


EVERYONE CAN PLAY

LOCAL GOVERNMENT GRANT GUIDELINES





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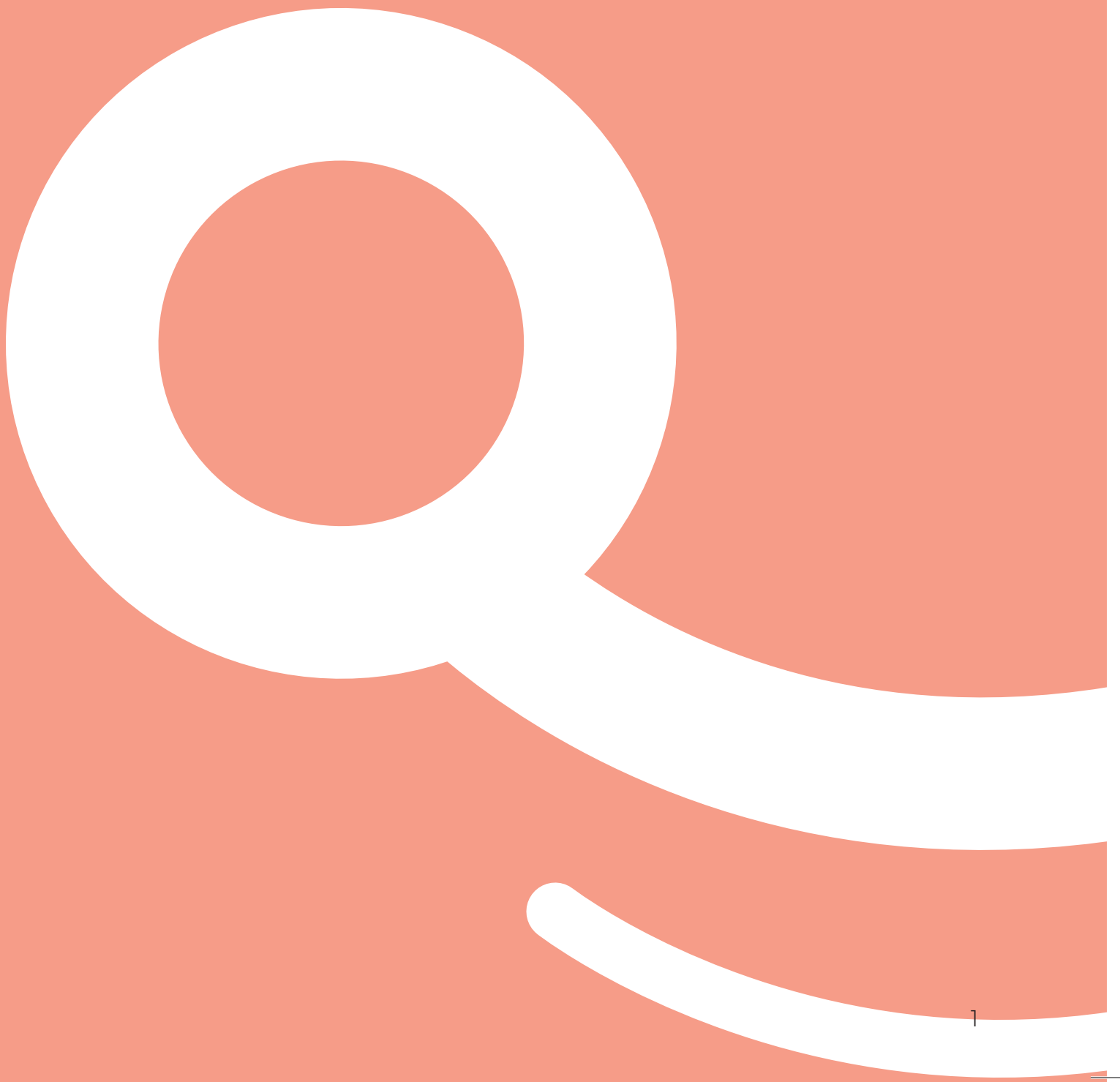
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INTRODUCTION





Everyone Can Play in NSW

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 opportunities, 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. Our playspaces should be too.

With 1.3 million people in NSW living with a disability, an ageing population who is increasingly involved in the everyday care of grandchildren, and a multi-cultural society, playspaces should provide an inclusive experience for all.

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

Everyone Can Play (DRAFT) will ensure NSW playspaces invite all people to participate in a variety of play experiences, in ways that challenge, excite and promote an active and healthy lifestyle.

Everyone Can Play (DRAFT) is not a new standard for playgrounds in NSW. Everyone Can Play (DRAFT) 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.

