

**Regional Jobs and
Infrastructure Fund**

Regional Infrastructure Fund

2022-23

Application Guidelines

Contents

Regional Jobs and Infrastructure Fund	5
Additional information and resources	5
Regional Infrastructure Fund – 2022.....	6
Objective and outcomes	6
Key dates.....	6
Victorian State Election impact on dates	6
Grant amounts and co-contributions	6
Available grant funding	6
Consideration.....	7
Project co-contribution funding	7
Who can apply?	7
Ineligible organisations	8
Auspice relationships.....	8
Eligible locations.....	8
Eligible locations	8
What will be funded?	9
Projects and items that will not be funded	9
Environment and design considerations.....	9
Project costing and treatment of GST.....	10
Application process.....	10
Required documents.....	10
Application assessment.....	12
Assessment criteria	12
Approval process	OFFICIAL

14
Conditions of funding
14
Local Jobs First Policy
15
Evaluation and project data collection
15
Competitive neutrality
15
Acknowledgement of Support.....
15
Auspice relationships.....
15
Terms of Applying
16
Absolute Discretion
16
Privacy 16
Contact Details of Regional Offices.....
17

Minister's Foreword

Rural and regional Victoria is made up of vibrant communities bursting with opportunity.

Our communities are known for their unique strength and determination - this has been demonstrated in countless ways over the past two years. We are focused on making our regional communities even better places to live, work, visit and invest – from our smallest town to our biggest regional cities.

Our Regional Jobs and Infrastructure Fund (RJIF) is a key part of our record investment of more than \$36 billion in regional Victoria since 2015. This year's renewed commitment to our flagship fund for regional development is a part of this investment.

Since 2015, close to 1,000 projects have been supported through RJIF, enabling the creation and retention of around 13,000 jobs.

Since RJIF launched in 2015, the total value of all approved projects exceeds \$2 billion. Every taxpayer dollar invested through RJIF has led to \$3.32 of additional private sector/local government investment.

RJIF's impact has been felt right across the state – with projects in all 48 regional and rural LGAs. Our renewed commitment to RJIF supports rural and regional communities to recover from COVID-19 and realise the opportunities that will enable our nation's most vibrant and economically successful regional economies.

Guidelines for the RJIF 22-23 program have been updated and simplified for a more streamlined administration and assessment.

A key component of RJIF, the Regional Infrastructure Fund, will fund priority economic and community projects to create and retain jobs needed and to build the infrastructure locals need.



The Hon Harriet Shing MP
Minister for Regional Development

Context

Regional Jobs and Infrastructure Fund

The Regional Jobs and Infrastructure Fund (RJIF) is the Victorian Government's flagship regional development fund central to driving growth and recovery in rural and regional Victoria. RJIF has been allocated \$30 million in 2022-23 to leverage private sector investment, grow and diversify our regional economy, and improve economic and social outcomes to make regional Victoria an even better place to live, work and invest.

RJIF supports regional communities in their immediate response and recovery efforts, seeks to address complex local challenges and enable opportunities for future growth. The impact of COVID-19 has seen increased numbers of people living and working in rural and regional Victoria. The Victorian Government recognises the ongoing opportunities to support our growing regions with the infrastructure communities need to thrive and attract a skilled workforce.

The RJIF was established under the [Regional Development Victoria Act 2002](#) (Act) as a trust fund in the public account. The Act describes the activities for which the trust is to be applied:

- to provide better infrastructure, facilities and services in rural and regional Victoria
- to strengthen the economic, social and environmental bases of communities in rural and regional Victoria
- to create jobs and improve career opportunities in rural and regional Victoria
- to support the development and planning of local projects in rural and regional Victoria

Regional Development Victoria (RDV) administers RJIF on behalf of the Department of Jobs, Precincts and Regions (the Department). Grant programs under RJIF include:

- Regional Jobs Fund
- Regional Infrastructure Fund
- Investment Fast Track Fund

More details on the RJIF are available at www.rdv.vic.gov.au.

Additional information and resources

Regional Economic Development Strategies

The Victorian Government has developed Regional Economic Development Strategies (REDS) for each of Victoria's nine Regional Partnership regions. The REDS contribute to Government's vision for rural and regional Victoria to be a resilient and thriving place to live, visit, work and do business and will help inform Victorian Government investments. The REDS use data and evidence to profile each region's economy and identify strategic directions for economic growth, recognising that each region has unique strengths, challenges and opportunities. .

