



Everyone Can Play

Grant Guidelines

2021-22

Acknowledgement

NSW Department of Planning, Industry and Environment acknowledges the traditional custodians of the land and pays respect to all Elders past, present and future.

To view an electronic version in PDF format, visit: planning.nsw.gov.au

© **Crown Copyright 2021**

Department of Planning, Industry and Environment
March 2021

Artwork (left) by Nikita Ridgeway

Disclaimer

While every reasonable effort has been made to ensure that this document is correct at the time of printing, the State of New South Wales, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document.

Copyright Notice

In keeping with the Department of Planning, Industry and Environment's commitment to encourage the availability of information, you are welcome to reproduce the material that appears in this Guideline for personal, in-house or non-commercial use without formal permission or charge. All other rights are reserved. If you wish to reproduce, alter, store or transmit material appearing in this Guideline for any other purpose, a request for formal permission should be directed to:

Department of Planning, Industry and Environment,
Locked Bag 5022
Parramatta NSW 2124

You are required to acknowledge that the material is provided by the Department or the owner of the copyright as indicated in this Guideline and to include this copyright notice and disclaimer in any copy. You are also required to acknowledge the author (the Department of Planning, Industry and Environment) of the material as indicated in this Guideline.

Contents

Introduction	2
Everyone Can Play	3
A new way of thinking	4
The design principles	5
<hr/>	
Grant overview	6
Purpose of funding	7
Funding available	7
Project eligibility	8
<hr/>	
Application process	10
Timeframes	11
Assessment	12
Successful projects	15
<hr/>	
Your application	16
How to apply	17
Need advice?	19
Privacy policy	19
Disclaimer	19



Introduction



Everyone Can Play

Playspaces exist at the heart of our communities and should cater for everyone – young and old, families and carers, and people of all abilities and backgrounds. Playspaces should be welcoming, accessible, safe and interesting. They should offer a range of physical play and provide opportunities to connect with others.

Our society is incredibly diverse, made up of people of all ages, abilities and needs. In our communities we have playspaces for adventure, discovery, relationship building and memory making. But many of the playspaces designed to bring people together exclude some members of our community. Play is for everyone and our playspaces should be too.

According to the *Survey of Disability, Ageing and Carers* (SDAC 2015) 1.4 million people in NSW are living with a disability. We also have a culturally diverse society and an ageing population who are increasingly involved in the everyday care of grandchildren. Playspaces should respond to this diverse population and provide an inclusive experience for all.

Playspaces are a key community asset, bringing everyone together in a fun, welcoming and comfortable environment.

The Everyone Can Play Guideline supports the creation of playspaces which invite all people to participate in a variety of play experiences, in ways that challenge, excite and promote an active and healthy lifestyle.

The Everyone Can Play Guideline is not a new standard for playspaces in NSW. The Guideline provides design principles and sets best practice recommendations for playspaces of all sizes, types and budgets. It plays a key role in ensuring inclusive play becomes the norm in NSW.

NSW Government has committed \$20 million to creating inclusive playspaces and ensuring Everyone Can Play. So far through the Everyone Can Play grant program 108 projects have been funded with almost \$15 million dollars awarded to Councils to create and upgrade playspaces for communities to access and enjoy.



For more information, download a copy of the Everyone Can Play Guideline:

planning.nsw.gov.au/everyonecanplay



A new way of thinking

The creation of inclusive playspaces requires a new way of thinking about the way playspaces are planned, designed and managed. The three principles of Everyone Can Play will guide thinking around how to create more inclusive playspaces across NSW.

When it comes to determining if a playspace is truly inclusive, it is important to consider the wider context. Look outside, around and through the playspaces and ask: Can I get there? Can I play? Can I stay?



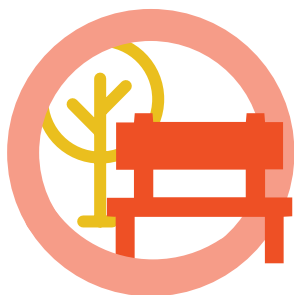
Can I get there?

Consider location, layout, signage, wayfinding and accessibility to ensure everyone can find their way to, in and around the playspace.



Can I play?

The play experience, including the equipment and surfacing, should enable everyone to experience a variety of challenging and engaging play opportunities in a way that suits them.



Can I stay?

Consider safety, facilities, landscape and the wider environment to ensure everyone can stay at the playspace for as long as they would like.

The design principles

These six guiding design principles address the intent of inclusive playspace design in greater detail. Established through a review of current theory and research into playspace design, accessibility standards and universal design, the principles are an important reference for inclusive playspace design.

