

**From:** [MLCIP](#)  
**To:** ["stalbanssaints@gmail.com"](mailto:stalbanssaints@gmail.com)  
**Cc:** [MLCIP](#)  
**Subject:** Invitation to apply for funding - Major & Local Community Infrastructure Program MLCIP143 [SEC=OFFICIAL]  
**Date:** Monday, 1 September 2025 1:32:36 PM  
**Attachments:** [image001.png](#)  
[MLCIP143 - St Albans Dinamo Soccer Club.pdf](#)  
[MLCIP - Application Form - Final.docx](#)  
[Program Guidelines - Major and Local Community Infrastructure - Approved.pdf](#)

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OFFICIAL

OFFICIAL

Good afternoon

As you may be aware, the Australian Government has announced a funding commitment to a community infrastructure project to be delivered by your organisation.

You are invited to apply for this funding under the Government's new program, the 'Major and Local Community Infrastructure Program' (MLCIP). Applications are due on or before **5:00pm (local time) on 1 December 2025**.

To enable you to apply, please find **attached** to this email the following documents:

- Your formal invitation from the Australian Government to apply
- Program Guidelines
- Application Form

Please acknowledge receipt of this email via reply to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) at your earliest convenience. If you are not the correct contact person or organisation for this project, please notify us as soon as possible via reply email.

Kind regards

**Major and Local Community Infrastructure Program**

e: [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)

p: 1800 044 938

**Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts**  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](http://infrastructure.gov.au)

*We would like to acknowledge the traditional custodians of this land on which we meet, work and live. We recognise and respect their continuing connection to the land, waters and communities. We pay our respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

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Transport, Regional Development, Communications, Sport and the Arts



## Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications, Sport and the Arts

Dear s 22(1)(a)(ii)

### Invitation to apply for funding under the Major and Local Community Infrastructure Program

As you may be aware, the Australian Government has announced a funding commitment to a community infrastructure project to be delivered by your organisation.

I am pleased to invite your organisation, St Albans Dinamo Soccer Club, to apply for funding under the Government's new Major and Local Community Infrastructure Program (MLCIP, the program). The program will deliver vital community and sporting infrastructure, open space improvements and other community priorities. By investing in community infrastructure, the program's objectives are to build resilient communities, improve community amenity, accessibility and liveability, and drive economic growth in communities and the broader region.

The Government has made the following commitment relating to your organisation:

Project ID	Funding Commitment	Commitment Title
MLCIP143	\$3,500,000	St Albans Churchill Reserve Upgrades

#### *What do I need to do?*

We ask that you acknowledge receipt of this invitation via email to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au).

Only organisations that have been invited are eligible to apply for funding. If you are not the correct contact person or organisation for this project, please notify us as soon as possible via email ([MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)).

The process to apply for funding is set out in the Program Guidelines and application form, which are attached. Program Guidelines are also published on GrantConnect ([grants.gov.au](http://grants.gov.au)) and on the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts' (the department) website ([infrastructure.gov.au](http://infrastructure.gov.au)).

You should not assume that an invitation to apply means that funding approval is guaranteed. As part of the application process, we need you to provide sufficient details about your project so that the department can conduct an assessment against the eligibility and assessment criteria in the Program Guidelines. Projects must be assessed as being value for money in order to be recommended for funding approval. It is a requirement of government that the Program Guidelines are followed, and all projects must have an application for funding submitted and assessed by the department.

Before starting your application, please read the Program Guidelines carefully and then complete the application included with this invitation. It is important that you complete your application in full and provide all required attachments and any other supporting documents in line with the Program Guidelines.

Your application is due on or before **5:00pm (local time) on 1 December 2025**. We cannot accept late applications unless you have approval for an extension of time as per Section 7.2 of the Program Guidelines.

If you find an error in your application after submitting it, please advise us immediately by emailing [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au).

***What will happen once I submit my application?***

Once you have submitted your completed application and all supporting material, we will assess your application on its merits against the assessment criteria and make funding recommendations to the Decision Maker.

If we find an error, or information that is missing, or require clarification or additional information from you, we may contact you. We may also undertake our own verification of the information provided in your application.

While we will make reasonable attempts to resolve any questions, the ultimate responsibility for providing sufficient information to enable us to assess your application rests with you. We will advise you in writing of the outcome of your application and provide advice on timing of next steps, including anticipated timelines for entering into a funding agreement.


It is important to note that any money you spend on the project before you have been approved for funding is at your own risk. No Australian Government funding can be provided until a funding agreement is in place, and in most cases, funding is provided in arrears (that is, once a project milestone has been met).

***What will happen next?***

My team is available to assist you throughout the process. I encourage you to read more about the program on the department's website and, should you require further information, you can contact us at [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) or 1800 044 938.

Sincerely

s 22(1)(a)(ii)



Katrina Kendall  
Assistant Secretary

1 September 2025

Enc.



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications, Sport and the Arts

# Major and Local Community Infrastructure Program

## Application Form

### About the program

The Major and Local Community Infrastructure Program (MLCIP) will deliver the Australian Government's community infrastructure commitments from the 2025 Federal election and from the 2025-26 Budget and Pre-Election Fiscal Outlook. The program will run over 4 years from 2025-26.

The program's objectives are to:

- build resilient communities through the provision of social and community facilities;
- improve community amenity, accessibility and liveability through investment in community infrastructure; and
- drive economic growth in communities and the broader region.

### Eligible applicants

**This is a non-competitive program. Only projects identified by the Australian Government will be invited to apply for funding. We will contact you if you are eligible to apply.**

You should not assume that an invitation to apply means that funding approval is guaranteed. Your application will be subject to a merit assessment as outlined in the program guidelines. Any expenditure you incur on your project prior to the execution of a funding agreement is at your own risk.

### Before you begin

You must read the [MLCIP Program Guidelines](#) (guidelines) prior to submitting your application.

We recommend keeping the guidelines open as you are completing your application so you can refer to them when providing your responses.

### Completing your application

All sections must be completed. If the section does not apply to your project, please select 'N/A'.

You should delete the guidance text from each section before submitting your application (*the guidance text looks like this*).

Some sections will ask you to provide supporting documentation, which will need to be included with your application. Details will be provided in each section.

It is important that you complete your application in full and provide all mandatory supporting documents. Whilst we will make reasonable attempts to resolve any questions, the ultimate responsibility for providing sufficient information to enable us to assess your application rests with you.

## Submitting your application

**Your application must be received by 5pm (local time) on 1 December 2025.**

Please submit your application and all required supporting documentation to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)

If your application and attachments are likely to be over 30MB in size, please email [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) to make alternative arrangements to provide these documents electronically.

### Requests for extensions of time

You may request only **one** extension of time to submit your application for a period of up to 3 months (up to 1 March 2026). You must clearly state the reasons for requiring the extension and should not assume your request will be approved.

You should submit your request in writing to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) at least 10 business days prior to the original application due date of 1 December 2025.

Requests will only be considered in exceptional circumstances and are at the discretion of the Program Delegate. You will be notified in writing as to whether your extension has been approved and your new application due date.

### Disclosure of Information

By submitting your application and completing the declarations at the end of this form, you agree to the Commonwealth's use and disclosure of your information, provided in your application or otherwise, as set out in the guidelines.

### Getting Help

If you require assistance to complete this application you can contact us by email at [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) or on 1800 044 938.

## Notification of application outcomes

You will be advised of the outcome of your application in writing. If you are successful, you will be advised of any specific conditions attached to the funding.

Successful applicants **must** enter into a legally binding funding agreement in order to receive funding for an approved project. No payments can be made to you without an executed funding agreement being in place.

If you are unsuccessful, you may ask for feedback within three (3) months of being advised of the outcome.

## 1. Organisation Details

Organisation Legal Name:	
Trading or Business Name:	
ABN:	
Postal address	
Address:	
State/Territory:	
Postcode:	
Street address (if different from postal address)	
Address:	
State/Territory:	
Postcode:	
Organisation Website:	

### Authorised Person Contact Details

*An authorised person is nominated by the entity to act on behalf of the organisation and to enter into a funding agreement on behalf of the organisation (e.g. CEO, General Manager, Secretary, Club President).*

Title (e.g. Ms/Mrs/Mx/Mr/Dr/Professor):	
First Name:	
Surname:	
Position Title:	
Phone Number:	
Mobile Number:	
Email:	

### Primary Contact Details

*The primary contact is the individual who will act as the representative of your organisation in the day-to-day management of your funding agreement. In your organisation, this may be the same person as the authorised person listed above.*

Title (e.g. Ms/Mrs/Mx/Mr/Dr/Professor):	
First Name:	
Surname:	
Position Title:	
Phone Number:	
Mobile Number:	
Email:	

## 2. Eligibility

### Section guidance:

We cannot consider your application if you do not satisfy all of the eligibility criteria. If you are deemed ineligible, you will be advised in writing. Please refer to Sections 4 and 5 of the guidelines for more information.

To be eligible for funding, your project must be consistent with the intent of the announced commitment.

If your proposed project is solely the development of masterplan, business case, feasibility study, or similar, no additional funding will be available for the construction phase of the project under this program.

**Has your organisation been invited to apply for this program by the Australian Government OR are you a sponsor organisation that has been approved to deliver the project by the department?**

YES

NO

**You must be one of the following entity types to apply. Please select your organisation's type:**

An incorporated association or other incorporated entity	<input type="checkbox"/>	
A registered charity or not-for-profit organisation	<input type="checkbox"/>	
An Australian local government body/agency <sup>1</sup>	<input type="checkbox"/>	
An Australian state or territory government body	<input type="checkbox"/>	
An incorporated trustee on behalf of a trust	<input type="checkbox"/>	You must submit trust documents showing the relationship of the incorporated trustee to the trust for your application to be eligible.
An Aboriginal and/or Torres Strait Islander Corporation registered under the <a href="#">Corporations (Aboriginal and Torres Strait Islander) Act 2006</a>	<input type="checkbox"/>	
A University	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>None of the above (please specify below):</li> </ul>		

<sup>1</sup> For the purposes of the program the following organisations are also considered to be an Australian local government body/agency:

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata governing bodies in South Australia;
- Cocos Keeling Islands Shire Council;
- Lord Howe Island Board;
- Norfolk Island Regional Council;
- The Outback Communities Authority;
- The Shire of Christmas Island;
- The Silverton and Tibooburra villages in New South Wales; and
- The Trust Account in the Northern Territory.

<b>Is your organisation registered for the purposes of the Good and Services Tax (GST)?</b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Does your organisation have a bank account with an Australian financial institution?</b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Is your organisation (or your project partner/s) included on the National Redress Scheme’s website on the list of ‘Institutions that have not joined or signified their intent to join the Scheme’? You can look up if your organisation is listed at: <a href="http://www.nationalredress.gov.au">www.nationalredress.gov.au</a></b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>If your organisation is an employer of 100 or more employees, are you compliant with all applicable requirements under the <a href="#">Workplace Gender Equality Act (2012)</a>?</b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
<b>Select your eligible project type:</b>		
<ul style="list-style-type: none"> <li>The construction, upgrade or extension of infrastructure that provides economic and social benefits to the community</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The development of a masterplan, business case, feasibility study, or similar</li> </ul>	<input type="checkbox"/>	
<b>Do you own the land and infrastructure for the project OR have a formal arrangement, such as a lease, for use of the site to allow the project to be delivered?</b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<i>If yes, please provide details including evidence such as a copy of the lease agreement with your application.</i>		
<i>Note: In line with the Program Guidelines, to be eligible for funding your project must not be located on a site where you do not have a formal arrangement, such as a lease, for use of the site to allow the project to be delivered. <u>If you have answered ‘no’ to this question, your application may be considered ineligible.</u> You should contact us prior to submitting your application if you are unsure about this question.</i>		

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### 3. Project Details

#### Section Guidance:

If your application is successful, the following details you provide may be published online (e.g. on the department's website or [GrantConnect](#)) and may be included in other government publications:

- name of the funding recipient
- project name
- project description and intended project outcomes
- amount of funding awarded

Project Name
Please use the title from your invitation to apply, or another succinct title that reflects the scope of your project. If you are proposing an alternative project title, please provide reasons why. <b>Note: we may adjust this title in future correspondence or publications for administrative purposes.</b>

Project Location	
<i>Note: You must provide the address where your project will be undertaken. If you have multiple sites you must provide the address of each site by copying and pasting the table below. If a street number is not known, please provide the Lot number. A project site must be a street address. Do not provide a postal address, institution or building name.</i>	
Street Address:	
Suburb/Town:	
State/Territory:	Choose an item.
Postcode:	
What is the name of the Traditional Custodians of the land on which the project is to be located? <a href="https://aiatsis.gov.au/explore/map-indigenous-australia">https://aiatsis.gov.au/explore/map-indigenous-australia</a>	

Project Summary
A project summary should be a maximum of 300 words in length and should briefly summarise the project's proposed scope, objectives and key benefits to the community.

