



Department of **Creative Industries,
Tourism and Sport**

Department of **Education**

Community Use of School Sporting Facilities Program

Program Guidelines

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1. Program information

1.1 About the Program

The Community Use of School Sporting Facilities Program (the Program) is a \$10 million State Government initiative, jointly developed by the Department of Creative Industries, Tourism and Sport (CITS) and the Department of Education (DoE), which aims to increase the use of public school sporting facilities in Western Australia.

The Program benefits schools by enhancing resources, increasing facility upgrades and improving community relationships. It also benefits Community Sporting Groups (CSGs) by allowing them to gain access to public school sports facilities that otherwise may not have been available.

Increased access to school sporting facilities will foster a greater sense of community involvement, belonging and connection, whilst also raising awareness of and participation in local sports.

It is important, however, that the enhancements to school facilities, and the increased use of these facilities by CSGs, do not interfere with the normal operations of the school nor adversely affect the safety or welfare of students and staff.

1.2 Outcome and objectives

The outcome of the program is:

- to increase use of public school sporting facilities by CSGs.

The objectives of the program are to:

- improve the quality and accessibility of school sporting facilities
- support schools in providing safe and secure access to facilities for CSGs outside of school hours without compromising educational activities
- foster sustainable partnerships between schools and CSGs
- focus on high-demand areas where community access to sporting facilities is limited.

1.3 Eligibility criteria

Applicants of the Program must satisfy the following eligibility criteria.

Eligibility Criteria 1: Western Australian public school
Applicants must be a Western Australian public school.
Eligibility Criteria 2: School sporting facility
School sporting facilities that are the subject of the funding application must be property vested by the Minister for Education.
Eligibility Criteria 3: Agreement with a CSG to enter into a DoE Community Use Agreement (CUA) or Shared Use Agreement (SUA).
- Applicants must enter into a CUA with an eligible CSG. Note: if the CUA is not signed at the time of application, a Letter of Intent to enter into a CUA can be provided, however a signed CUA must be received by the Department of Education (DoE) before funding is provided. - For schools with existing CUAs, they must demonstrate an increased use of the school sporting facility that is the subject of the funding application. - The agreement cannot be cancelled prior to the expiration date specified in the CUA. - Schools that enter into, or already have, a Shared Use Agreement (SUA) with a Local Government Authority can apply and may be eligible for funding if they partner with an eligible CSG.
Eligibility Criteria 4: Community Sporting Group (CSG)
A CSG must: - be incorporated under the <i>Associations Incorporations Act 2015</i> (WA); or - be an Indigenous organisation under the <i>Corporations (Aboriginal Torres Strait Islander) Act 2006</i> (Cth); or - be a company limited by guarantee under the <i>Corporations Act 2001</i> (Cth). *Note: a school sporting club needs to be a separate legal entity to the school to be able to sign a CUA and: - provide an activity which meets CITS' definition of sport. - be registered and affiliated with a CITS' recognised State Sporting Association (SSA). - enter teams into a community sporting program or competition affiliated with a CITS-recognised SSA. - hold an Australian Business Number (ABN). - comply with all obligations under the <i>Working with Children (Screening) Act 2004</i>. - maintain insurance cover to meet the requirements of the DoE's CUA.¹ In regional and remote areas where there is limited or no SSA affiliated organisations or competitions, not for profit community sport and recreation service providers may also be eligible if they are an: - organisation with a core business that includes providing sports and active recreation activities for low participation groups. Any exceptions to this criterion will be at the discretion of CITS and the DoE.

^[1] Level of insurance required will be as per the DoE, Licence for third party use of school property agreement. For public liability insurance, a minimum value of \$20 million per claim or occurrence giving rise to a claim is required and for worker's compensation insurance (where relevant), a minimum value of \$50 million per claim or occurrence.

1.4 Funding parameters

The Program will provide funding for the following four types of one-off investments:

- minor equipment or infrastructure.
- playing surface upgrade of existing oval or hard courts.
- minor improvements to existing facilities.
- other relevant activities that help enhance facility use.

There is a limit of \$100,000 (including GST)² on the amount of funding schools can request per CUA.

1. Minor equipment or infrastructure

Definition	• Acquisition or installation of small-scale items that make facilities appropriate for use by CSGs.
Specific Inclusion/s	• This may include sporting equipment storage, goal posts, nets, hoops, a backboard, netting, or any other minor infrastructure that ensures the sporting facilities meet the needs of a CSG.
Specific Exclusion/s	• Specialised equipment, upgrades or equipment to meet higher standards of competition / are of a specification considered excessive for community sport purposes.