The design principles extend the focus beyond accessibility to include opportunities for play and social interaction for people of all ages, abilities and cultures. The Everyone Can Play 2021-22 grant round will ask applicants to demonstrate the six design principles in their applications.



Find

Communicate the purpose and location of play elements and facilities.



Fit

Provide a range of play opportunities for people of all abilities and sizes.



Choose

Enable exciting individual experiences and social interaction.



Join In

Create opportunities for everyone to connect.



Thrive

Challenge and involve people of all capabilities.



Belong

Create a place that's welcoming and comfortable.

Refer to the **Design Principles Checklist** in the Everyone Can Play Guideline to help you design your next playspace project.

Grant overview

Purpose of funding

The 2021-22 Everyone Can Play program remains focused on funding inclusive playspaces across NSW by partnering with councils and eligible State Government Agencies to design and construct new playspaces and upgrade existing playspaces in line with the Everyone Can Play Guideline.

Eligible State Government agencies include infrastructure agencies who own and manage the publicly accessible land on the which the playspace would be built. The delivered playspace must be publicly accessible at all times.

This purpose supports the remit of the NSW Public Spaces Charter. For more information on the Charter, see p.13.

In response to the Premier's Priorities announced in June 2019, the Everyone Can Play program will make an important contribution to achieving Greener Public Spaces and Greening Our City. Applications will be considered for their advancement of these priorities, where applicable.

Funding available

In the 2020-21 round, \$5 million in funding has been allocated for the Everyone Can Play program. As with previous grant rounds, funding will be open to applications from all NSW LGAs. This year State Government Agencies are also invited to apply. Eligible applications from NSW Councils will be prioritised over State Government Agencies.

Funds obtained through the program will be eligible for use towards building new playspaces in communities that currently do not have them, while also funding upgrades to existing playspaces to ensure they create a space that offers inclusive play opportunities for people of all ages and abilities.

Funding is available for the following projects:

- **Inclusive Playspace - Upgrades**
(up to \$75,000 per project)
- **Inclusive Playspace - New**
(up to \$200,000 per project)

Successful applicants will be required to expend the funding within eighteen months from the date of the Funding Agreement.

The entire grant process will be managed in SmartyGrants, the Departments secure online grants management portal. This includes the application, the assessment, the progress reporting and the acquittal.

Project eligibility

To be eligible for funding, applications must demonstrate the following:

1

Matched funding

Grant funding must be matched dollar for dollar with cash funding by the applicant council or State Government Agency. Council applicants are not able to include other NSW Government grant funding in their matched funds.

2

Improving public spaces

Consideration of projects that will increase access to quality green, open and public space and increase the tree canopy (Greater Sydney only). Greater Sydney based projects will be required to meet a tree planting quota directly linked to the funding received at the rate of one tree for every \$5,000 of funding.

3

Inclusive Upgrades (up to \$75,000 per project)

Upgrade of existing playspaces, where the focus for improvements will be on the Everyone Can Play principles. Upgrades could include: installation of additional play equipment, shade sails, new pathways or seating within an existing playspace.

or

New Inclusive Playspaces (up to \$200,000 per project)

Creation of new playspaces, that align to the six principles of Everyone Can Play, in communities where there is currently inadequate playspace provision. This can include projects where an existing playspace is being replaced.

Eligibility

The grant is open to all NSW councils and State Government Agencies. The land on which the playspace is located must be open and public land owned or managed by the applicant. The land must be publicly accessible at all times.

The following organisations are not eligible to apply for program funding:

- Individuals, groups of individuals and unincorporated organisations
- Incorporated not-for-profit organisations
- For-profit organisations
- Organisations limited by shares
- Federal government departments and agencies
- Educational institutions including schools and their Parents & Citizens Associations, Universities, TAFE, Colleges and child care centres
- NSW State Government agencies who do not own or manage the land on which the playspace will be built
- NSW State Government agencies whose land is not publicly accessible at all times

The following works are not eligible for funding under this program:

- Projects outside of NSW
- Purchase or lease of land
- Funding of personnel or staff positions
- Buying or upgrading non-fixed equipment
- Events, marketing, branding, advertising or product promotion
- Projects requiring ongoing funding
- Retrospective funding to cover any project component that is already complete/underway

Insurance requirements

Councils and State Government Agencies applying for funding via this program are required to have a minimum Public Liability Insurance cover of \$20 million.

It is recommended, but not a condition of funding, that applicants have Personal Accident and Professional Indemnity insurance. Councils or State Government Agencies that employ staff must comply with the *Workplace Injury Management and Workers Compensation Act 1998 (NSW)*.



Application process



Timeframes

The assessment process and timeframes for the 2021-22 round of the Everyone Can Play grant are outlined below.