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### Detailed Project Scope and Outcomes

*Please outline, in as much detail as possible, the scope of the project, consistent with the intent of the Australian Government's commitment. That is, what are the specific activities that will be undertaken to deliver the project?*

Construction project example:

*Construction of a clubhouse – scope includes:*

- *Pre-construction design for interior and exterior of clubhouse*
- *Planning and procurement*
- *Construction of the clubhouse*
- *Post-construction (closeout)*

Masterplan/business case/feasibility study project example:

*Masterplan to revitalise the town centre - scope includes:*

- *Research and data analysis*
- *Key stakeholder and community engagement*
- *Identifying proposed vision and objectives (for the area/s covered by the masterplan)*
- *Initial designs*
- *Identifying recommendations/Proposed next steps*

***What outcomes will your project deliver?***

*For construction projects, outcomes are the tangible products such as buildings, playgrounds, park benches that you can physically take a photo of to show it has been delivered.*

*For masterplan/business case/feasibility study projects, this would be the completion of the plan/business case/study and any next steps the project is intended to support (e.g. detailed design).*

**If the project activity for which the Australian Government has committed funding to is part of a larger project, please explain how you will manage it to ensure the Australian Government-funded component can be successfully delivered in isolation from the larger project.**

*Please ensure that you provide a brief summary outlining what the larger project is and the timeframes to deliver. Also provide a sequencing of the projects as part of the larger project timeline.*

*As part of explaining how you will manage the project, please also include what approvals you have or will have in place, any contingency plans, confirmation that any elements of the larger project which this project is dependent on have been completed/are already in place.*

**Has your project commenced construction?**  
*Please note any expenditure you incur prior to the execution of a funding agreement is at your own risk. You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.*

YES (if selected, please provide details)       NO

**Project Milestones**

**Section guidance:**

*Project milestones are specific points within your project timeline where a major event or task has been completed. Examples may include: “plans approved by council”, “excavation of site”, “commencement of construction of buildings”, “completion of fit-out”.*

*You must provide expected milestones for the life of your project in the table below. These milestones may be adjusted as you settle your funding agreement, if required. If your project is still in its early stages, please provide your best estimate and as much detail as you can.*

*Each milestone description must be specific and tangible (e.g. “100% of design complete and all required approvals in place” or “construction commenced”). Please **do not** use only numerical descriptions (e.g. “Project is 30% complete) without explaining specifically what has been achieved.*

*If your project is a construction project, you **must** have both a “construction start/commencement” and “construction end/completion” milestone. Master plan/business case/feasibility studies projects are likely to have fewer delivery milestones, but they **must** have a completion milestone for when the final product (e.g. the masterplan, business case, feasibility study) is to be submitted.*

**Projects should be complete by 30 June 2029.**

<b>Estimated Project Start Date</b>	<i>Insert estimated date here</i>
<b>Estimated Project End Date</b>	<i>30 June 2029</i>

<b>Milestone Number</b>	<b>Description</b>	<b>Estimated Milestone Achievement Date</b>
<i>Milestone 1</i>	<i>Obtain approvals</i>	
<i>Milestone 2</i>	<i>Contract with suppliers</i>	
<i>Milestone 3</i>	<i>Construction commenced</i>	
<i>Milestone 4</i>	<i>Complete construction</i>	
<i>Milestone 5</i>	<i>Provide all project compliance and acquittal documents</i>	

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## 4. Total Project Cost

**Section Guidance:**

Please confirm the total expected cost of your project.

The Australian Government will not provide funding above the amount committed to your project.

If the total project cost is more than the funding committed by the Australian Government, you must provide details of how you will fund the difference. The total of all sources of funding plus your Commonwealth funding, should be equal to your total project expenditure.

Other sources of funding could include your contribution, other Commonwealth government programs or state/ territory/local government programs.

For your own contribution, you may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

For all other sources of funding, you will need to provide evidence (for example a letter) supporting the contribution (see Assessment Criterion 2).

If your proposed project is solely the development of masterplan, business case, feasibility study, or similar, no additional funding will be available for the construction phase of the project under this program.

<b>Total Project Cost:</b>			
\$XXX			
<b>Total Australian Government Funding Commitment (as per the invitation from the Australian Government):</b>			
\$XXX			
Co-Contributor	Type of Contribution	Status of contribution e.g. - confirmed/fully approved; - pre-approved but subject to conditions; or - sought and not yet approved	Amount (\$)
<b>Additional Comments (only if required, not mandatory):</b>			

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## 5. Assessment Criteria

**Section guidance:**

You **must** address all of the assessment criteria to be eligible. We will only consider funding applications that score at least 60 per cent against each assessment criterion.

Under each criterion is a box for you to provide a summary of how the proposal meets that particular criterion. Supporting evidence can be provided where it is directly referenced in your summary or relevant to your claims.

You **must** provide any mandatory attachments listed in the 'Mandatory and Supporting Documents' section of each criterion answer.

### Assessment Criterion 1: Social and Economic Benefits of the project (10 points)

You should demonstrate this by identifying:

- a. why the project is needed by the community and how the community will benefit from the project, including the social and/or economic impact of the project;
- b. the broader benefits your project will deliver for the region and community during and beyond the term of funding; and
- c. details of any economic outcomes you expect from the project in the immediate and long term.

Please refer to Section 6.1 of the guidelines for examples of how your project could deliver economic and/or social benefits.

<b>Criterion 1 Response:</b>
<b>Mandatory &amp; Supporting Documents</b>
<p><b>Mandatory:</b> There are no mandatory documents for this criterion.</p> <p><b>Supporting:</b> All applicants are <b>strongly encouraged</b> to provide suitable documents to support your response to this criterion (examples are listed below). The level of detail should be proportionate to the complexity, size and cost of your project.</p> <p>Below is a non-exhaustive list of documents you could provide to support your response:</p> <ul style="list-style-type: none"> <li>• Letters of support from stakeholders, user groups or community members</li> <li>• Economic development plans for the local government area or the broader region</li> <li>• Demographic studies and/or growth forecasts</li> <li>• Masterplan for the organisation, local government area or broader region which includes the proposed project</li> </ul>

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## Assessment Criterion 2: Project Viability and Sustainability (10 points)

You should demonstrate this through identifying:

- a. The need for Australian Government funding, including:
  - whether the project could proceed without this funding;
  - the scope and timing of the project and any key dependencies.
- b. Your readiness to commence the project including whether:
  - regulatory and/or development approvals are required or in place;
  - project designs and costings are underway or finalised;
  - authority from relevant land or infrastructure owners to undertake the project at the nominated site(s) is required or has been confirmed;
  - funding contributions from all sources have been confirmed; and
  - community consultation has taken place.
- c. Your plan to manage the project which addresses scope, implementation, procurement and works, timeframes, budget and risk management, commensurate to the size and nature of the project.

Criterion 2 Response:	
Mandatory Documents	
<b>All projects</b>	<p>A Project Budget must be provided.</p> <p>An example format for this is provided at <b>Appendix A</b>. You should provide as much detail as you can to best support your application, and projects of higher value are expected to have a more detailed project budget including appropriate contingencies.</p>
<b>For projects seeking more than \$100,000</b>	<p>A Project Plan must be provided.</p> <p>This should be commensurate with the size and nature of your project, and clearly outline your plan to manage the project to completion. This includes outlining how your project will be managed and implemented, your procurement approach, timeframes and key dependencies, your budget management approach (including how you will manage any cost overruns), and your risk management plan.</p>

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<b>For projects utilising other funding contributions</b>	Evidence where a funding contribution has been sought or confirmed must be provided.  Evidence may, for example, be in the form of a formal letter from the contributing organisation or individual confirming the contribution and any applicable conditions.
<b>For projects related to the construction, upgrade, or extension of infrastructure</b>	Evidence of approval to use land/site for project must be provided.  You must demonstrate you have a formal arrangement in place to deliver the project on land or a site. Evidence may include an executed lease, or a formal letter/correspondence that confirms your organisation is allowed to use the site to deliver the project.
<b>Supporting Documents</b>	
<p>In addition to the mandatory documents, you should provide additional documents to support your response to this criterion. Projects seeking a larger funding amount should, wherever possible, provide more detailed supporting evidence. Examples of evidence that can be provided include:</p> <ul style="list-style-type: none"> <li>• Project designs</li> <li>• Business plans or feasibility studies and/or any preliminary work studies that have been completed or underway for the project</li> <li>• Any regulatory or development approvals you have already received or submitted for approval</li> <li>• Quotes, cost estimates or contracted costs, project contingency</li> <li>• Letters of support from the community or evidence of community consultation</li> <li>• Procurement plans</li> </ul> <p>Where your proposed project is a business case, feasibility study, master plan or similar, evidence to support your readiness to proceed with the project may also include:</p> <ul style="list-style-type: none"> <li>• any preliminary work/studies that have been completed or are underway in relation to the project;</li> <li>• whether preparation of tenders or similar processes for the engagement of consultants for the project is underway;</li> <li>• whether initial community consultation for the future infrastructure project has commenced or been completed.</li> </ul>	

### Assessment Criterion 3: Your capacity, capability and resources to carry out the project (10 points)

You should demonstrate this through identifying:

- a. Your track record with similar projects and access to personnel with the right skills and experience; and any support or investment that will be leveraged to progress your project.
- b. The legal and financial status of your organisation including:
  - your financial capacity to progress the project, noting that in most cases, payments of Australian Government funding are made in arrears;
  - the nature of financial policies and procedures, and the governance structure of your organisation; and
  - your ability to operate and maintain the project following its completion.

<b>Criterion 3 Response:</b>	
<b>Mandatory Documents</b>	
<b>All projects</b>	To demonstrate your ability to meet ongoing project obligations and manage any cost overruns you must provide audited (or similarly verified) bank/financial statements from the last 2 financial years.  You must also complete the 'Financial Status' table at <b>Appendix B</b> .
<b>Supporting Documents</b>	
<b>All projects</b>	In addition to the mandatory documents, you should provide additional evidence where possible to support this criterion, proportionate to the complexity, size and cost of your project. Projects of higher value are expected to provide additional evidence given the scale of the project and requested funding. This may include: <ul style="list-style-type: none"> <li>• Examples of previous projects your organisation has managed</li> <li>• Your governance policies and/or details of organisation structure</li> <li>• Organisation's financial policies or procedures</li> </ul>

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LEGAL AUTHORISATION

I confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this Application will form the basis of the funding agreement and that giving false or misleading information is a serious offence.
- The Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
  - Departmental databases and records, including information related to previous funding provided to my organisation;
  - Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
  - State, Territory or Local Government agencies;
  - Law enforcement agencies;
  - Credit reference agencies;
  - Courts or Tribunals; and
  - Any other appropriate organisation, information source or person as reasonably required to perform background checks.
- I agree that the department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the department. Where applicable, the department may request a yearly breakdown of costs for on-going operational and maintenance of the complete project for a minimum of five (5) years.
- To the best of my knowledge, I have disclosed (Part A Declaration of Conflict of Interest) all actual, perceived or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application or from delivering a project which relates to this Application.

\_\_\_\_\_  
(full name and position/title)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

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## DECLARATION OF CONFLICT OF INTEREST

### **Section Guidance:**

Please complete either Part I or Part II of the Declaration of Conflict of Interest

### **Part I – No Known Conflict**

I confirm that at the time of signing, to the best of my knowledge I am unaware of any actual, perceived or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application or from entering into a Funding Agreement to deliver a project which relates to this Application.