See [Regional Economic Development Strategies - rdv.vic.gov.au](http://rdv.vic.gov.au)

Regional Infrastructure Fund – 2022

The Regional Infrastructure Fund (RIF) forms a part of RJIF and seeks to assist the growth of rural and regional Victoria by providing grants for infrastructure projects that have the potential to stimulate economic and community development. RIF is being delivered as a contestable fund, where projects are assessed and then scored against a merit criterion to identify the most suitable projects.

Objective and outcomes

The objectives of the fund are:

- To create and retain jobs in regional areas and support regional economies and communities, including transition, diversification and recovery efforts.
- To increase economic and social benefits through improved community access and usability of precincts, towns or regions.
- To increase economic and social benefits through investment in strategic and public enabling infrastructure.

RIF funded projects will support the implementation of the Regional Economic Development Strategies (REDS) and the longer-term outcomes of:

- an enhanced visitor economy (e.g. cultural, food, natural assets)
- improved infrastructure for growth sectors (e.g. health, energy, education)
- increased liveability to support population growth and/or retention
- jobs growth and improved workforce supply
- more resilience to pandemics, economic transition, and natural disasters

Funded activity should show alignment to the relevant REDS.

Key dates

Step	Dates
Applications open	21 July 2022
Applications close	17 August 2022 @ 11:59pm
Grant Agreements finalised	31 October 2022
Project commencement	Three months from date of funding offer

Victorian State Election impact on dates

As the Victorian State election will be held on Saturday 26 November 2022, the Victorian Government will assume a caretaker role from 6.00pm on 1 November 2022 until such time that either it becomes clear that the incumbent government will be returned, or when a new government is commissioned.

In line with the caretaker conventions, the incoming government will determine whether to proceed with this grant process and enter into the contract/award the grants after the caretaker period.

Applicants should be aware that:

- all information about this [tender/grant] process represents the position of the current government only, and is subject to change; and
- the incoming government may decide to not proceed with this grant process.

Grant amounts and co-contributions

Available grant funding

Grant funding of between \$20,000 and up to \$3 million (ex GST) per project may be requested by an applicant. Please note, a lower grant amount than that requested may be offered to a successful applicant.

In determining RIF funding, previous Victorian Government contributions from all sources may be taken into consideration.

Consideration

Projects requesting funding outside the grant amount limits may be considered on a case-by-case basis and are subject to Ministerial discretion. Such projects may require higher co-contributions.

Project co-contribution funding

To receive a RIF grant, a project must have funding from other sources beyond the requested grant amount. Applications must show co-contribution funding as per the required funding ratio outlined below. Applicants are expected to maximise funding wherever possible from a range of sources, including:

- loans from financial institutions
- equity from business investors
- grants from the Commonwealth Government
- contributions from Local Government Authorities
- contributions from utility / service providers
- other sources.

The project may have funding from other Victorian Government programs but the co-contributions to meet the required funding ratio must be derived from non-Victorian Government sources.

Funding ratios and co-contribution

The following funding ratios apply:

Applicant	Maximum funding ratios for co-contributions
Regional City	Up to RJIF \$2 : \$1 other
Large Rural Council	Up to RJIF \$3 : \$1 other
Small Rural Councils, Alpine Resorts, not for profits, and business/ industry groups and community organisations	Up to RJIF \$4 : \$1 other

Table 2 – Funding Ratios

In-kind contributions

Small rural councils (see Table 1 Section 1.5) alpine resorts, community groups and social enterprises are eligible to claim in-kind contributions.

Community groups and social enterprises are also eligible to claim in-kind contributions.

The in-kind contribution will be capped at 25% of the applicant's contribution and at the following rates:

- skilled labour costed at \$45 per hour
- unskilled labour costed at \$20 per hour
- equipment costed at standard commercial hire rates.

Who can apply?

Applicants must have an ABN.

Applications will be considered for projects from the following legal entities:

- Local Government Authorities
- Alpine Resorts Management Boards
- Aboriginal organisations
- business and industry groups including:
 - chambers of commerce and business associations
 - industry peak bodies
 - business and industry clusters and networks
- incorporated not-for-profit organisations, including community groups that are
 - cooperatives or associations

- social enterprise organisations¹
- TAFE institutions and universities
- public/private partnerships, through an incorporated entity
- other organisations agreed by Regional Development Victoria at its discretion.