Date	Milestone	Action
Open: May 2021	2021-22 Round 4 of Everyone Can Play opens	<ul style="list-style-type: none">• Councils and State Government Agencies notified.
Close: Midday, 25 June 2021		<ul style="list-style-type: none">• Online applications open
Mid 2021	Assessment	<ul style="list-style-type: none">• Independent Assessment Panel meets.
Mid-Late 2021	Announcements and notifications	<ul style="list-style-type: none">• Councils and State Government Agencies formally advised on outcome of applications.• Ministerial announcement of successful projects.
Late 2021	Contracting and projects commence	<ul style="list-style-type: none">• Funding Agreements formalised with councils and State Government Agencies.• Ongoing monitoring of projects commences.



Submission of applications

The completed application must be submitted in SmartyGrants by:

12pm (midday), Friday 25 June 2021.

Applications must include supporting information as identified by application form.

Assessment

Assessment of eligible applications

Eligible applications (including a sketch or concept plan and any supporting documentation) will be assessed via the SmartyGrants platform by an expert assessment panel.

Ineligible Applications

The Department will perform a pre-eligibility check of received applications and will assess and where appropriate seek to remedy eligibility issues with the applicant. Where an application is still deemed ineligible, the applicant will be notified by the Department within 21 days of the application closing following the assessment pre-eligibility checks. Any late or incomplete applications will be deemed ineligible. It is at the Department's discretion to accept late applications if there are extenuating circumstances.

Criteria used to assess applications includes:

Merit and Alignment to Program Objectives

- Established clear vision and need for the project
- Demonstrated alignment with the principles of the Everyone Can Play Guideline
- Demonstrated application of the six design principles

Engagement

- Clear strategies for ongoing engagement of the community, participants and / or audience
- Consideration of the needs and expectations of targeted groups and community, and identification of how these needs will be met

Viability and risk

- Evidence the project and budget is supported by Council or State Government Agencies, Executive and stakeholders
- Evidence the project scope, resourcing and schedule is realistic and Council or the State Government Agency has the capacity to deliver

Value for money

- Provision of a detailed and accurate budget
- Evidence that the project provides value for money and budget is realistic for the scale and impact of the project
- Evidence of appropriate provision for contingencies
- Evidence of insurance and other liabilities

Socio-economic and diversity

- Projects that demonstrate benefit to disadvantaged communities (low SEIFA), people with disability, culturally and linguistically diverse communities (CALD), regional and remote communities, First Nations communities.

Alignment to Government policy

Organisational Context

The NSW Department of Planning, Industry and Environment brings together specialists in urban and regional planning, natural resources, industry, environment, heritage, Aboriginal and social housing, and regional New South Wales. We share a common goal to maximise the long-term wellbeing of New South Wales.

We do this by protecting and improving; prosperity; environmental sustainability; safety and security; social inclusion and cohesion; and attractiveness as a place for recreation and relaxation.

We bring together the economy, environment, work and play, industry and recreation. This helps to ensure economic growth and job security considers the environment and character of our neighbourhoods and communities. We make decisions based on advice and analysis that are transparent, efficient and reflective of the diversity of New South Wales. We strive to be a global leader in the planning and management of resources, environmental and socio-economic security, financial affordability, land use and carbon emissions. In our workplace we value collaboration, humility, accountability, kindness and reflect the diversity of our communities.

The Place Design and Public Spaces (PDPS) division sits within the NSW Department of Planning, Industry and Environment (DPIE). Place, Design and Public Spaces includes the Government Architect NSW (GANSW) and Heritage Stoneworks. As part of the new focus on public space, the Division also brings together the Western Sydney Parklands Trust, Parramatta Park Trust, Royal Botanic Gardens & Domain Trust & Centennial Park & Moore Park Trust, Callan Park Trust and Luna Park Trust. Minister Rob Stokes is the Minister for Planning and Public Spaces.

Premiers Priorities

The PDPS division is guided by the Premiers Priorities 11 and 12; 'Greening Our City' and 'Greener Public Spaces'. All work in the division reports back to these Priorities and the Everyone Can Play grant program has both priorities embedded in its objectives by enabling increased access to quality green, open and public spaces to help create healthier, happier and more resilient communities. All applicants will be required to provide guidance as to how their application aligns, where required, with the Premier's Priorities.

Successful applicants within Greater Sydney Projects will have a minimum requirement to provide shade to the playspace and immediate surrounds at the rate of one tree for every \$5,000 of funding. Any attempt to exceed this minimum rate will be supported. All trees planted in Greater Sydney will be required to be registered as part of the Greening our City Premier's Priority which aims to increase the tree canopy and green cover across Greater Sydney by planting one million trees by 2022.