I undertake that if at any time I become aware that I, or any other employees or persons associated with the **<insert name of applicant organisation>** have an actual, perceived or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts in writing of that Conflict and of the steps the **<insert name of applicant organisation>** propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of all relevant information relating to the Conflict; and
- c) take such steps as the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the department of any actual, perceived or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications, Sports and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this Application.

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(signature)

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(printed name)

---

(date)

---

(signature of witness)

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(printed name of witness)

---

(date)

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**Part II - Disclosure of Interests**

I disclose the following interests that could give rise to an actual, apparent or potential conflict of interest:

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I undertake that if at any time I have an actual, perceived or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts in writing of that Conflict and of the steps the **<insert name of applicant organisation>** propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of all relevant information relating to the Conflict;
- c) take such steps as the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict; and
- d) make full disclosure to the department if circumstances change that affect this disclosure.

I understand that if I fail to notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of any actual, perceived or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this Application.

---

(signature)

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(printed name)

---

(date)

---

(signature of witness)

---

(printed name of witness)

---

(date)

Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing MLCIP proposals and will be maintained in accordance with the Privacy Act 1988.

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## APPLICATION DECLARATION

In order to submit your application, you will be required to agree to the following declaration.

### Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department) will use the information I provide in accordance with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect;
- why we collect your personal information;
- who we give your personal information to.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies. This includes disclosing information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

I declare my ability to comply with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#) and intention to impose the same privacy obligations on officers, employees, agents and subcontractors that I engage to assist with the project, in respect of personal information I collect, use, store, or disclose in connection with the project. Accordingly, I will not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

### Applicant declaration

I declare that I have read and understood the Major and Local Community Infrastructure Program Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, undertake its own verification of the information provided in this application, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge the Australian Government cannot increase the amount of funding for any reason. Any cost overruns or contingencies will be the responsibility of the applicant.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding

or using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

---

(signature)

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(printed name)

---

(date)

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## Appendix A - Project Budget

**Section Guidance:**

*You must provide a summary of your eligible project costs over the life of the project. An example of how to provide this information is shown in a table below. We only provide funding based on eligible expenditure. Other costs will need to be met from sources other than the Australian Government funding.*

***Requests for additional funding under this program will not be considered.***

**Funding contingencies**

Provide details of how any cost overruns will be funded and managed for the length of the project.

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Project Name			Total Project Cost
Organisation Name			\$###,###.##
Type of Project Expenditure	Description	TOTAL	
<b>Materials for Construction</b>			
<i>Building materials</i>			
<i>ICT cabling</i>			
<i>Window dressings</i>			
<i>Fixed furniture</i>			
<i>Landscaping</i>			
<b>Hired/leased plant</b>			
<i>Forklift lease</i>			
<i>Forklift repairs and maintenance</i>			
<b>Contract Expenditure</b>			
<i>Design services</i>			
<i>Project management services</i>			
<i>Quantity surveying</i>			
<i>Consultancy services</i>			
<b>Other expenditure</b>			
<i>Financial auditing</i>			
<i>Planning, environmental, regulatory approvals</i>			
<i>Agreed signage/promotional materials</i>			
<b>Contingency (if known)</b>			

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**OFFICIAL**

**OFFICIAL**

## Appendix B - Financial Status

You should provide an audited/verified bank/financial statements as an attachment to this Financial Status table. This table provides a basic guide of what information should be included and will assist you with providing clear evidence that you can easily manage payment in arrears and possible cost overruns.

Table: Financial Statement Summary			
Item	Year to date (2025-26)	FY 2024-25	FY 2023-24
	Period ending: Select date		
Operating income			
Total Expenses			
Net Income (profit/loss)			
Cash at Bank (all accounts)			
Statement of Financial Position [Balance Sheet] - only required for grant amounts over \$100,000			
Current Assets (cash, accounts receivable, inventory etc.)			
Fixed Assets (property and land, vehicles, equipment etc.)			
Current Liabilities (accounts payable, interest payable, accrued wages etc.)			
Long term liabilities (loans, equipment finance etc.)			
Net Assets			

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## Major and Local Community Infrastructure Program

<b>Opening date:</b>	<b>1 September 2025</b>
<b>Closing date and time:</b>	<b>5:00pm (local time) on 1 March 2026*</b> <b>*Note: All applications must be received by 5:00pm (local time) on 1 December 2025 unless an extension has been granted in accordance with these guidelines</b>
<b>Commonwealth policy entity:</b>	<b>Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts</b>
<b>Enquiries:</b>	<b>If you have any questions, contact:</b> <b>Email: <a href="mailto:MLCIP@infrastructure.gov.au">MLCIP@infrastructure.gov.au</a></b> <b>Phone: 1800 044 938</b>
<b>Date guidelines released:</b>	<b>1 September 2025</b>
<b>Type of funding opportunity:</b>	<b>Closed non-competitive</b>

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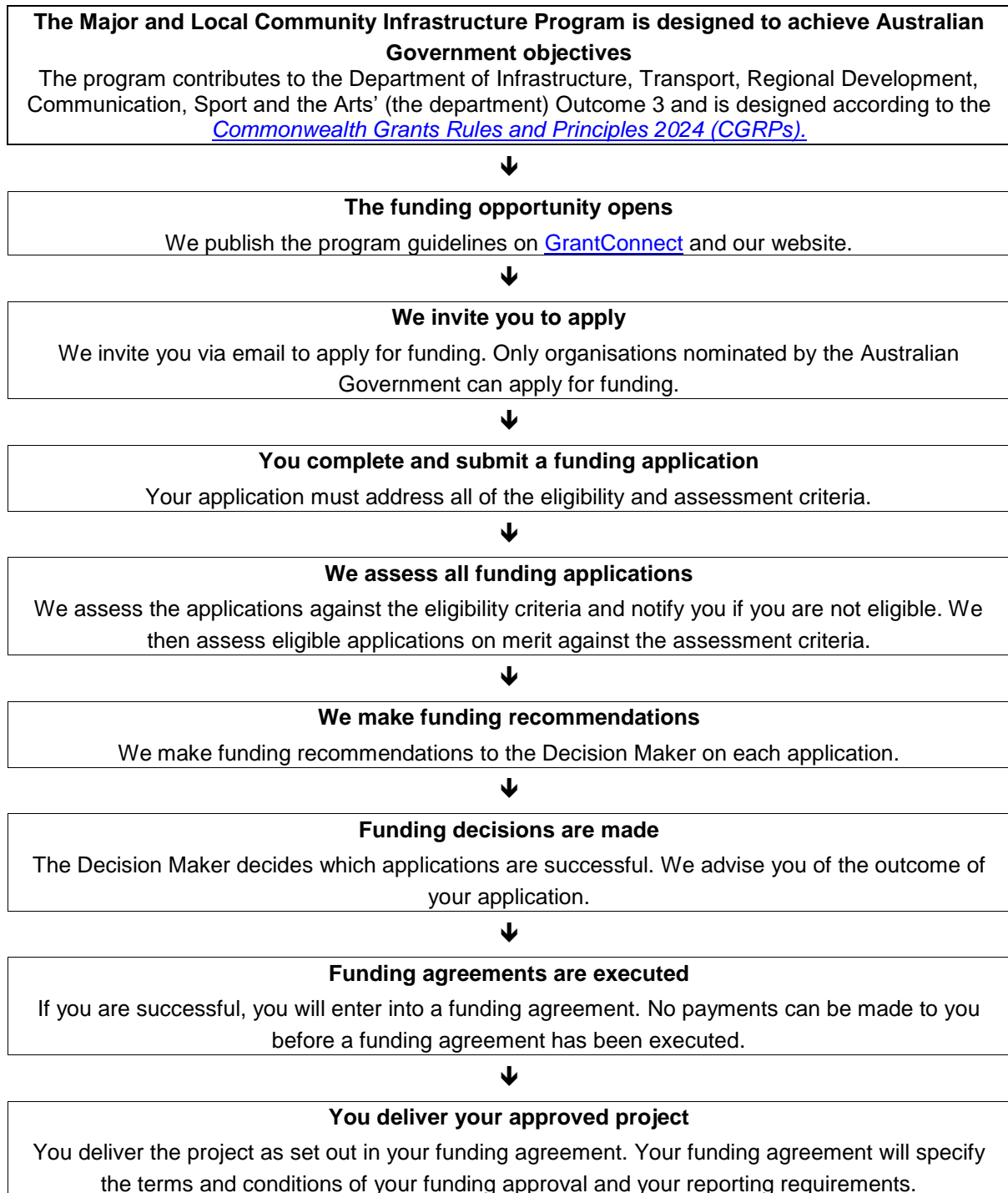
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# 1 Major and Local Community Infrastructure Program processes



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## 1.1 Introduction

These guidelines contain information for the Major and Local Community Infrastructure Program (the program). The program will deliver the Australian Government's community infrastructure commitments from the 2025 Federal election and from the 2025-26 Budget and Pre-Election Fiscal Outlook. The program will run over 4 years from 2025-26.

**This is a non-competitive program. Only projects identified by the Australian Government will be invited to apply for funding. We will contact you if you are eligible to apply.**

You should not assume that an invitation to apply means that funding approval is guaranteed. Your application will be subject to a merit assessment as outlined in these guidelines. Any expenditure you incur on your project prior to the execution of a funding agreement is at your own risk.

You **must** read these guidelines before filling out an application.

These guidelines set out information on:

- the purpose of the program;
- the eligibility and assessment criteria;
- how to apply for funding for your project;
- how applications are assessed and approved;
- how successful applicants are notified of project approval; and
- the requirements you must meet while delivering your project.

The program has been designed in line with the [Commonwealth Grants Rules and Principles 2024](#) (CGRPs).<sup>1</sup>

## 2 About the program

The purpose of the program is to deliver vital community and sporting infrastructure, open space improvements and other community priorities.

The objectives of the program are to:

- build resilient communities through the provision of social and community facilities;
- improve community amenity, accessibility and liveability through investment in community infrastructure; and
- drive economic growth in communities and the broader region.

The intended outcomes of the program are to:

- improve the social and economic viability of local communities;
- improve social amenity and support social cohesion; and
- increase positive health, accessibility and wellbeing outcomes.

## 3 Funding amount and funding period

### 3.1 Funding available

The Australian Government has committed up to \$568.2 million under the program.

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<sup>1</sup> [Federal Register of Legislation - Commonwealth Grants Rules and Principles 2024](#)

The maximum funding amount for your project will be specified in your invitation to apply. Requests for additional funding under this program will **not** be considered.

If your project is solely for the development of a business case, feasibility study, masterplan or similar, no additional funding is available for the construction phase of the project under this program.

### 3.2 Funding period

The program is expected to run for 4 years commencing in 2025-26. Funded projects should be complete by 30 June 2029.

## 4 Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria. If you are deemed ineligible you will be advised in writing.

### 4.1 Who is eligible to apply for funding?

To be eligible you **must** be the organisation with overall responsibility to deliver the project, be invited to deliver a project identified by the Australian Government, and:

- have an Australian Business Number (ABN);
- be registered for the purposes of the Goods and Services Tax (GST);
- have an account with an Australian financial institution and be one of the following entity types:
  - an incorporated association or other incorporated entity;
  - a registered charity or not-for-profit organisation;
  - an Australian local government body<sup>2</sup>;
  - an Australian state or territory government body;
  - an incorporated trustee on behalf of a trust;
  - an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#); or
  - a university.

Organisations applying for funding **must** also ensure that:

- Your organisation (or your project sponsor – see below) is **not** included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([nationalredress.gov.au](http://nationalredress.gov.au)); and
- If your organisation is an employer of 100 or more employees, that you are **compliant** with all applicable requirements under the *Workplace Gender Equality Act (2012)*.

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<sup>2</sup> For the purposes of the program, the following organisations are also considered to be an Australian local government agency or local governing body: Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata governing bodies in South Australia; Cocos Keeling Islands Shire Council; Lord Howe Island Board; Norfolk Island Regional Council; the Outback Communities Authority; the Shire of Christmas Island; the Silvertown and Tibooburra villages in New South Wales; and the Trust Account in the Northern Territory.