The NSW Government is committed to ensuring Everyone Can Play. As part of the new \$290 million Open Spaces and Greener Sydney package, \$20 million has been committed over 5 years to create and upgrade playspaces for communities to access and enjoy.

For more information, download a copy of Everyone Can Play (DRAFT) visit

www.planning.nsw.gov.au/openspace



Everyone Can Play in NSW framework

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?



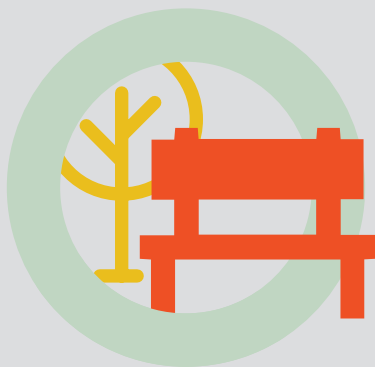
Can I Get There?

A considered location and layout, adequate signage and wayfinding and accessibility will ensure everyone can find their way to, in and around the playspace.



Can I Play?

The play experience as a whole, 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?

Sufficient consideration of safety, amenities and the wider environment and landscape will ensure everyone can stay at the playspace for as long as they would like.

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 playground 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.



Find

Communicate the purpose and location of play elements, facilities and amenities.



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 is welcoming and comfortable.

GRANT OVERVIEW

Objectives and priorities

Purpose of funding

The 2018-2019 Everyone Can Play in NSW program is focused on funding inclusive playspace delivery across NSW by partnering with Councils to design and construct new and upgrade playspaces in line with the Everyone Can Play in NSW inclusive playspace guideline.

This will allow the NSW Government and Councils to immediately deliver on ground benefits to the community.

Funding available

In 2018-19, \$4 million in funding has been allocated for the Everyone Can Play in NSW program. This funding will be available to Councils across NSW via a competitive grant process where Councils will be required to match the funding granted on a dollar for dollar basis.

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

Funding is available for the following projects:

- **Inclusive Playspace – Upgrades**
(up to \$50,000 per project)
- **Inclusive Playspace – New**
(up to \$200,000 per project)

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

Eligibility

The grant is open to all NSW Councils. The land on which the playspace is located must be land owned or managed by the Council.



How to apply

Councils can submit an application for funding via the application portal on the Department of Planning and Environment (DPE) website, www.planning.nsw.gov.au/openspace

Open Space and Parklands (OSAP) is available to provide information to potential applicants on interpretation of these guidelines, including types of projects eligible for funding. They can also provide advice on the online application process.

An Independent Grants Assessment Panel will assess all applications, and OSAP staff will not be able to edit or correct any applications, to maintain a fair and equitable process. OSAP staff will be available to provide feedback on unsuccessful grant applications.

For inquiries or more information contact Aaron Mullins, Office of Open Space and Parklands on 02 8275 1089 or email everyonecanplay@planning.nsw.gov.au.



Visit the DPE website: www.planning.nsw.gov.au/openspace
Read the information about the grant program and determine if you are eligible. Download or print the guidelines.



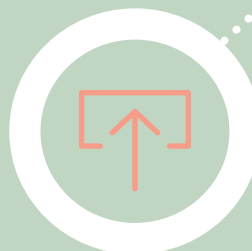
Read the guidelines to familiarise yourself with the program requirements and determine your application project type.



Download the application forms.



Complete the application.



Submit the application by the closing date/time.

Assessment process

The assessment process and timeframes for Round 1 of the 2018-19 Everyone Can Play in NSW program are outlined below.

Month	Milestone	Action
November - December 2018	Opening of 2018-19 grants round	Councils notified. Online applications portal open.
January 2019 - February 2019	Independent panel assessment (Finance and governance committee meeting)	Score projects against criteria. Review recommendations and endorse successful projects. Councils formally advised on outcome of applications. Grant invitations sent to councils. Ministerial announcement of successful projects
March 2019 onwards		Deed of Agreements formalised with councils. Ongoing monitoring of projects commences.

Everyone Can Play in NSW application process

Applications close 3pm (AEST) Friday, 21 December 2018.

For inquiries or more information contact Aaron Mullins, Office of Open Space and Parklands on 02 8275 1089 or email everyonecanplay@planning.nsw.gov.au.

- Councils will submit applications for funding via the application portal.
- The application must include a signed cover letter from the applying Council's General Manager.
- Only submit the relevant pages or sections of reports referred to in your application. It is preferred that you do not attach reports in their entirety.
- All applicants will be notified via email or letter of the outcome of the assessment process.
- The decision by the Independent Grants Assessment Panel is final and there are no avenues for appeal.