2. Playing surface upgrade of existing oval or hard courts

Definition	• Improvements to the surfaces of sports fields or courts to ensure better playability and safety.
Specific Inclusion/s	• Resurfacing - applying new layers to hard courts to fix cracks or uneven areas, including new acrylic court surfacing, synthetic surface upgrades or indoor gym sanding and sealing.³ • Marking - repainting lines or boundaries on courts and fields. • Reticulation - installing or upgrading an irrigation system. • Returfing - oval resurfacing (seeding or roll-on turf) or replacing worn or damaged grass with new turf to ensure a smooth, level and safe playing surface. • Grassed oval rejuvenation works including but not limited to, fertilising, dethatching, top dressing and aeration.
Specific Exclusion/s	• A new oval, hard court or indoor playing facility. • Major investment in new facilities that would create ongoing financial and/or maintenance obligations for schools and the DoE.

² Where a funding request is above \$50,000 (Incl. GST) the applicant schools will be required to adhere to DoE purchasing and contracting requirements, including the requirement for the project to be managed by DoE appointed contract managers or the Department of Finance. Associated project management fees can be included in the grant application. In the event the school funding request and project management fees exceed the funding cap the applicant school will be required to cover the additional cost.

³ Applications to reseal/refinish indoor sports floors will be required to provide additional information and comply with internal DoE requirements.

3. Minor improvements to existing facilities

Definition	Minor improvements to existing facilities including small-scale upgrades that make sporting facilities safe and available for use outside of school hours.
Specific Inclusion/s	- Safety features - installing additional safety measures like gates, locks, monitoring equipment or security sensor lighting. - Accessibility features - installation of water refill/hydration stations or player and spectator seating/shelters to create a safer and more attractive player and spectator environment.
Specific Exclusion/s	Substantially Upgraded Facilities - large scale upgrades that would create ongoing financial and/or maintenance obligations for schools and the DoE.

4. Other relevant activities that help enhance facility usage

Definition	Any other relevant activities aimed at increasing the usage of school sporting facilities.
Specific Inclusion/s	- Once-off systems and resources to manage bookings and create CUAs. - Once-off staffing costs for implementation or mobilisation.
Specific Exclusion/s	Ongoing staffing costs - expenses related to operational and on-going staffing.

1.5 Program rules

The following rules outline the criteria and guidelines for Program applicants.

Criteria	Rules
A. Increased use of school facilities	Schools are required to confirm that the proposed funding request will increase community access and use of the school sporting facility/ies.
B. Safety	- Schools are responsible for ensuring sporting facilities are safe and appropriate for use. - Principals must ensure the use of the facility does not interfere with the normal operations of the school and does not adversely affect the safety or welfare of students and staff. - CSGs are liable for any injuries that occur outside of school hours and under their supervision. The CSG must ensure that all services provided and activities conducted are lawful and safe and fully comply with all statutory acts, regulations and codes.⁴
C. Funding	- Funding will be provided to schools upfront following the approval of their application, provided that a current CUA is in place. - Where a funding application is approved, based upon a Statement of Intent, funding will be provided when a CUA is signed and received by the DoE. - Schools partnering with different CSGs and lodging multiple applications cannot combine the funding to support a single project. For example, a school cannot partner with a netball club and basketball club to combine funding for a single hard court upgrade. - Schools are required to provide photographic evidence of the sporting facility in its current state, prior to the funded works commencing. For new infrastructure works, or equipment purchases, the school is required to provide photographs of the proposed location of the works and/or equipment being funded. - In the event the project cost exceeds the funding cap, the school will be required to confirm in writing they have sufficient funds to complete the project.
D. Pricing	- Licence costs are set at the discretion of the Principal of the school. - Prices may recover the costs of use by the CSG and additional maintenance costs. - The ongoing administrative burden of the Program may also be recovered from licence costs and allow schools to be self-sustaining.
E. Use of facilities	Schools have the discretion to decide when to licence their facilities to CSGs.

⁴. Refer to section 4 of [Community Use Agreement Licence for third party use of school property agreement](#).

2. How to apply

2.1 Application information

- Applicants must read and understand the Program guidelines before commencing the application process.
- Schools may submit multiple applications for Program funding, but only one application per CUA will be considered.
- Schools must partner with a CSG and ensure they are eligible for the Program by asking them to complete a CSG Eligibility Declaration.
- Complete the online application form, including the application templates and any required supporting documentation or evidence.
- Contact a CITS staff member if you need to discuss your project at communityuse@cits.wa.gov.au or on (08) 9492 9983 .
- When you have completed your application form, community sporting group declaration, community use agreement or letter of intent to enter a CUA and relevant supporting evidence, submit your application using our online form by 4.00pm on the round closing date.

Applicants will receive an automatic email confirmation upon successful submission. If you do not receive the confirmation email, contact CITS via the contact details in Section 5, before the funding round closing time.