### Using a project sponsor

If your organisation has been invited to apply for the program but is not an eligible entity or there are concerns about your organisation's capacity to deliver the project alone, you may wish to consider approaching an eligible organisation to act as sponsor for the project.

The project sponsor must be authorised to enter into a funding agreement on your organisation's behalf as it will be responsible for any and all obligations under the funding agreement should your project be approved for funding.

You must notify us via email ([MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)) as soon as possible if you intend to use a project sponsor. The arrangement must be approved by the Program Delegate prior to you submitting your application.

## 4.2 Who is not eligible to apply for funding?

You are not eligible if your organisation and project has **not** been identified by the Australian Government and invited to apply for funding.

## 5 What the funding can be used for

### 5.1 Eligible projects

To be eligible your project **must**:

- be consistent with the intent of the Australian Government commitment;
- have as a primary outcome the construction, upgrade or extension of infrastructure that provides economic and social benefits to the community (or be a feasibility study, business case or masterplan for a project of this type); and
- not be located on a site where you do not have a formal arrangement, such as a lease, for use of the site to allow the project to be delivered.

### 5.2 Eligible expenditure

You can only spend the funding on activities directly related to your approved project. As part of your application, we may ask you to verify expected project costs, including with evidence such as recent quotes for major cost items. Eligible expenditure includes:

- direct costs of the project;
- costs you incur in order to obtain planning, environmental or other regulatory approvals in delivering your approved project;
- costs you incur to undertake required financial auditing of project expenditure; and
- costs you incur to meet Australian Government project signage requirements as set out in these guidelines and/or your funding agreement.

### 5.3 What the funding cannot be used for (ineligible expenditure)

You **cannot** use the funding for any of the following:

- purchase of land (including costs associated with sub-division of land), buildings or existing infrastructure;
- ongoing operating costs, including utilities, where this cost is not directly related to delivery of the project;
- wages/salaries of existing employees who are not directly engaged in delivery of the project;

- employee on-costs such as superannuation and holiday loading;
- overheads and consumables (e.g. paper, printer cartridges, office supplies, brochures and other marketing materials, kitchen supplies or food/beverages or catering);
- routine operational expenses, including communications, accommodation, printing and stationery, postage, legal and accounting fees and bank charges;
- costs of preparing and submitting your funding application;
- temporary relocation costs, other than where this forms part of your approved project scope;
- making donations, gifts and sponsorships;
- ICT equipment, including software or hardware that is not an integral part of the funded project;
- domestic or overseas travel;
- funding to develop or deliver ongoing training or educational courses;
- funding for the development or operation of private or commercial ventures; and
- funding to purchase items that will not remain the property of the organisation, including items to be given away.

Any expenditure you incur prior to the execution of a funding agreement is at your own risk. You **must** ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

You may apply for a partial or full exemption for an item listed as an ineligible cost if you can demonstrate with evidence that it is more efficient and cost effective for these costs to be met from the Australian Government funding. Your exemption request will be reviewed and the Program Delegate will make the final decision as to whether to grant an exemption. You will be notified of the outcome in writing.

## 6 The assessment criteria

You **must** address **all** of the assessment criteria in your application.

We will assess your application based on each criterion as set out below.

The amount of detail and supporting evidence you provide in your application should be relative to the size and complexity of your proposed project and the funding amount requested. The application form provides details of the mandatory supporting documents and other optional documents you may wish to include to support your claims against the assessment criteria.

We may contact you to request additional information and/or seek clarification of information in your application in order to complete our assessment.

We will only consider funding applications that score at least 60 per cent against each assessment criterion. Applications that do not meet this benchmark will not be considered value with relevant money<sup>3</sup> and will not be awarded funding.

---

<sup>3</sup> 'Value with relevant money' refers to a judgement of the proposal/project and whether it represents an efficient, effective, economical and ethical use of public resources.

## 6.1 Assessment Criterion 1

### Social and economic benefits of your project (10 points)

You should demonstrate this by identifying:

- a. why the project is needed by the community and how the community will benefit from the project, including the social and/or economic impact of the project;
- b. the broader benefits your project will deliver for the region and community during and beyond the term of funding; and
- c. details of any economic outcomes you expect from the project in the immediate and long term.

Examples of how your project could deliver economic and/or social benefits may include but are not limited to:

- increasing the number or value of jobs, new businesses or the production of goods and services in the community (this includes direct and indirect opportunities created through the project);
- the use of local suppliers and goods where practicable, especially those that employ the use of sustainable work practices/goods;
- increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes;
- examples of how your project may benefit the wider community, not just your organisation/operation, such as supporting upskilling, capability development, improving outcomes for women, or contributing to a healthy lifestyle;
- increasing efficiency of service delivery;
- reducing or mitigating the impact of carbon emissions;
- making a region a more attractive place to live, or filling a 'gap' within the community;
- the level of community participation in the project;
- improving community connections and social inclusion, or increasing community volunteering; or
- supporting or protecting local heritage, environment and culture.

Where your proposed project is only for the development of a business case, feasibility study, master plan or similar, your application should primarily address the expected social and economic benefits from future delivery of the infrastructure project rather than the benefits of the planning document itself. Evidence to support this type of project may also include:

- the inclusion of the proposed project in a masterplan for the organisation, local government area or broader region;
- economic development plans for the local government area or the broader region;
- the potential of the infrastructure project to attract further economic investment to the local government area or broader region; or
- demographic studies and/or growth forecasts for the local government area and/or broader region demonstrating that existing infrastructure will not or can no longer support future growth and that new infrastructure is required.

## 6.2 Assessment Criterion 2

### Project viability and sustainability (10 points)

You should demonstrate this through identifying:

- a. The need for Australian Government funding, including:
  - whether the project could proceed without this funding;
  - the scope and timing of the project and any key dependencies.
- b. Your readiness to commence the project including whether:
  - regulatory and/or development approvals are required or in place;
  - project designs and costings are underway or finalised;
  - authority from relevant land or infrastructure owners to undertake the project at the nominated site(s) is required or has been confirmed;
  - funding contributions from all sources have been confirmed; and
  - community consultation has taken place.
- c. Your plan to manage the project which addresses scope, implementation, procurement and works, timeframes, budget and risk management, commensurate to the size and nature of the project.

You must attach a current project budget to your application. If you are seeking a grant amount greater than \$100,000 you must also include a project plan.

Where your proposed project is a business case, feasibility study, master plan or similar, evidence to support your readiness to proceed with the project may also include:

- any preliminary work/studies that have been completed or are underway in relation to the project;
- whether preparation of tenders or similar processes for the engagement of consultants for the project is underway;
- whether initial community consultation for the future infrastructure project has commenced or been completed.

## 6.3 Assessment Criterion 3

### Your capacity, capability and resources to carry out the project (10 points)

You should demonstrate this through identifying:

- a. Your track record with similar projects and access to personnel with the right skills and experience; and any support or investment that will be leveraged to progress your project.
- b. The legal and financial status of your organisation including:
  - your financial capacity to progress the project, noting that in most cases, payments of Australian Government funding are made in arrears;
  - the nature of financial policies and procedures, and the governance structure of your organisation; and
  - your ability to operate and maintain the project following its completion.

## 7 How to apply

Before applying, you **must** read and understand these guidelines and the application form. Should there be any alterations to these guidelines, this will be published on [GrantConnect](#) and the

department's website. You may wish to register on GrantConnect to be automatically notified of any changes to these guidelines.

**Only projects identified by the Australian Government will be considered under this program.**

We will write to you (via email) to invite you to apply for funding. This correspondence will include information on the process for applying and provide the guidelines and the application form.

We ask that you acknowledge receipt of the invitation via email to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au).

To apply you **must**:

- submit your application and all supporting documents via email ([MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)) by the due date as communicated to you in writing.

Your application **must**:

- use the Major and Local Community Infrastructure Program application form;
- address **all** eligibility criteria and assessment criteria;
- include all necessary attachments;
- be signed by a suitably authorised person from your organisation (e.g. your Chief Executive Officer, Chief Financial Officer, Chair of your Board) to confirm that the project and funding application is supported by the organisation and that the organisation can complete the project and meet the costs of the project activities as set out in the application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995 \(Cth\)](#). We will investigate any false or misleading information and may exclude your application from further consideration on the basis of these investigations.

If we find an error, or information that is missing, or require clarification or additional information from you, we may contact you. While we will make reasonable attempts to resolve any questions, the ultimate responsibility for providing sufficient information to enable us to assess your application rests with you.

You should keep a copy of your application and any supporting documents.

If you find an error in your application after submitting it, you should advise us immediately by emailing [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au).

**Changes to project scope**

Requests for minor changes of scope can be submitted for consideration in limited circumstances. These requests **must** be provided to us in writing and should clearly state the reasons for the change and how the revised scope will align with the intent of the funding commitment. You **must** submit this request prior to the application due date, and not submit your application until you have received a response. The Program Delegate will consider whether the change of scope should be approved, and we will advise you of the outcome in writing.

**7.1 Attachments to the application**

You **must** attach supporting documentation to the application in line with the instructions provided within the application form. Additional supporting documents can be provided as part of your response to the assessment criteria.

We are not responsible if links to documents on public websites have been provided incorrectly, are broken or do not open.

## 7.2 Timing of program processes

You must submit your application on or before 1 December 2025. We cannot accept late applications unless you have approval for an extension of time (see below).

We will acknowledge that we have received your application within three (3) working days. If you have not received an acknowledgment after this time, please contact us by phone on 1800 044 938 or via email at [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au).

We will advise you in writing of the outcome of your application and provide advice on timing of next steps including anticipated timelines for entering into a funding agreement.

Please note, anticipated timeframes for approval of your application is approximately 10 weeks and execution of a funding agreement after project approval can take another 12 weeks or more. Actual timeframes may differ depending on the quality and complexity of your application and the nature of your approved project.

### Requesting an extension of time to apply

You may request only **one** extension of time to submit your application for a period of up to 3 months (up to 1 March 2026). You must clearly state the reasons for requiring the extension and should not assume your request will be approved.

You should submit your request in writing to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) at least 10 business days prior to the original application due date.

Requests will only be considered in exceptional circumstances and are at the discretion of the Program Delegate. You will be notified in writing as to whether your extension has been approved and your new application due date.

## 8 The funding selection process

### 8.1 Assessment of funding applications

We will first review your application against the eligibility criteria. Only eligible applications will move to the next stage.

If eligible, we will then assess your application against the assessment criteria (see Section 6).

We consider your application on its merits based on:

- how well it meets the criteria; and
- whether it represents value with relevant money<sup>4</sup>.

When assessing the extent to which the application represents value with relevant money, we will have regard to a number of considerations including:

- the overall objective/s to be achieved in providing the funding;
- the relative value of the funding sought;
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives; and
- whether the project has a risk profile that is acceptable to the Australian Government, with any identified risk able to be efficiently and effectively managed.

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<sup>4</sup> 'Value with relevant money' refers to a judgement of the proposal/project and whether it represents an efficient, effective, economical and ethical use of public resources.

## 8.2 Who will assess applications?

We will assess each application on its merits against the assessment criteria and make funding recommendations to the Decision Maker.

In some cases, we may request advice on applications from local, state and territory governments, other Australian Government agencies, independent experts and other external parties, to help inform our assessment.

## 8.3 Who will approve funding?

The Minister for Infrastructure, Transport, Regional Development and Local Government is the Decision Maker and decides which applications to approve after considering the recommendations of the department.

The Minister's decision is final in all matters, including:

- the approval of the funding;
- the funding amount to be awarded; and
- any specific terms and conditions of the funding.

# 9 Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the funding.

## 9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within three (3) months of being advised of the outcome. We will give written feedback within one (1) month of your request.

# 10 Successful funding applications

## 10.1 The funding agreement

Successful applicants **must** enter into a legally binding funding agreement in order to receive funding for an approved project. No payments can be made to you without an executed funding agreement being in place.

The funding agreement will set out the maximum amount payable by the Australian Government and include other terms and conditions of the funding, including reporting requirements.