Visit dpie.nsw.gov.au/premiers-priorities/greening-our-city

The NSW Public Spaces Charter

The NSW Public Spaces Charter has been developed to support the planning, design, management and activation of public spaces in NSW. It identifies ten principles for quality public space, developed through evidence-based research and discussions with a diverse range of public space experts.

Public spaces like our parks, playspaces, museums, libraries and high streets connect us to our communities, bring us closer to nature, make us healthier and happier, provide places for celebration and help businesses to prosper.

The Charter supports the Greener Public Spaces Premier's Priority to increase the proportion of homes in urban areas within 10 minutes' walk of quality green, open and public space by 10 per cent by 2023 and will ensure an ongoing commitment to quality public space in NSW.

Visit dpie.nsw.gov.au/premiers-priorities/great-public-spaces/festival-of-place/public-space-charter

Complaints Procedure

Any complaints about a grant process must be provided in writing. Any questions you have about grant decisions for this grant opportunity should be sent to

everyonecanplay@planning.nsw.gov.au.

If you do not agree with the way the Department has handled your complaint, you may complain to the NSW Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Department.

Visit the NSW Ombudsman at

ombo.nsw.gov.au



Successful projects

Project management

The applicant is asked to nominate a project manager for each application and to notify the Department in writing of any changes in project management. Applicants are responsible for project management and budgetary control.

The project must commence within six months of execution of the funding agreement. Grant funding will lapse after 18 months unless there is prior approval for extension.

Within two months the recipient must provide an updated concept plan (to that provided at the application stage) and complete a design review. This is to satisfy the Department that the project continues to align with the program objectives. The project must not commence until the Department has confirmed in writing its acceptance of the concept plan. The project must be conducted in accordance with the accepted concept plan.

Monitoring and reporting

Grant recipients are required to complete milestone progress reports via SmartyGrants.

Project completion

A final acquittal report is required at the completion of projects and is to be included with the submission of final payment claims. This report should be accompanied by photographs, a project launch and evidence of project completion.

Project opening event and promotion

A communication pack will be provided to grant recipients to provide approved key messages, branding, logos and multimedia to help you promote the project and Everyone Can Play Program and acknowledge the funding contribution.

It is a condition of grant funding that the Minister for Planning and Public Spaces, NSW Government and officials from the Department be:

- invited to attend any formal launch event (including commencement and completion ceremonies).
- provided no less than 30 business days' notice prior to any formal event.
- acknowledged of their funding contribution in all communications and media for the project.

To make the invitation, Council and State Government Agencies should access the Minister's web form at:

nsw.gov.au/your-government/ministers/minister-for-planning-and-public-spaces

It is for the recipient to decide if there is to be an opening event. Once a final date has been scheduled the applicant should invite the Minister, the Department and other dignitaries. If the invitation is accepted a Department media officer will work with the recipient on the arrangements and media protocols.

Payment of grants

Successful applicants will submit a payment request and invoices as per the project milestones and payment schedule set out in the funding agreement.

A financial acquittal and project report will be required within three months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future funding.

Successful applications will also need to provide photographs of the completed project.

Projects must be completed within 18 months of the date of accepting the funding terms and conditions.

Your application

How to apply

1. Visit the website

planning.nsw.gov.au/everyonecanplaygrant

Read the information about the grant program to determine if you are eligible.



2. Read the guidelines

Familiarise yourself with the program requirements and determine your application project type.



3. Complete and submit the application

Follow instructions at: planning.nsw.gov.au/everyonecanplaygrant

Provide a concept sketch or more detailed concept plan that highlights the six design principles.

Provide a recent, signed, project specific cover letter of support from Council's General Manager or State Government Agency Executive Director, to confirm that the matched funding will be committed in the applicants Delivery Program/Operational Plan/CAPEX budget.

Only attach the relevant pages/sections of supporting evidence in your application.



Submission of applications

The completed application must be received in SmartyGrants by:

12pm (midday), Friday 25 June 2021.

Acknowledgement of receipt of application will be via return email.





Need advice?

The Department is available to provide information to potential applicants on interpretation of these guidelines, including types of projects eligible for funding. The Department can also provide advice on the online application process.



For inquiries or more information email:

everyonecanplay@planning.nsw.gov.au

Resources

Resources to help strengthen your application are available on the Everyone Can Play website. This includes FAQs, educational videos and webinars designed to help you to address the Everyone Can Play Guideline in your project.

Privacy policy

The Department is required to comply with the *Privacy and Personal Information Protection Act 1988*. The Department collects the minimum personal information you voluntarily provide to enable it to contact an organisation and to assess the merits of an application.

Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Applicants must ensure that people whose personal details are supplied with applications are aware that the Department is being supplied with this information and how this information will be used.

Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.