YOUR APPLICATION

Projects eligible for program funding

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

1



Matched funding

Grant funding must be matched dollar for dollar with cash funding. In kind contributions may be included.

2



Inclusive Upgrades (up to \$50,000 per project)

Upgrade of existing playspaces, where the focus for improvements will be on the Everyone Can Play in NSW goals.

3



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

Creation of new playspaces aligning to the Everyone Can Play in NSW goals and design principles.



The following organisations are ineligible to apply for program funding:

- Individuals, groups of individuals and unincorporated organisations
- Incorporated not-for-profit organisation
- For profit, commercial organisations
- Organisations limited by shares
- Government departments and agencies
- Educational institutions including schools and their P&Cs, Universities, TAFE, Colleges and child care centres

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 from the NSW Government
- Retrospective funding to cover any project component that is already complete/underway

Assessment of eligible applications

If eligible, applications will be assessed by an expert Assessment Panel which will comprise 6 members and chaired by the Commissioner, Open Space and Parklands. Five members of the panel will be selected from the below list:

- Office of Open Space and Parklands Team
- Department of Planning and Environment
- Member of the Everyone Can Play Advocacy Group
- Office of Local Government

To ensure the projects selected for funding under the Everyone Can Play in NSW program the following 2 criteria are the foundation for assessment for project suitability:

1. Alignment with the goals and principles for inclusive design for playspaces as outlined in Everyone Can Play in NSW guideline.
2. Articulation of the need for the new / upgraded facility. This will include assessment of community use, gap in provision and response to demonstrated community needs.

Submission of applications

The completed application must be received by 3pm (AEST) Friday, 21 December 2018. Acknowledgement of receipt of application will be via return email.

Criteria used to assess applications are:

Merit

- Clear vision for the project
- Include implementation strategies for evaluating and measuring results
- Introduce needed facilities or will enhance the usage of existing facilities
- Outline of project suitability

Engagement

- Strategies for ongoing engagement of the community, participants and / or audience
- Consider the needs and expectations of targeted groups and community, and identify how these needs will be met

Viability

- Project is well-planned with appropriate approvals and risk management in place
- Realistic timelines to complete with the timeframes
- Strategic partnerships and collaborations

Budget

- Detailed and accurate budget
- Provide value for money and is realistic for the scale and impact of the project
- Demonstrate an appropriate use of public funds
- Include the appropriate provision for contingencies
- Include insurance and other liabilities

Consideration is also given to applications which will provide benefit to people with special needs, culturally and linguistically diverse communities, regional and remote communities, Aboriginal and Torres Strait Islander communities.

Alignment to Government policy

Successful applicants within Greater Sydney are required to provide shade to the playspace and immediate surrounds at the rate of one tree for every \$5,000 of funding and register trees as part of the Five Million Trees for Greater Sydney program. Visit www.5milliontrees.nsw.gov.au.

Project management

Councils are asked to nominate a project manager for each project and to notify the OSAP team in writing of any changes in project management. Councils are responsible for project management and budgetary control.

Grant funding will lapse after 18 months (excluding an establishment period) unless there is prior approval for extension.

Reporting and monitoring

As part of the Funding Agreement, the successful applicants are required to submit project progress reports on a quarterly basis (three-monthly).

Progress reports may include photographs and evidence of progress at quarterly intervals, or at project milestones as agreed to/approved by the Program Administrator.

The progress report template is available on the DPE website, or by contacting Aaron Mullins, Office of Open Space and Parklands on 02 8275 1089 or email everyonecanplay@planning.nsw.gov.au.

Project launch and promotion

It is a condition of grant funding that the Minister for Planning, NSW Government and the Office of Open Space and Parklands be:

- invited to attend any formal launch event (including commencement and completion ceremonies)
- advised 4 weeks prior to any formal event
- acknowledged of their contribution on all communications and media for the project.

Project completion

A final 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.

Payment of grants

Successful applicants can only accept the program's Terms and Conditions in the online grants contract acceptance system. An invoice for the total amount of the grant must be uploaded to claim the grant.

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 (excluding an establishment period) of the date of accepting the funding Terms and Conditions.

Insurance requirements

Organisations 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 applicant organisations have Personal Accident and Professional Indemnity insurance. Organisations that employ staff must comply with the *Workplace Injury Management and Workers Compensation Act 1998 (NSW)*.

Disclaimer

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

Privacy policy

DPE will collect and store the information you voluntarily provide to enable processing of this grant 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.

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

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