The Australian Government is **not** responsible for any expenditure you incur before a funding agreement is executed.

## 10.2 Specific legislation, policies and industry standards

While you are required to comply with all relevant laws and regulations, you may be specifically asked to demonstrate compliance with some or all of the following in order to maintain eligibility for your funding:

- certain building and construction requirements, including work health and safety requirements under Commonwealth and state or territory legislation and regulations;
- legislation in relation to Australian Government sanction regimes;
- all legislation and regulations in relation to working with children or vulnerable people;
- Australian Industry Participation requirements.

## Work Health and Safety Scheme

The Australian Government Building and Construction Work Health and Safety (WHS) Accreditation Scheme applies to certain types of building and construction activities.<sup>5</sup>

The WHS Scheme is administered by the Office of the Federal Safety Commissioner.<sup>6</sup> The Scheme applies to projects that are directly or indirectly funded by the Australian Government. If a project is being indirectly funded by the Australian Government (such as under the Major and Local Community Infrastructure Program), the head contractor for the project must be accredited under the Scheme where:

- the project includes building work of \$4 million or more (including GST); and
- the value of the Australian Government contribution to the project is at least \$6 million (including GST) and represents at least 50 per cent of the total construction project; or
- the Australian Government contribution to a project is \$10 million or more (including GST), irrespective of the proportion of Australian Government funding.

## Commonwealth Australian Industry Participation (CAIP)

If your approved funding is \$20 million or more, you may need to develop a Commonwealth Australian Industry Participation plan (CAIP plan) in accordance with the CAIP policy. Further information about the application of the CAIP policy is available on the [Department of Industry, Science and Resources website](#). A summary of approved CAIP plans may be published online.

### 10.3 How we pay the funding

The funding agreement will set out the funding arrangements and processes for claiming and receiving payments. Payments will typically be subject to demonstration of satisfactory progress on your project, based on achievement of milestones set out in the funding agreement. This means payments may be made to you in arrears. You should ensure that your organisation has the financial capacity to deliver your project under these arrangements.

### 10.4 Funding payments and GST

Where applicable, the GST will be added to your funding payment. GST does not apply to funding payments to government related entities.<sup>7</sup>

Funding is assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>8</sup> We do not provide advice on tax.

## 11 Announcement of funding

If your funding application is successful, information about your project may be provided through public media and events. This information may include details such as:

- the name of your organisation;
- the title of the project;
- a description of the project and its aims; and
- the amount of funding awarded.

<sup>5</sup> [fsc.gov.au/how-do-i-know-if-i-need-use-accredited-builder](http://fsc.gov.au/how-do-i-know-if-i-need-use-accredited-builder)

<sup>6</sup> [fsc.gov.au](http://fsc.gov.au)

<sup>7</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](http://ato.gov.au)

<sup>8</sup> [ato.gov.au/](http://ato.gov.au/)

## 12 How we monitor your activity

### 12.1 Keeping us informed

During the application and assessment process, you should let us know if anything is likely to affect your project or organisation. We need to know of any key changes to your organisation or its business activities, particularly if they will affect your ability to complete your project, carry on business and pay debts due.

You must notify us of any upcoming events relating to your project and provide an opportunity for the Minister or their representative to attend. Further information on these requirements will be included in your funding agreement (see also Section 12.6).

### 12.2 Reporting

You will be asked to report on your project's progress during its delivery.

You **must** submit all reports required by the funding agreement. You may be asked to provide reports when achieving milestones and claiming payments, at ad hoc intervals during project delivery, and/or to provide a final report upon project completion.

### 12.3 Financial declarations

We may ask you to provide a declaration that the funding was spent in accordance with the funding agreement and to report on any underspends of the funding. Your funding agreement will detail any specific funding acquittal processes, which may include a requirement for an independently audited financial acquittal report.

### 12.4 Compliance visits

We may visit you during or at the completion of the project period to review project progress and compliance with the funding agreement. We will provide you with reasonable notice of any compliance visit.

### 12.5 Evaluation

We may evaluate the program to measure how well the outcomes and objectives have been achieved. We may use information from your application, funding agreement and reports for this purpose. We may also interview you or ask you for more information to help us understand how the funding impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to two years after you finish your project for more information to assist with this evaluation.

### 12.6 Acknowledgement

You will be required to comply with a range of branding and recognition requirements, which may include holding an official event opening. Your funding agreement will specify these requirements, including compliance with the [Australian Government's Building Australia Signage Guidelines](#).

You must notify us of any public events or activities relating to your project and provide an opportunity for the Minister or their representative to attend. All signage, publicity and public statements about your project must acknowledge the Australian Government funding using words and branding approved by us.

## 13 Probity

The Australian Government will make sure that the funding opportunity process is fair, is conducted in accordance with the published guidelines, incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct.

These guidelines may be changed from time-to-time by the department. When this happens, the revised grant opportunity guidelines will be published on [GrantConnect](#). By registering on this website, you will be automatically notified of any changes to these guidelines.

You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#), noting that under the Act grantees will generally be considered 'contracted service providers' (see [nacc.gov.au/resource-centre/nacc-fact-sheets](http://nacc.gov.au/resource-centre/nacc-fact-sheets)).

### 13.1 Enquiries and feedback

The department's Complaints Management procedures apply to complaints about this grant program. All 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 [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au).

The department welcomes your feedback about the policy, programs or service provided by us. Any feedback should be submitted to us in writing via:

Email: [Online Enquiries Form](#) or

Mail: Assurance, Integrity, Risk and Governance Branch  
Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts  
GPO Box 594  
CANBERRA ACT 2601

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department. There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

The Commonwealth Ombudsman can be contacted on:

Phone: 1300 362 072

Online contact form: [ombudsman.gov.au/contact-us](http://ombudsman.gov.au/contact-us)

Website: [ombudsman.gov.au](http://ombudsman.gov.au)

### 13.2 Conflict of interest

Any conflicts of interest, or perceived conflicts of interest, can affect the performance of the funding opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee or advisor and/or you or any of your personnel, including sub-contractors:

- have a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer;
- have a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or

- have a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there are no conflicts of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Other officials including the Decision Maker must also declare any conflicts of interest.

### 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect;
- why we collect your personal information;
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about applicants and funding recipients under this program in any other Australian Government business or function. This includes disclosing information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth, State, or Territory Government entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and your intention to impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

### 13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the funding application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the funding agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential;
2. the information is commercially sensitive;
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- other Commonwealth employees and contractors to help us manage the program effectively, including for an integrity purpose;
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in relation to program administration or in program reports and consultations;
- the Auditor-General, Ombudsman, Privacy Commissioner or National Anti-Corruption Commissioner, or staff of their agencies;
- the responsible Minister or Parliamentary Secretary; or
- a House or a Committee of the Australian Parliament.

Your funding agreement may also include any specific requirements about special categories of information collected, created or held under the funding agreement.

### 13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this funding program, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All FOI requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator  
 Department of Infrastructure, Transport, Regional Development, Communications  
 Sport and the Arts  
 GPO Box 2154  
 CANBERRA ACT 2601

By email: [FOI@infrastructure.gov.au](mailto:FOI@infrastructure.gov.au)

## 14 Glossary

Term	Definition
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive funding opportunity, to determine application rankings.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
<a href="#">Commonwealth Grants Rules and Principles 2024 (CGRPs)</a>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
department	Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts
Decision Maker	The Minister for Infrastructure, Transport, Regional Development and Local Government is the Decision Maker for this program.
eligible application	An application or proposal for funding under the Program that the Program delegate has determined is eligible for assessment.
eligibility criteria	The mandatory criteria which must be met to qualify for funding. See Section 4 of these guidelines.
eligible expenditure	Expenditure on a project which is eligible for funding support as set out in Section 5 of these guidelines.
eligible project	A project determined as eligible under the criteria as set out in Section 4 of these guidelines.
funding activity/activities	Refers to the project/tasks/services that the applicant is required to undertake.
funding agreement	Sets out the relationship between the parties to the agreement and specifies the details of the funding.
<a href="#">GrantConnect</a>	Is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.

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Term	Definition
National Anti-Corruption Commission (NACC)	The NACC is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the <a href="#">National Anti-Corruption Commission Act 2022</a> .
Program	The 'program' in this context refers to the Major and Local Community Infrastructure Program.
Program closing date	5pm AEDT (or your local equivalent) on 1 March 2026* *All applications must be received on or before 1 December 2025 unless an extension of time has been granted in accordance with Section 7.2 of these guidelines.
Program Delegate	The departmental official who has been given the delegation (from the relevant Minister) to make decisions of an administrative nature that do not materially affect the funding value, scope or agreed outcomes of the project.
value with relevant money	A judgement based on the proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. Can include consideration of the financial and non-financial costs and benefits of each proposal, including but not limited to: <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of funding is likely to prevent the recipient and government's outcomes being achieved; and</li> <li>• the applicant's relevant experience and performance history.</li> </ul>

**From:** [St Albans Saints](#)  
**To:** [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)  
**Subject:** Invitation to apply for funding - Major & Local Community Infrastructure Program MLCIP143:  
Acknowledgement  
**Date:** Tuesday, 2 September 2025 12:09:47 PM

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Good afternoon Katrina,

This email is to acknowledge receipt of your email for the Major & Local Community Infrastructure Program MLCIP143.

Yours sincerely,  
s 22(1)(a)(ii)

*President*  
*St Albans Dinamo Soccer Club*

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**From:** [MLCIP](#)  
**To:** ["stalbanssaints@gmail.com"](mailto:stalbanssaints@gmail.com)  
**Cc:** [MLCIP](#)  
**Subject:** Major & Local Community Infrastructure Program MLCIP143 - Revised Guidelines [SEC=OFFICIAL]  
**Date:** Thursday, 2 October 2025 9:42:19 AM  
**Attachments:** [Program Guidelines - Major and Local Community Infrastructure v1.1.pdf](#)  
[MLCIP - Application Form v1.1.docx](#)

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OFFICIAL

OFFICIAL

Good morning

### **Notification of Changes to Guidelines and Application Form for Major and Local Community Infrastructure Program**

You have received an invitation to apply for funding to deliver an identified community infrastructure project or project/s under the Australian Government's new Major and Local Community Infrastructure Program (MLCIP, the program).

This email is to notify you of changes made to the program guidelines which impact your project application.

Section 4.1 of the program guidelines has been amended to clarify that non-government entities should have their projects sponsored by, and the application for funding submitted by, a local, state or territory government body. Further information on the project sponsor arrangements is set out in Section 4.1 under the heading 'Using a Project Sponsor'.

#### **What this means for your application**

1. As a non-government entity, you should identify a project sponsor (in most cases this is likely to be your local council, but may also be your state or territory government). The project sponsor is to:

- Sign and submit the MLCIP application to the department for assessment
- If funding is approved, enter into a funding agreement with the department
- Report on project progress and receive payments in line with agreed milestones in the funding agreement.

We encourage you to reach out to your local council or other eligible sponsoring entity as soon as possible to discuss partnering with them for your project/s. If you have any questions about the project sponsor requirements you can contact us via email at [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) or phone on 1800 044 938 for assistance.

If you are unable to identify a sponsor, **please reach out to us early**. You will still be able to submit your application without a sponsor, we will be in touch with you directly to confirm next steps.

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*For details on how to apply for funding through your project sponsor, please refer to Section 7 of the Program Guidelines.*

- Should you (and your project sponsor) require additional time to finalise and submit your application as a result of this change, you should contact the department to seek an extension of time. One extension can be approved up to 1 March 2026. If you do not seek an extension your application due date is **1 December 2025**. The department cannot accept late applications.

*Refer to section 7.2 of the Program Guidelines for details on requesting extensions.*

The revised Program Guidelines and Application form are attached for your reference. An addendum to the Program Guidelines is also published on GrantConnect ([grants.gov.au](https://grants.gov.au)) and on the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts website ([infrastructure.gov.au](https://infrastructure.gov.au)).

We ask that you acknowledge receipt of this correspondence as soon as possible. We are here to assist if you have any questions about the program or the process for applying. You can contact us via email at [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) or phone on 1800 044 938.