Ineligible organisations

- private entities
- State and Commonwealth Government departments and agencies
- unincorporated organisations, unless under an auspice arrangement where the auspisor accepts legal responsibility for the project and any agreement entered into under the RIF, see below
- pre-school, primary and secondary schools
- individuals.

Auspice relationships

Local Government Authorities can sponsor (auspice) activities on behalf of unincorporated organisations, where the auspisor accepts legal responsibility for the project and any agreement entered into under the RIF.

Eligible locations

Eligible locations

Projects delivered within the locations listed in Table 1 can apply for RIF funding, in accordance with relevant program eligibility criteria.

Table 1 – Eligible Locations

Regional Cities	Large Rural Councils	Small Rural Councils and Alpine Resorts
Ballarat	Bass Coast	Alpine
Greater Bendigo	Baw Baw	Ararat
Greater Geelong	Campaspe	Benalla
Greater Shepparton	Colac-Otway	Buloke
Horsham	Corangamite	Central Goldfields
Latrobe	East Gippsland	Gannawarra
Mildura	Glenelg	Hepburn
Wangaratta	Golden Plains	Hindmarsh
Warrnambool	Macedon Ranges	Indigo
Wodonga	Mitchell	Loddon
	Moira	Mansfield
	Moorabool	Murrindindi
	Mount Alexander	Northern Grampians
	Moyne	Pyrenees
	South Gippsland	Queenscliffe
	Southern Grampians	Strathbogie
	Surf Coast	Towong
	Swan Hill	West Wimmera

8 ¹ Community groups not registered as a charity with Australian Charities and Not-for-profits Commission (ACNC) or Consumers Affairs Victoria registration number may be requested to provide further evidence of their eligibility status.

Regional Cities	Large Rural Councils	Small Rural Councils and Alpine Resorts
	Wellington	Yarriambiack
		Mt Baw Baw
		Falls Creek
		Mt Hotham
		Mt Buller
		Mt Stirling
		Lake Mountain

What will be funded?

The Regional Infrastructure Fund will support enabling and transformative infrastructure projects that:

- are strategic and align with the relevant Regional Economic Development Strategy and RJIF objectives and, where appropriate, other current and relevant government (local, state or federal) economic and placed-based plans and strategies
- respond to and addresses opportunities and challenges relevant to an identified region or place
- make a clear case for the impact of the project and its identified economic and community benefits, at the local and regional level, and/or for the state or an industry
- are sustainable over the longer term, show demand for use and have no fundamental risks or constraints to the project's viability (e.g. labour supply, transportation requirement etc.)
- have an evidence base showing demand for the project, demonstrate that consultation has been undertaken, and there is appropriate stakeholder support, whether that be community, local government, or local industry
- are well planned with well mapped project implementation planning, have identified other funding sources, and have a clear timeline for project development and use.
- can demonstrate that all relevant approvals and permits required to commence the project can be obtained within the proposed delivery time frame.

Projects and items that will not be funded

The following activities will not be considered:

- early-stage project planning
- project planning for infrastructure projects such as a feasibility study, a demand study, or a business case to enable prospective applicants to investigate the technical and or economic viability of an infrastructure project (design and construct projects may be considered)
- local strategic planning including economic development strategies and plans for future growth and infrastructure needs
- private sector projects undertaken as a result of a government contract
- projects where funding is normally provided by other state, Commonwealth or local government sources
- projects requiring ongoing funding from the Victorian Government when completed
- requests for retrospective funding, where projects have been completed or have started construction prior to receiving funding approval
- projects that are only purchasing plant and equipment
- purchase of land
- ongoing operating costs or salary subsidies
- application development expenses.

Environment and design considerations

Projects should where possible consider and align to the following:

- **Environmentally sustainable design** - Infrastructure projects are encouraged to incorporate Environmentally Sustainable Design initiatives into project designs.
- **Universal design** - Universal design is a philosophy that encourages building development beyond what is

required by the Disability Standards for Access to premises. The intent of universal design is to create environments to be usable by all people, to the greatest extent possible. **The Burra Charter** - The Burra Charter is a set of principles that have been adopted to create a nationally accepted standard for heritage conservation practice in Australia.