2.2 Important dates

Funding round information, including opening dates, closing dates and indicative notification timeframes, will be published on the Department of Creative Industries, Tourism and Sport (CITS) and Department of Education (DoE) websites. Applicants should refer to these websites for the most current program information.

3. Assessment, approval and acquittal process

3.1 Assessment and approval process

- Applications will be received by CITS.
- CITS' Grant Administrators will assess applications for compliance with the eligibility criteria.
- The CITS and DoE Program Assessors will conduct a preliminary assessment of eligible applications against the assessment criteria and provide a summary, which may include scores, rankings, funding allocations and rationale, for the Program Review Panel (Panel) to consider.
- The Panel will comprise a Director from each of CITS and DoE, and at least one independent advisor.
- Applications may be unsuccessful or may not be funded to the full amount requested.

3.2 Assessment criteria

- Applications will be assessed against the following four criteria:
 - **Community impact and need** - will the project increase access to sporting facilities for CSGs and benefit the school?
 - **Feasibility and readiness to implement** - is the project and budget realistic and achievable within the given timeframe?
 - **Facility suitability and equipment needs** - are the requested items reasonable and necessary to support community access?
 - **Financial efficiency and value for money** - are the project costs reasonable and well-justified? Does the application provide a clear breakdown of expenses for specific items including minor equipment, minor playing surface upgrades, minor improvements and other relevant activities?
- Each assessment criteria is weighted equally.
- The assessment of applications by schools will also include consideration of the following:
 - Sports with high demand - there may be a prioritisation of funding for CSGs that deliver sports in high demand.
 - Locations with limited access - there may be a prioritisation of funding for locations with limited access to sporting facilities.

3.3 Notification

- Approved applicants will receive a 'funding approved' notice from the DoE stating the funding approval and any conditions.
- Unsuccessful applications will be notified by the DoE.

3.4 Acquittal requirements

- Schools that receive funding from the Program will be required to submit both a Financial Acquittal and Project Acquittal report.
 - The Financial Acquittal must be completed within 30 days of the project completion date. It should include a financial statement plus images and evidence to substantiate the delivery of the project.
 - The Project Acquittal includes the completion of the Program Reporting Form, covering key metrics for the one-year period following the commencement of the CUA. This must be completed within 30 days after the one-year period from the commencement of the CUA.

4. Other conditions

4.1 WA Government, CITS and DoE acknowledgement and evaluation

- Successful schools and CSGs will be required to acknowledge the WA Government, CITS and the DoE - further details will be provided to successful applicants as part of the funding approval notice.
- Successful schools and CSGs will be required to participate in any research and/or evaluations relating to this funding and/or associated funded projects.

4.2 Freedom of information

- The *Freedom of Information Act 1992* (WA) (FOI Act) gives the right to access documentation held by CITS and the DoE subject to the limitations of the FOI Act.
- These documents can be of a personal or non-personal nature within the funding administration processes.

4.3 Privacy

- The *Privacy Act 1988* (Commonwealth) regulates how personal information is handled by CITS and the DoE.
- All information provided to CITS and the DoE, and gathered during the funding assessment process, will be stored in a database that can only be accessed by authorised CITS personnel. This database is subject to privacy restrictions in accordance with the *Commonwealth Privacy Act 1998* and *Freedom of Information Act 1992*.

4.4 Contact by Minister or local Member of Parliament

- By applying for this Program, applicants acknowledge and accept that, if successful, they may be contacted by the Minister for Education (schools), the Minister for Sport and Recreation (sporting clubs), or their local Member of Parliament to discuss their funding on behalf of the WA Government.
- Applicants acknowledge that the contact details of the applicant may be provided to their local Member of Parliament for this purpose.

- If you do not wish for your details to be provided to your local Member of Parliament, you may 'opt-out' at the time of application.

4.5 Appeals and complaints

- When an application is submitted it is subject to a competitive assessment process. Applicants are assessed against the assessment criteria above. All applicants will be notified of the outcome of their application as soon as possible following the conclusion of the assessment process.
- Appeals of unsuccessful applications will only be considered where there is an alleged breach of the assessment process. If you believe that the proper assessment process has not been followed for your application, please discuss your concerns with the relevant CITS or DoE contact for the Program.
- Lodging a complaint - following discussion with the relevant CITS or DoE contact for the Program, if you consider your concerns have not been adequately addressed, you can lodge a complaint with CITS in writing by following the instructions outlined in the feedback section of the CITS website at: www.cits.wa.gov.au/complaint.

5. Further information

Project Manager

Department of Creative Industries, Tourism and Sport

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Telephone: 08 9492 9983

Email: communityuse@cits.wa.gov.au

Website: www.cits.wa.gov.au/cussfp