Kind regards

**Major and Local Community Infrastructure Program**

e: [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)

p: 1800 044 938

**Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts**

**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](https://infrastructure.gov.au)

*We would like to acknowledge the traditional custodians of this land on which we meet, work and live. We recognise and respect their continuing connection to the land, waters and communities. We pay our respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

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## Major and Local Community Infrastructure Program

<b>Opening date:</b>	<b>1 September 2025</b>
<b>Closing date and time:</b>	<b>5:00pm (local time) on 1 March 2026*</b> <b>*Note: All applications must be received by 5:00pm (local time) on 1 December 2025 unless an extension has been granted in accordance with these guidelines</b>
<b>Commonwealth policy entity:</b>	<b>Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts</b>
<b>Enquiries:</b>	<b>If you have any questions, contact:</b> <b>Email: <a href="mailto:MLCIP@infrastructure.gov.au">MLCIP@infrastructure.gov.au</a></b> <b>Phone: 1800 044 938</b>
<b>Date guidelines released:</b>	<b>1 September 2025</b>
<b>Type of funding opportunity:</b>	<b>Closed non-competitive</b>

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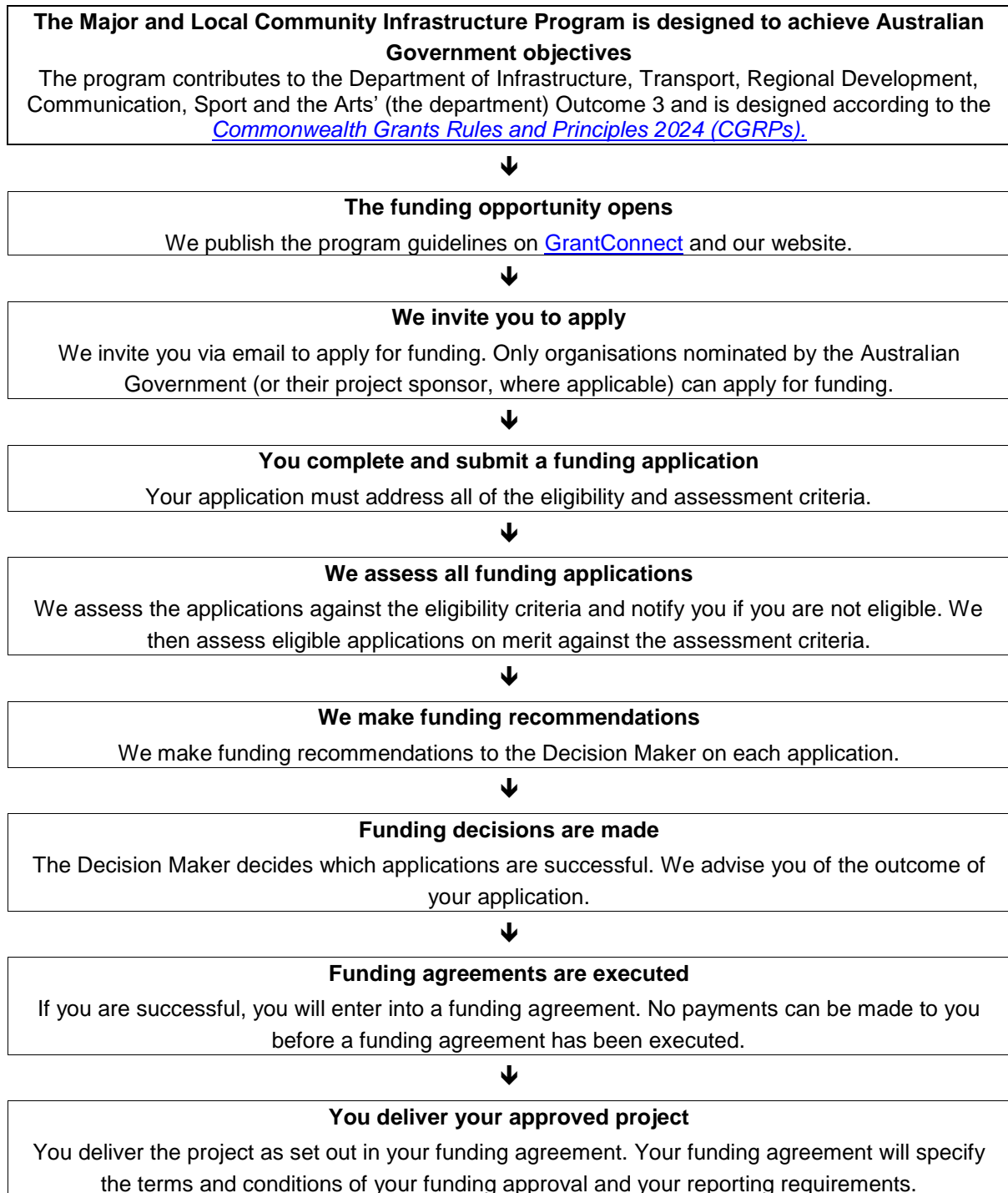
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# 1 Major and Local Community Infrastructure Program processes



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## 1.1 Introduction

These guidelines contain information for the Major and Local Community Infrastructure Program (the program). The program will deliver the Australian Government's community infrastructure commitments from the 2025 Federal election and from the 2025-26 Budget and Pre-Election Fiscal Outlook. The program will run over 4 years from 2025-26.

**This is a non-competitive program. Only projects identified by the Australian Government will be invited to apply for funding. We will contact you if you are eligible to apply.**

You should not assume that an invitation to apply means that funding approval is guaranteed. Your application will be subject to a merit assessment as outlined in these guidelines. Any expenditure you incur on your project prior to the execution of a funding agreement is at your own risk.

You **must** read these guidelines before filling out an application.

These guidelines set out information on:

- the purpose of the program;
- the eligibility and assessment criteria;
- how to apply for funding for your project;
- how applications are assessed and approved;
- how successful applicants are notified of project approval; and
- the requirements you must meet while delivering your project.

The program has been designed in line with the [Commonwealth Grants Rules and Principles 2024](#) (CGRPs).<sup>1</sup>

## 2 About the program

The purpose of the program is to deliver vital community and sporting infrastructure, open space improvements and other community priorities.

The objectives of the program are to:

- build resilient communities through the provision of social and community facilities;
- improve community amenity, accessibility and liveability through investment in community infrastructure; and
- drive economic growth in communities and the broader region.

The intended outcomes of the program are to:

- improve the social and economic viability of local communities;
- improve social amenity and support social cohesion; and
- increase positive health, accessibility and wellbeing outcomes.

## 3 Funding amount and funding period

### 3.1 Funding available

The Australian Government has committed up to \$560.9 million for projects under the program.

---

<sup>1</sup> [Federal Register of Legislation - Commonwealth Grants Rules and Principles 2024](#)

The maximum funding amount for your project will be specified in your invitation to apply. Requests for additional funding under this program will **not** be considered.

If your project is solely for the development of a business case, feasibility study, masterplan or similar, no additional funding is available for the construction phase of the project under this program.

### 3.2 Funding period

The program is expected to run for 4 years commencing in 2025-26. Funded projects should be complete by 30 June 2029.

## 4 Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria. If you are deemed ineligible you will be advised in writing.

### 4.1 Who is eligible to apply for funding?

To be eligible you **must** be the organisation with overall responsibility to deliver the project, be invited to deliver a project identified by the Australian Government, and:

- have an Australian Business Number (ABN);
- be registered for the purposes of the Goods and Services Tax (GST);
- have an account with an Australian financial institution and be one of the following entity types:
  - an incorporated association or other incorporated entity;
  - a registered charity or not-for-profit organisation;
  - an Australian local government body;
  - an Australian state or territory government body;
  - an incorporated trustee on behalf of a trust;
  - an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#); or
  - a university.

Organisations applying for funding **must** also ensure that:

- Your organisation (or your project sponsor where applicable – see below) is **not** included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([nationalredress.gov.au](http://nationalredress.gov.au)); and
- If your organisation is an employer of 100 or more employees, that you are **compliant** with all applicable requirements under the *Workplace Gender Equality Act (2012)*.

#### Using a project sponsor

If your organisation has been invited to apply for the program but is not a government entity, you should identify an appropriate local, state or territory government body to submit the application for funding as your 'project sponsor'. Funding will only be provided to a local, state or territory government body. If you have any questions about the project sponsor arrangement you can contact us via email ([MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)). You should confirm your project sponsor with us as soon as possible.

Project sponsor organisations are to submit one application for grant funding for each project.

The project sponsor must be authorised to enter into a funding agreement on your organisation's behalf as it will be responsible for any and all obligations under the funding agreement should your project be approved for funding.

Project sponsors may apply for funding to cover reasonable administrative costs associated with being the project sponsor organisation, where it can be demonstrated the sponsor organisation does not otherwise have the financial capacity to act as the project sponsor. Details on how to apply for this funding will be included in the application form.

## 4.2 Who is not eligible to apply for funding?

You are not eligible if your organisation and project has **not** been identified by the Australian Government and invited to apply for funding.

# 5 What the funding can be used for

## 5.1 Eligible projects

To be eligible your project **must**:

- be consistent with the intent of the Australian Government commitment;
- have as a primary outcome the construction, upgrade or extension of infrastructure that provides economic and social benefits to the community (or be a feasibility study, business case or masterplan for a project of this type); and
- not be located on a site where you do not have a formal arrangement, such as a lease, for use of the site to allow the project to be delivered.

## 5.2 Eligible expenditure

You can only spend the funding on activities directly related to your approved project. As part of your application, we may ask you to verify expected project costs, including with evidence such as recent quotes for major cost items. Eligible expenditure includes:

- direct costs of the project;
- costs you incur in order to obtain planning, environmental or other regulatory approvals in delivering your approved project;
- costs you incur to undertake required financial auditing of project expenditure; and
- costs you incur to meet Australian Government project signage requirements as set out in these guidelines and/or your funding agreement.

## 5.3 What the funding cannot be used for (ineligible expenditure)

You **cannot** use the funding for any of the following:

- purchase of land (including costs associated with sub-division of land), buildings or existing infrastructure;
- ongoing operating costs, including utilities, where this cost is not directly related to delivery of the project;
- wages/salaries of existing employees who are not directly engaged in delivery of the project;
- employee on-costs such as superannuation and holiday loading;
- overheads and consumables (e.g. paper, printer cartridges, office supplies, brochures and other marketing materials, kitchen supplies or food/beverages or catering);

- routine operational expenses, including communications, accommodation, printing and stationery, postage, legal and accounting fees and bank charges;
- costs of preparing and submitting your funding application;
- temporary relocation costs, other than where this forms part of your approved project scope;
- making donations, gifts and sponsorships;
- ICT equipment, including software or hardware that is not an integral part of the funded project;
- domestic or overseas travel;
- funding to develop or deliver ongoing training or educational courses;
- funding for the development or operation of private or commercial ventures; and
- funding to purchase items that will not remain the property of the organisation, including items to be given away.

Any expenditure you incur prior to the execution of a funding agreement is at your own risk. You **must** ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

You may apply for a partial or full exemption for an item listed as an ineligible cost if you can demonstrate with evidence that it is more efficient and cost effective for these costs to be met from the Australian Government funding. Your exemption request will be reviewed and the Program Delegate will make the final decision as to whether to grant an exemption. You will be notified of the outcome in writing.

## 6 The assessment criteria

You **must** address **all** of the assessment criteria in your application.

We will assess your application based on each criterion as set out below.

The amount of detail and supporting evidence you provide in your application should be relative to the size and complexity of your proposed project and the funding amount requested. The application form provides details of the mandatory supporting documents and other optional documents you may wish to include to support your claims against the assessment criteria.

We may contact you to request additional information and/or seek clarification of information in your application in order to complete our assessment.

We will only consider funding applications that score at least 60 per cent against each assessment criterion. Applications that do not meet this benchmark will not be considered value with relevant money<sup>2</sup> and will not be awarded funding.

### 6.1 Assessment Criterion 1

#### Social and economic benefits of your project (10 points)

You should demonstrate this by identifying:

- a. why the project is needed by the community and how the community will benefit from the project, including the social and/or economic impact of the project;

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<sup>2</sup> 'Value with relevant money' refers to a judgement of the proposal/project and whether it represents an efficient, effective, economical and ethical use of public resources.