Project costing and treatment of GST

Applicants should note that all project costs included in the application must be exclusive of GST. Applicants must have an Australian Business Number (ABN) and be registered for GST or provide written advice from the Australian Taxation Office that no withholding tax is required to be withheld from the grant payment.

Application process

To ensure the suitability of projects, all applicants will need to go through the following process:

- read these application guidelines carefully to establish eligibility
- read the grant agreement terms and conditions for the funding offered
- contact your local RDV office to discuss the proposed project and express interest in applying
- complete the online application form

Applications should clearly and succinctly describe the activity and proposed project and address the assessment criteria below.

Required documents

Applicants will be asked to provide supporting documents to strengthen the proposal. Please note:

- Not all types of application support documents will be appropriate for the project. Information provided should be concise and directly support the proposal.
- Supporting material provided through links to non-public websites, or platforms where materials can be edited after submission will not be assessed.

TYPE	DESCRIPTION	LIMITS
Mandatory for all applicants		
Project plan	Applicant project plan information	N/A
Project framework	Applicants must use the template to step out project milestones, budget phasing and key delivery risks	Regional Infrastructure Fund - Project Framework
Cost estimates/ quotations for goods and services to be procured	Additional budget/ financial/ contingency information which may include notes to clarify items in your budget including a breakdown of expenditure items for the project, quotes, etc.	As required and appropriate to your activity.
Letters of support	Evidence of support for the project	As appropriate
Evidence confirming co-contribution sources	Evidence confirming co-contribution funding sources that demonstrates, to the satisfaction of the Department, that the Applicant has sufficient funds available for the required co-contribution amount for the project.	1 page per funding source
Owner permissions	Evidence of land ownership/tenure, as appropriate, e.g., when seeking funding to conduct statutory planning activities.	1 page per owner
Non-mandatory – if applicable		
Approvals and permits	Evidence that relevant approvals to commence the project have been obtained, such as planning permit, Heritage Victoria permit, etc.	
Joint use agreement	A completed notification of intent to enter into a joint use agreement form, including a letter of endorsement from the	
Management Plans	Copy of completed Cultural Heritage Management Plan, vegetation assessments, Environmental Management Plans, etc. as appropriate or evidence that these types of plans are not required.	
Traditional Owners	Evidence of engagement with Traditional Owners Corporations where applicable.	
For grants requests over \$300,000	Quantity surveyor's estimate construction plans for the project (desirable).	

<p>Financial Information</p>	<p>For a grant request of more than \$50,001 where applicants are not exempt organisations (i.e.. Local Government Authorities or Alpine Resorts Management Boards), the Department will undertake a financial risk assessment and requires at minimum, the provision of the following:</p> <ul style="list-style-type: none"> - Audited financial reports from the last three years (including profit & loss, balance sheet, cash flows, and notes to the accounts). If accounts are not audited, unaudited accounts from an accountant will be accepted. - Up to date management or interim accounts for the current year, if the most recent financial report is more than six months old. Also, in the case of public listed corporations, a half yearly financial report. - Current business plan incorporating financial projections (profit & loss and cash flow). 	<p>As appropriate</p>
<p>Auspice information</p>	<p>Where the applicant proposes to enter the funding agreement on behalf of a supported organisation, the application must include written confirmation from the supported organisation that they have reviewed the application and agree to its content, and that the activity will be delivered by the applicant on their behalf.</p>	<p>1 page</p>

Application assessment

Applications will be assessed in the following way:

- eligibility and due diligence checks, including financial risk assessments where required
- criteria assessment undertaken on projects by Departmental assessment panel.
- considerations to include project assessment scoring, due diligence assessments and advice from relevant Victorian Government departments and agencies (on regional area, industry or sector or area of professional knowledge) to draft recommendations. Consideration is given to the geographic spread of projects across Victoria and the balance of projects for each Regional Economic Development Strategy.
- Oversight Committee, chaired by RDV and including representatives from the Department and other Victorian Government departments and agencies to provide advice regarding eligible projects for funding to the Minister for Regional Development.

Assessment criteria

Eligible applications will be assessed against the criteria below. Assessment will encompass application responses, other information and supporting documentation supplied in the form or as requested, any due diligence assessments undertaken and relevant expert knowledge on the regional area, industry or policy.

