to identified needs at a facility</li><li>• is supported by the peak sporting body</li><li>• promotes the co-location of shooting disciplines or the development of multi-discipline facilities.</li></ul>
How?	
20%	Demonstrate the extent to which the project: <ul style="list-style-type: none"><li>• clearly identifies the project scope, methodology and that proposed outcomes can be completed within a prescribed timeframe</li><li>• includes the provision of quotations/internal cost estimates, concept/schematic plans for the project, and evidence of an understanding of any planning or building approvals required</li><li>• includes confirmation of funding contributions (both financial and in-kind)</li><li>• applicant makes a financial contribution to the project. Applicants that provide greater than 50 per cent of their total contribution in cash will be prioritised</li><li>• encourages innovative approaches to address items such as risk management, Universal/Inclusive Design, facility programming, multi-use and environmental sustainability</li><li>• has sound project management and governance including the role and position of local government.</li></ul>
Who?	
10%	Demonstrate the extent to which the project: <ul style="list-style-type: none"><li>• consults and collaborates with a variety of stakeholders.</li></ul>

## 9. What conditions apply to applications and funding?

### 9.1 Funding agreements

Successful applicants must enter into a funding agreement with Department of Health and Human Services.

Funding agreements establish the parties and their commitments and obligations to each other and set out as the general terms and conditions of funding.

Where an association or nominated peak body representative intend to oversee the delivery of a successfully awarded project on behalf of an affiliate or incorporated club, the association is to be named as the representative and recipient of funding.

Different terms and conditions apply to different types of grants and grant recipients. These terms and conditions are not negotiable.

For each Activity, an Activity Schedule is negotiated. It sets out the:

- activity details
- funding amounts
- agreed actions and payments
- activity budget
- reporting requirements
- acknowledgement and publicity requirements
- other activity specific requirements; and
- notices.

### 9.2 Acknowledging the government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Shooting Sports Facilities Program*.

Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government 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.

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

### 9.3 Fair Play Code - (formerly known as the Victorian Code of Conduct for Community Sport)

The department is committed to promoting the Fair Play Code, and expect that the code will be actively promoted and adhered to by all sporting associations, clubs and other organisations that receive funding from the department.

The code outlines behaviours that are expected of every person involved in community sport and active recreation, as well as identifying the types of behaviours that will not be tolerated.

Every person: spectator, player, club member, official, participant, administrator, coach, parent or member of the community involved with the sport, should work to ensure:

- inclusion of every person regardless of their age, gender or sexual orientation
- inclusion of every person regardless of their race, culture or religion
- opportunities for people of all abilities to participate in the sport and develop to their full potential
- respect is shown towards others, the club and the broader community
- a safe and inclusive environment for all
- elimination of violent and abusive behaviour
- protection from sexual harassment or intimidation
- this code applies to community sport, training and club sanctioned activities.

### 9.4 Payments

Payments will be made in stages as indicated within the funding agreement, as long as:

- 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
- other terms and conditions of funding continue to be met.

### 9.5 Privacy

The department 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 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. The department's Privacy Policy can be found at [www.dhhs.vic.gov.au/privacy](http://www.dhhs.vic.gov.au/privacy)

Enquiries about access to information about you held by Department of Health and Human Services should be directed to the department's Freedom of Information unit by phone (03) 9096 8449 or email [foi@dhhs.vic.gov.au](mailto:foi@dhhs.vic.gov.au)

For preliminary information on this or any other grant program please contact the Grants Information Line on 1300 366 356 for the cost of a local call (except from a mobile phone) on any weekday between 8:30am and 5:00pm (except for public holidays).

## 10. Definitions

**Alternate Funding** refers to any potential funding available to high risk applications. Applications considered for alternative funding will be subject to further assessment and consultation with the Department and may not receive funding for the nature of activity for which the application originally sought via the *Shooting Sports Facilities Program* until further works are undertaken.

**Environmental Management Plan (EMP)** describes how shooting sports activities might impact on the natural environment in which it occurs and sets out clear commitments from the club/organisation taking the action on how those impacts will be avoided, minimised and managed so that they are environmentally acceptable. This is a preventative measure to protect against potential contamination concerns.

**Grants Online** applicants will need to register a new account prior to submitting new grant applications. If you have any queries, please contact the Grants Information Line on 1300 366 356 or email to [grantsinfo@sport.vic.gov.au](mailto:grantsinfo@sport.vic.gov.au)

**In-Kind Support Gifts** in kind, also referred to as in-kind donations, is a type of charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given. Gifts in kind are distinguished from gifts of cash.

**Shooting Sports Facilities Program Advisory Committee** is the committee appointed by the Minister for Sport to provide shooting sports industry advice and recommendations on applications made to the *Shooting Sports Facilities Program*.

**Venue Management Plan** demonstrates that an organisation has a strategy for the management of their venue and its risks. Having a management plan in place identifies and develops a responsible approach to running the venue and commonly outlines a range of venue management protocols in place at a venue/site in one document. A template has been provided.

**Venue Management Protocols** are topic specific processes and/or procedures that provide guidance for organisations to uphold certain operational standards. Common protocols include Occupational Health and Safety manuals, noise reduction measures, litter management, security, evacuation procedures etc. Shooting specific protocols may include range operations, equipment standards, ammunition storage and disposal requirements, environmental waste etc.

**Venue Range Risk Assessment** is a self-reporting audit tool. This basic questionnaire is a mandatory requirement built into the Venue Management Plan template and will assist in understanding the use of individual shooting club venues and their risk classification.

**Voluntary Support** refers to contributions made to a project or task that is not financial contribution cash. Examples includes; voluntary labour, volunteer transportation of goods etc.