- b. the broader benefits your project will deliver for the region and community during and beyond the term of funding; and
- c. details of any economic outcomes you expect from the project in the immediate and long term.

Examples of how your project could deliver economic and/or social benefits may include but are not limited to:

- increasing the number or value of jobs, new businesses or the production of goods and services in the community (this includes direct and indirect opportunities created through the project);
- the use of local suppliers and goods where practicable, especially those that employ the use of sustainable work practices/goods;
- increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes;
- examples of how your project may benefit the wider community, not just your organisation/operation, such as supporting upskilling, capability development, improving outcomes for women, or contributing to a healthy lifestyle;
- increasing efficiency of service delivery;
- reducing or mitigating the impact of carbon emissions;
- making a region a more attractive place to live, or filling a 'gap' within the community;
- the level of community participation in the project;
- improving community connections and social inclusion, or increasing community volunteering; or
- supporting or protecting local heritage, environment and culture.

Where your proposed project is only for the development of a business case, feasibility study, master plan or similar, your application should primarily address the expected social and economic benefits from future delivery of the infrastructure project rather than the benefits of the planning document itself. Evidence to support this type of project may also include:

- the inclusion of the proposed project in a masterplan for the organisation, local government area or broader region;
- economic development plans for the local government area or the broader region;
- the potential of the infrastructure project to attract further economic investment to the local government area or broader region; or
- demographic studies and/or growth forecasts for the local government area and/or broader region demonstrating that existing infrastructure will not or can no longer support future growth and that new infrastructure is required.

## 6.2 Assessment Criterion 2

### Project viability and sustainability (10 points)

You should demonstrate this through identifying:

- a. The need for Australian Government funding, including:
  - whether the project could proceed without this funding;
  - the scope and timing of the project and any key dependencies.
- b. Your readiness to commence the project including whether:

- regulatory and/or development approvals are required or in place;
  - project designs and costings are underway or finalised;
  - authority from relevant land or infrastructure owners to undertake the project at the nominated site(s) is required or has been confirmed;
  - funding contributions from all sources have been confirmed; and
  - community consultation has taken place.
- c. Your plan to manage the project which addresses scope, implementation, procurement and works, timeframes, budget and risk management, commensurate to the size and nature of the project.

You must attach a current project budget to your application. If you are seeking a grant amount greater than \$100,000 you must also include a project plan.

Where your proposed project is a business case, feasibility study, master plan or similar, evidence to support your readiness to proceed with the project may also include:

- any preliminary work/studies that have been completed or are underway in relation to the project;
- whether preparation of tenders or similar processes for the engagement of consultants for the project is underway;
- whether initial community consultation for the future infrastructure project has commenced or been completed.

### 6.3 Assessment Criterion 3

#### Your capacity, capability and resources to carry out the project (10 points)

You should demonstrate this through identifying:

- a. Your track record with similar projects and access to personnel with the right skills and experience; and any support or investment that will be leveraged to progress your project.
- b. The legal and financial status of your organisation including:
  - your financial capacity to progress the project, noting that in most cases, payments of Australian Government funding are made in arrears;
  - the nature of financial policies and procedures, and the governance structure of your organisation; and
  - your ability to operate and maintain the project following its completion.

## 7 How to apply

Before applying, you **must** read and understand these guidelines and the application form. Should there be any alterations to these guidelines, this will be published on [GrantConnect](#) and the department's website. You may wish to register on GrantConnect to be automatically notified of any changes to these guidelines.

**Only projects identified by the Australian Government will be considered under this program.**

We will write to you (via email) to invite you to apply for funding. This correspondence will include information on the process for applying and provide the guidelines and the application form.

We ask that you acknowledge receipt of the invitation via email to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au).

To apply you (or your project sponsor where applicable) **must**:

- submit your application and all supporting documents via email ([MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)) by the due date as communicated to you in writing.

Your application **must**:

- use the Major and Local Community Infrastructure Program application form;
- address **all** eligibility criteria and assessment criteria;
- include all necessary attachments;
- be signed by a suitably authorised person from your organisation (or project sponsor organisation where applicable) (e.g. your Chief Executive Officer, Chief Financial Officer, Chair of your Board) to confirm that the project and funding application is supported by the organisation and that the organisation can complete the project and meet the costs of the project activities as set out in the application.

You (or your project sponsor where applicable) are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995 \(Cth\)](#). We will investigate any false or misleading information and may exclude your application from further consideration on the basis of these investigations.

If we find an error, or information that is missing, or require clarification or additional information from you, we may contact you (or your project sponsor where applicable). While we will make reasonable attempts to resolve any questions, the ultimate responsibility for providing sufficient information to enable us to assess your application rests with you.

You should keep a copy of your application and any supporting documents.

If you find an error in your application after submitting it, you should advise us immediately by emailing [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au).

### Changes to project scope

Requests for minor changes of scope can be submitted for consideration in limited circumstances. These requests **must** be provided to us in writing and should clearly state the reasons for the change and how the revised scope will align with the intent of the funding commitment. You **must** submit this request prior to the application due date, and not submit your application until you have received a response. The Program Delegate will consider whether the change of scope should be approved, and we will advise you of the outcome in writing.

## 7.1 Attachments to the application

You **must** attach supporting documentation to the application in line with the instructions provided within the application form. Additional supporting documents can be provided as part of your response to the assessment criteria.

We are not responsible if links to documents on public websites have been provided incorrectly, are broken or do not open.

## 7.2 Timing of program processes

You must submit your application on or before 1 December 2025. We cannot accept late applications unless you have approval for an extension of time (see below).

We will acknowledge that we have received your application within three (3) working days. If you have not received an acknowledgment after this time, please contact us by phone on 1800 044 938 or via email at [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au).

We will advise you in writing of the outcome of your application and provide advice on timing of next steps including anticipated timelines for entering into a funding agreement.

Please note, anticipated timeframes for approval of your application is approximately 10 weeks and execution of a funding agreement after project approval can take another 12 weeks or more. Actual timeframes may differ depending on the quality and complexity of your application and the nature of your approved project.

### **Requesting an extension of time to apply**

You may request only **one** extension of time to submit your application for a period of up to 3 months (up to 1 March 2026). You must clearly state the reasons for requiring the extension and should not assume your request will be approved.

You should submit your request in writing to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) at least 10 business days prior to the original application due date.

Requests will only be considered in exceptional circumstances and are at the discretion of the Program Delegate. You will be notified in writing as to whether your extension has been approved and your new application due date.

## **8 The funding selection process**

### **8.1 Assessment of funding applications**

We will first review your application against the eligibility criteria. Only eligible applications will move to the next stage.

If eligible, we will then assess your application against the assessment criteria (see Section 6).

We consider your application on its merits based on:

- how well it meets the criteria; and
- whether it represents value with relevant money<sup>3</sup>.

When assessing the extent to which the application represents value with relevant money, we will have regard to a number of considerations including:

- the overall objective/s to be achieved in providing the funding;
- the relative value of the funding sought;
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives; and
- whether the project has a risk profile that is acceptable to the Australian Government, with any identified risk able to be efficiently and effectively managed.

### **8.2 Who will assess applications?**

We will assess each application on its merits against the assessment criteria and make funding recommendations to the Decision Maker.

In some cases, we may request advice on applications from local, state and territory governments, other Australian Government agencies, independent experts and other external parties, to help inform our assessment.

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<sup>3</sup> 'Value with relevant money' refers to a judgement of the proposal/project and whether it represents an efficient, effective, economical and ethical use of public resources.

### 8.3 Who will approve funding?

The Minister for Infrastructure, Transport, Regional Development and Local Government is the Decision Maker and decides which applications to approve after considering the recommendations of the department.

The Minister's decision is final in all matters, including:

- the approval of the funding;
- the funding amount to be awarded; and
- any specific terms and conditions of the funding.

## 9 Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the funding.

### 9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within three (3) months of being advised of the outcome. We will give written feedback within one (1) month of your request.

## 10 Successful funding applications

### 10.1 The funding agreement

Funding for approved projects will only be provided to local, state or territory government bodies.

Successful applicants **must** enter into a legally binding funding agreement in order to receive funding for an approved project. No payments can be made to you without an executed funding agreement being in place.

The funding agreement will set out the maximum amount payable by the Australian Government and include other terms and conditions of the funding, including reporting requirements.

The Australian Government is **not** responsible for any expenditure you incur before a funding agreement is executed.

### 10.2 Specific legislation, policies and industry standards

While you are required to comply with all relevant laws and regulations, you may be specifically asked to demonstrate compliance with some or all of the following in order to maintain eligibility for your funding:

- certain building and construction requirements, including work health and safety requirements under Commonwealth and state or territory legislation and regulations;
- legislation in relation to Australian Government sanction regimes;
- all legislation and regulations in relation to working with children or vulnerable people;
- Australian Industry Participation requirements.

## Work Health and Safety Scheme

The Australian Government Building and Construction Work Health and Safety (WHS) Accreditation Scheme applies to certain types of building and construction activities.<sup>4</sup>

The WHS Scheme is administered by the Office of the Federal Safety Commissioner.<sup>5</sup> The Scheme applies to projects that are directly or indirectly funded by the Australian Government. If a project is being indirectly funded by the Australian Government (such as under the Major and Local Community Infrastructure Program), the head contractor for the project must be accredited under the Scheme where:

- the project includes building work of \$4 million or more (including GST); and
- the value of the Australian Government contribution to the project is at least \$6 million (including GST) and represents at least 50 per cent of the total construction project; or
- the Australian Government contribution to a project is \$10 million or more (including GST), irrespective of the proportion of Australian Government funding.

## Commonwealth Australian Industry Participation (CAIP)

If your approved funding is \$20 million or more, you may need to develop a Commonwealth Australian Industry Participation plan (CAIP plan) in accordance with the CAIP policy. Further information about the application of the CAIP policy is available on the [Department of Industry, Science and Resources website](#). A summary of approved CAIP plans may be published online.

### 10.3 How we pay the funding

The funding agreement will set out the funding arrangements and processes for claiming and receiving payments. Payments will typically be subject to demonstration of satisfactory progress on your project, based on achievement of milestones set out in the funding agreement. This means payments may be made to you in arrears. You should ensure that your organisation has the financial capacity to deliver your project under these arrangements.

### 10.4 Funding payments and GST

Where applicable, the GST will be added to your funding payment. GST does not apply to funding payments to government related entities.<sup>6</sup>

Funding is assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>7</sup> We do not provide advice on tax.

## 11 Announcement of funding

If your funding application is successful, information about your project may be provided through public media and events. This information may include details such as:

- the name of your organisation;
- the title of the project;
- a description of the project and its aims; and
- the amount of funding awarded.

<sup>4</sup> [fsc.gov.au/how-do-i-know-if-i-need-use-accredited-builder](http://fsc.gov.au/how-do-i-know-if-i-need-use-accredited-builder)

<sup>5</sup> [fsc.gov.au](http://fsc.gov.au)

<sup>6</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](http://ato.gov.au)

<sup>7</sup> [ato.gov.au/](http://ato.gov.au/)

## 12 How we monitor your activity

### 12.1 Keeping us informed

During the application and assessment process, you (or your project sponsor where applicable) should let us know if anything is likely to affect your project or organisation. We need to know of any key changes to your organisation or its business activities, particularly if they will affect your ability to complete your project, carry on business and pay debts due.

You must notify us of any upcoming events relating to your project and provide an opportunity for the Minister or their representative to attend. Further information on these requirements will be included in your funding agreement (see also Section 12.6).

### 12.2 Reporting

You will be asked to report on your project's progress during its delivery.

You **must** submit all reports required by the funding agreement. You may be asked to provide reports when achieving milestones and claiming payments, at ad hoc intervals during project delivery, and/or to provide a final report upon project completion.

### 12.3 Financial declarations

We may ask you to provide a declaration that the funding was spent in accordance with the funding agreement and to report on any underspends of the funding. Your funding agreement will detail any specific funding acquittal processes, which may include a requirement for an independently audited financial acquittal report.