Criterion	Considerations	Weighting
<p>Project alignment</p> <p>Demonstration of alignment with REDS and other regional strategies</p>	<p>How well the proposed project shows:</p> <ul style="list-style-type: none"> • alignment with the relevant Regional Economic Development Strategy (REDS) • alignment with other current and relevant government (local, state or federal) economic and placed-based planning and strategy work • identified impacts in line with RIF outcomes as outlined in Section 1 of these guidelines 	<p>10%</p>

<p><u>Demand and need for proposed project</u></p> <p>The opportunity, need or challenge the infrastructure project is looking to address and the project’s feasibility</p>	<p>The extent to which the proposed project:</p> <ul style="list-style-type: none"> • responds to and addresses an opportunity, need or challenge relevant to the identified local or regional area • has an evidence base for demand for the project and its sustainability (e.g. appropriate underlying data or evidence from previously undertaken economic/social research or investigations demonstrating demand for the project and its likely longer-term viability) • is suitable for the location and region (e.g. constraints such as geographical elements, access to labour and resources or transport can be managed) • shows appropriate consultation has been undertaken in developing the project, including activity and project partners, other funding bodies, sponsors, other government departments and agencies, regional bodies and community etc. 	<p>20%</p>
<p><u>Impact of the proposed project</u></p> <p>The potential enabling or transformational impact of the proposed project to meet the longer-term outcomes of RIF and RJIF</p>	<p>The extent to which the project:</p> <ul style="list-style-type: none"> • has well defined longer-term economic and/or community benefits for the local area, and may also have beneficial impacts for the broader region or the state • has impacts or benefits that are appropriate to the economic and community development of the identified area (e.g. its size and population) and the requested grant amount • is value for money in terms of delivering policy objectives and outcomes 	<p>20%</p>
<p><u>Need for funding</u></p> <p>Is there a clear need for RIF funding?</p>	<p>The extent to which government funding will:</p> <ul style="list-style-type: none"> • allow the project to proceed when it would otherwise not, and/or allow it to proceed at the required scale • support the leveraging of other funding, including private investment • fill a lack resourcing from other sources to fund the project • secure elements of the project that may not otherwise go ahead 	<p>20%</p>
<p><u>Delivery planning and feasibility</u></p> <p>The project is well planned and demonstrates readiness to proceed</p>	<p>The application demonstrates the extent to which:</p> <ul style="list-style-type: none"> • appropriate expertise and resources are available to deliver the activity, (e.g. service providers to undertake the activity with appropriate skills, including suitable project management in both the developmental and operational phases of the project) • a detailed implementation plan has been provided that demonstrates how the activity can be successfully delivered within anticipated timeframes (projects cannot extend beyond the 2024-25 financial year and projects that are shovel ready can and can be completed earlier will be assessed more favourably), including a budget breakdown. • all project risks have been identified and strategies are in place to manage them • appropriate governance for the proposed project has been developed, where required • the project is financially viable, based on sound cost estimates and represents value for money • all legal, land tenure, planning and environmental issues have been identified and resolved or satisfactory resolution strategies are in place • the project will utilise materials and resources from local and regional providers <p>Where appropriate, principles of environmentally sustainable design are incorporated and Universal Design addressed while complying with relevant anti-discrimination legislation, and the activity is consistent with good heritage practice, i.e. The Burra Charter (if heritage listed) – See ‘Environmental and Design Considerations’ section</p>	<p>20%</p>

<p>Capability of lead Organisation</p> <p>The capability, capacity, and track record of the applicant organisation to manage the proposed project and the activity</p>	<p>The extent to which the applicant:</p> <ul style="list-style-type: none"> • is financially viable • has the capacity to manage and complete the proposed project and has clearly outlined the skills and experience of the lead team and organisation • demonstrates organisational experience in infrastructure project delivery, including 'on- time on-budget' track record • if relevant, demonstrates successful application of previous funding received from the Victorian Government • is an appropriate organisation for the Victorian Government to engage with for an infrastructure development project. 	10%
--	--	-----

Due diligence assessments

Applicants will be subject to due diligence assessments to enable RDV to assess financial and other non-financial risks associated with the proposed project. Outcomes from such assessments may be taken into account in any decision to recommend or award a grant and in contracting with successful applicants.

Such checks may include:

- the potential for reputational risk to the State
- the delivery performance of other grants contracted with the Victorian Government and whether the applicant has failed to meet key contractual obligations for previous grant agreements with the State. **Note:** as appropriate, delays due to COVID-19 restrictions and responses will be taken into consideration at the Department's discretion
- where the proposal has already been fully funded by the applicant through other means
- business regulator check.

Business regulator check

A business regulator check may be undertaken to verify business details provided with the Australian Business Register, Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator.

Financial risk assessment

For a grant request of more than \$50,001 where applicants are not Local Government Authorities or Alpine Resorts Management Boards, the Department will undertake a financial risk assessment of the Applicant to assess the ability of the applicant to deliver the proposed project.

Approval process

The Minister for Regional Development, in consultation with other relevant ministers where applicable, will consider the advice received, and determine whether to approve the application.

Applicants will be advised of the decision relating to their application in writing. Successful applicants will receive a letter of offer from the Minister for Regional Development. The letter of offer will outline the funding obligations attached to the offer of funding.

Conditions of funding

Grant Agreement

Successful applicants must enter into a Grant Agreement and commence the project within three months from the date of the funding offer.

If a project does not commence within this timeframe, the grant will be reviewed by RDV and may be withdrawn.

The Grant Agreement with the Department details all funding obligations and conditions. The standard grant agreement on which the funding is offered for each program are available from the RDV website at www.rdv.vic.gov.au/resources/project-documentation

Successful applicants will be required to submit progress and completion reporting, assessing progress of the project against milestones, outputs and outcomes and provide evidence of project completion. Department approved templates are provided.

Grant Agreements are legally enforceable documents that clearly set out the obligations of both parties. The Grant Agreement aims to protect the Victorian Government's interests and the efficient and effective use of public money.

Grant Agreements must be signed by the organisation's Chief Executive Officer (or equivalent person with authority to bind the organisation) and will:

- describe the purpose for which the funding must be used
- set out any requirements or conditions that must be met prior to the payment of a grant instalment
- outline agreed milestones and project outcomes that must be achieved before payment of a grant instalment.

Once the Grant Agreement has been signed, the applicant will be required to actively manage and deliver the project and provide accurate progress reports to RDV. During a project, RDV may conduct site visits as necessary.

In some instances, based on project size, complexity and the amount of funding being provided, a project control group (or equivalent) may need to be established with regular meetings and reports. At its discretion, RDV may be either a participant or observer in these meetings.

Local Jobs First Policy

Projects with a grant amount of \$1 million or more are required to meet the Local Jobs First Policy requirements: localjobsfirst.vic.gov.au.

Evaluation and project data collection

Successful applicants will be required to cooperate with any evaluation activity undertaken during and/or after completion of the project for use in program evaluation reviews and RDV marketing materials.

After completion of the project, applicants must submit annual evaluation reports assessing the project's success in meeting its stated objectives, outputs and outcomes. Depending on the significance of the project, these evaluation reports may be required for up to three years following completion of the funded project.

It is the responsibility of successful applicants to put in place adequate collection arrangements to capture the appropriate data in relation to outputs and outcomes.

These arrangements will assist RDV to undertake a robust evaluation of the RJIF.

RDV reports on grants and programs it administers. The reporting includes the identity of successful applicants and projects and, where applicable, deviations from or exceptions to the assessment and approvals processes set out in these guidelines.

Competitive neutrality

All successful applications to the RJIF from a government body, including Local Government Authorities and Government agencies will be required to comply with the Competitive Neutrality Policy Victoria (if applicable) in respect of any commercial goods or services offered by the body as a result of the grant. Further information can be found at www.vic.gov.au/competitive-neutrality

Acknowledgement of Support

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the RJIF. The Grant Agreement includes a requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material in accordance with the Department of Jobs, Precincts and Regions (DJPR) guidelines.

A Victorian Government-endorsed sign must also be placed at the site of infrastructure activities.

Successful applicants must liaise with RDV to coordinate any events or announcements related to the activity. Successful applicants may be required to contribute information on activity outcomes for the state to use in communications materials.

Auspice relationships

A Local Government Authorities may apply and act as an auspice organisation on behalf of another entity.

If the application is successful, the auspice organisation becomes the official 'recipient' and is required to enter into the grant agreement. It will receive any funds allocated and is responsible for the management and delivery of the activity and the acquittal of grant funds.

Change of ownership of successful grants will only be accepted under limited circumstances.

Terms of Applying

Absolute Discretion

All decisions on all matters in recommending and awarding grant funding under this Program is at the Minister's absolute discretion. This includes recommending for approval a lesser amount than that applied for.

The Department reserves the right to request the applicant provide further information 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.

Disrepute

The Department may at any time, remove an applicant from the application and assessment process, if in the Department's opinion association with the applicant may bring the Department, a Minister or the State of Victoria in disrepute.

Conflict of interest

A conflict of interest is a situation in which someone in a position of trust or influence has competing professional or personal interests.

Applicants must advise the Department of any real or perceived conflict of interest relating to a project for which it has applied for funding.

Conflicts of interest for Victorian Government staff will be handled as set out in the Code of Conduct for Victorian Public Service Employees (Section 61) of the Public Administration Act 2004 (Vic).

Information only

These guidelines and any discussions you may have with a RDV office representative are for information only, and do not constitute advice.

Applicants should seek independent advice before making an application or entering into a Grant Agreement.

Privacy

Any personal information about the applicant or a third party in the application will be collected by RDV, a statutory body within DJPR for the purpose of grant administration. This information may be provided to other Victorian Government agencies for the purposes of assessing applications. If personal information about third parties is included in the application, ensure third parties are aware of the contents of this privacy statement and the contents of the DJPR Privacy Policy available from the Privacy Officer (details below).

Any personal information about the applicant or a third party in correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)*, *Health Records Act 2001 (Vic)* and other applicable laws. DJPR is committed to protecting the privacy of personal information.

The department's privacy policy is available from:

Privacy Officer

Department of Jobs, Precincts and Regions GPO Box 2392
Melbourne, VIC, 3001, AUS

Email: privacy@ecodev.vic.gov.au

Enquiries about access to information about you held by DJPR should be directed to:

Freedom of Information Manager

Department of Jobs, Precincts and Regions GPO Box 2392
Melbourne, VIC, 3001, AUS Email: foi@ecodev.vic.gov.au

Contact Details of Regional Offices

Note: Some regional offices may be closed or operating different opening hours in response to COVID-19 restrictions. The preferred method of contact is via telephone or email.

Location	Street address	Phone	Fax	Email
Ballarat	300-304 Mair Street Ballarat 3350	(+61 3) 5327 2800	(+61 3) 5327 2830	information.ballarat@rdv.vic.gov.au
Bendigo	Level 1, 56–60 King Street Bendigo 3550	1800 950 146	(+61 3) 4433 8099	information.bendigo@rdv.vic.gov.au
Geelong	Level 2, Harrison Place, 237 Ryrie Street Geelong 3220	1800 950 145	(+61 3) 5215 6099	information.geelong@rdv.vic.gov.au
Horsham	110 Natimuk Road Horsham VIC 3400	(+61 3) 4344 3111	(+61 3) 4344 3187	information.horsham@rdv.vic.gov.au
Mildura	131 Langtree Avenue Mildura VIC 3500	1800 950 146	(+61 3) 5051 2020	information.mildura@rdv.vic.gov.au
Portland	13A Richmond Street Portland 3305	(+61 3) 9623 1300		information.portland@rdv.vic.gov.au
Tatura	255 Ferguson Road Tatura 3616	(+61 3) 5722 7101		information.hume@rdv.vic.gov.au
Traralgon	33 Breed Street Traralgon 3844	1800 325 217	(+61 3) 5175 0324	information.traralgon@rdv.vic.gov.au
Wangaratta	Wangaratta Government Centre 1st Floor 62 Ovens Street Wangaratta 3677	(+61 3) 5722 7101	(+61 3) 5722 7109	information.wangaratta@rdv.vic.gov.au
Warrnambool	703–709 Raglan Parade Warrnambool 3280	1800 950 145	(+61 3) 5561 3851	information.warrnambool@rdv.vic.gov.au
Wodonga	111–113 Hume Street Wodonga 3690	(+61 2) 6059 0200	(+61 2) 6059 0250	information.wodonga@rdv.vic.gov.au

Table 3 Address and contact details for Regional Offices