### 12.4 Compliance visits

We may visit you during or at the completion of the project period to review project progress and compliance with the funding agreement. We will provide you with reasonable notice of any compliance visit.

### 12.5 Evaluation

We may evaluate the program to measure how well the outcomes and objectives have been achieved. We may use information from your application, funding agreement and reports for this purpose. We may also interview you or ask you for more information to help us understand how the funding impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to two years after you finish your project for more information to assist with this evaluation.

### 12.6 Acknowledgement

You will be required to comply with a range of branding and recognition requirements, which may include holding an official event opening. Your funding agreement will specify these requirements, including compliance with the [Australian Government's Building Australia Signage Guidelines](#).

You must notify us of any public events or activities relating to your project and provide an opportunity for the Minister or their representative to attend. All signage, publicity and public statements about your project must acknowledge the Australian Government funding using words and branding approved by us.

## 13 Probity

The Australian Government will make sure that the funding opportunity process is fair, is conducted in accordance with the published guidelines, incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct.

These guidelines may be changed from time-to-time by the department. When this happens, the revised grant opportunity guidelines will be published on [GrantConnect](#). By registering on this website, you will be automatically notified of any changes to these guidelines.

You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#), noting that under the Act grantees will generally be considered 'contracted service providers' (see [nacc.gov.au/resource-centre/nacc-fact-sheets](http://nacc.gov.au/resource-centre/nacc-fact-sheets)).

### 13.1 Enquiries and feedback

The department's Complaints Management procedures apply to complaints about this grant program. All 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 [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au).

The department welcomes your feedback about the policy, programs or service provided by us. Any feedback should be submitted to us in writing via:

Email: [Online Enquiries Form](#) or

Mail: Assurance, Integrity, Risk and Governance Branch  
Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts  
GPO Box 594  
CANBERRA ACT 2601

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department. There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

The Commonwealth Ombudsman can be contacted on:

Phone: 1300 362 072

Online contact form: [ombudsman.gov.au/contact-us](http://ombudsman.gov.au/contact-us)

Website: [ombudsman.gov.au](http://ombudsman.gov.au)

### 13.2 Conflict of interest

Any conflicts of interest, or perceived conflicts of interest, can affect the performance of the funding opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee or advisor and/or you or any of your personnel, including sub-contractors:

- have a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer;
- have a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or

- have a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there are no conflicts of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Other officials including the Decision Maker must also declare any conflicts of interest.

### 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect;
- why we collect your personal information;
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about applicants and funding recipients under this program in any other Australian Government business or function. This includes disclosing information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth, State, or Territory Government entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and your intention to impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

### 13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the funding application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the funding agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential;
2. the information is commercially sensitive;
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- other Commonwealth employees and contractors to help us manage the program effectively, including for an integrity purpose;
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in relation to program administration or in program reports and consultations;
- the Auditor-General, Ombudsman, Privacy Commissioner or National Anti-Corruption Commissioner, or staff of their agencies;
- the responsible Minister or Parliamentary Secretary; or
- a House or a Committee of the Australian Parliament.

Your funding agreement may also include any specific requirements about special categories of information collected, created or held under the funding agreement.

### 13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this funding program, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All FOI requests must be referred to the Freedom of Information Coordinator in writing.

By mail:           Freedom of Information Coordinator  
                           Department of Infrastructure, Transport, Regional Development, Communications  
                           Sport and the Arts  
                           GPO Box 2154  
                           CANBERRA ACT 2601

By email:         [FOI@infrastructure.gov.au](mailto:FOI@infrastructure.gov.au)

## 14 Glossary

Term	Definition
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive funding opportunity, to determine application rankings.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
<a href="#">Commonwealth Grants Rules and Principles 2024 (CGRPs)</a>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
department	Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts
Decision Maker	The Minister for Infrastructure, Transport, Regional Development and Local Government is the Decision Maker for this program.
eligible application	An application or proposal for funding under the Program that the Program delegate has determined is eligible for assessment.
eligibility criteria	The mandatory criteria which must be met to qualify for funding. See Section 4 of these guidelines.
eligible expenditure	Expenditure on a project which is eligible for funding support as set out in Section 5 of these guidelines.
eligible project	A project determined as eligible under the criteria as set out in Section 5.1 of these guidelines.
funding activity/activities	Refers to the project/tasks/services that the applicant is required to undertake.
funding agreement	Sets out the relationship between the parties to the agreement and specifies the details of the funding.
<a href="#">GrantConnect</a>	Is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Term	Definition
local government	<p>Local government has the same definition as a local governing body at section 4 of the Local Government (Financial Assistance) Act 1995 (Cth).</p> <p>This means:</p> <p>a. a local governing body established by or under a law of a State, other than a body whose sole or principal function is to provide a particular service, such as the supply of electricity or water; or</p> <p>b. a body declared by the Minister, on the advice of the relevant State Minister, by notice published in the Gazette, to be a local governing body for the purposes of this Act.</p>
National Anti-Corruption Commission (NACC)	<p>The NACC is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the <a href="#">National Anti-Corruption Commission Act 2022</a>.</p>
Program	<p>The 'program' in this context refers to the Major and Local Community Infrastructure Program.</p>
Program closing date	<p>5pm AEDT (or your local equivalent) on 1 March 2026*</p> <p>*All applications must be received on or before 1 December 2025 unless an extension of time has been granted in accordance with Section 7.2 of these guidelines.</p>
Program Delegate	<p>The departmental official who has been given the delegation (from the relevant Minister) to make decisions of an administrative nature that do not materially affect the funding value, scope or agreed outcomes of the project.</p>
project sponsor	<p>Responsible for submitting the application and entering into a funding agreement on behalf of another eligible organisation (see Section 4).</p>
state and territory governments	<p>state and territory governments are the:</p> <ul style="list-style-type: none"> <li>· Australian Capital Territory Government</li> <li>· New South Wales Government</li> <li>· Northern Territory Government</li> <li>· Queensland Government</li> <li>· South Australian Government</li> <li>· Tasmanian Government</li> <li>· Victorian Government</li> <li>· Western Australian Government</li> </ul>

Term	Definition
value with relevant money	<p>A judgement based on the proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>Can include consideration of the financial and non-financial costs and benefits of each proposal, including but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of funding is likely to prevent the recipient and government's outcomes being achieved; and</li> <li>• the applicant's relevant experience and performance history.</li> </ul>

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Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications, Sport and the Arts

# Major and Local Community Infrastructure Program

## Application Form

### About the program

The Major and Local Community Infrastructure Program (MLCIP) will deliver the Australian Government's community infrastructure commitments from the 2025 Federal election and from the 2025-26 Budget and Pre-Election Fiscal Outlook. The program will run over 4 years from 2025-26.

The program's objectives are to:

- build resilient communities through the provision of social and community facilities;
- improve community amenity, accessibility and liveability through investment in community infrastructure; and
- drive economic growth in communities and the broader region.

### Eligible applicants

**This is a non-competitive program. Only projects identified by the Australian Government will be invited to apply for funding. We will contact you if you are eligible to apply.**

You should not assume that an invitation to apply means that funding approval is guaranteed. Your application will be subject to a merit assessment as outlined in the program guidelines. Any expenditure you incur on your project prior to the execution of a funding agreement is at your own risk.

Funding will only be provided to a local, state or territory body. If your organisation has been invited to apply for the program but is not a government entity, you should identify an appropriate local, state or territory government body to submit the application for funding as your 'project sponsor'. Refer to section 4.1 of the MLCIP Program Guidelines.

### Before you begin

You must read the [MLCIP Program Guidelines](#) (guidelines) prior to submitting your application.

We recommend keeping the guidelines open as you are completing your application so you can refer to them when providing your responses.

### Completing your application

All sections must be completed. If the section does not apply to your project, please select 'N/A'.

You should delete the guidance text from each section before submitting your application (*the guidance text looks like this*).

Some sections will ask you to provide supporting documentation, which will need to be included with your application. Details will be provided in each section.

It is important that you complete your application in full and provide all mandatory supporting documents. Whilst we will make reasonable attempts to resolve any questions, the ultimate responsibility for providing sufficient information to enable us to assess your application rests with you.

## Submitting your application

**Your application must be received by 5pm (local time) on 1 December 2025.**

Please submit your application and all required supporting documentation to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)

If your application and attachments are likely to be over 30MB in size, please email [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) to make alternative arrangements to provide these documents electronically.

### Requests for extensions of time

You may request only **one** extension of time to submit your application for a period of up to 3 months (up to 1 March 2026). You must clearly state the reasons for requiring the extension and should not assume your request will be approved.

You should submit your request in writing to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) at least 10 business days prior to the original application due date of 1 December 2025.

Requests will only be considered in exceptional circumstances and are at the discretion of the Program Delegate. You will be notified in writing as to whether your extension has been approved and your new application due date.

### Disclosure of Information

By submitting your application and completing the declarations at the end of this form, you agree to the Commonwealth's use and disclosure of your information, provided in your application or otherwise, as set out in the guidelines.

### Getting Help

If you require assistance to complete this application you can contact us by email at [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) or on 1800 044 938.

## Notification of application outcomes

You will be advised of the outcome of your application in writing. If you are successful, you will be advised of any specific conditions attached to the funding.

Successful applicants **must** enter into a legally binding funding agreement in order to receive funding for an approved project. No payments can be made to you without an executed funding agreement being in place.

If you are unsuccessful, you may ask for feedback within three (3) months of being advised of the outcome.

## 1. Organisation Details

<b>Organisation Legal Name:</b>	
<b>Trading or Business Name:</b>	
<b>ABN:</b>	
<b>Postal address</b>	
<b>Address:</b>	
<b>State/Territory:</b>	
<b>Postcode:</b>	
<b>Street address (if different from postal address)</b>	
<b>Address:</b>	
<b>State/Territory:</b>	
<b>Postcode:</b>	
<b>Organisation Website:</b>	

**If you are the project sponsor for another eligible organisation, please provide the name of the organisation you are sponsoring here:**

**Has the organisation invited to apply agreed to your organisation being the project sponsor?**

YES  NO

*Sponsoring organisations may apply for additional funding to cover reasonable administrative costs associated with being the sponsoring organisation (See Section 4.1 of the Guidelines and complete **Appendix C** if you wish to apply).*

**If you are a non-government organisation applying for funding without a project sponsor (refer Section 4.1 of the guidelines), please outline any steps you have taken to secure a sponsor that can enter into a funding agreement on your behalf should your application for funding be approved here:**

## Authorised Person Contact Details

*An authorised person is nominated by the entity to act on behalf of the organisation and to enter into a funding agreement on behalf of the organisation (e.g. CEO, General Manager, Secretary, Club President).*

<b>Title (e.g. Ms/Mrs/Mx/Mr/Dr/Professor):</b>	
<b>First Name:</b>	
<b>Surname:</b>	
<b>Position Title:</b>	
<b>Phone Number:</b>	
<b>Mobile Number:</b>	
<b>Email:</b>	

## Primary Contact Details

The primary contact is the individual who will act as the representative of your organisation in the day-to-day management of your funding agreement. In your organisation, this may be the same person as the authorised person listed above.

<b>Title (e.g. Ms/Mrs/Mx/Mr/Dr/Professor):</b>	
<b>First Name:</b>	
<b>Surname:</b>	
<b>Position Title:</b>	
<b>Phone Number:</b>	
<b>Mobile Number:</b>	
<b>Email:</b>	

## 2. Eligibility

### Section guidance:

We cannot consider your application if you do not satisfy all of the eligibility criteria. If you are deemed ineligible, you will be advised in writing. Please refer to Sections 4 and 5 of the guidelines for more information.

To be eligible for funding, your project must be consistent with the intent of the announced commitment.

If your proposed project is solely the development of masterplan, business case, feasibility study, or similar, no additional funding will be available for the construction phase of the project under this program.

<b>Has your organisation been invited to apply for this program by the Australian Government OR are you a sponsor organisation that has been approved to deliver the project by the department?</b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>You must be one of the following entity types to apply. Please select your organisation's type:</b>		
An incorporated association or other incorporated entity	<input type="checkbox"/>	
A registered charity or not-for-profit organisation	<input type="checkbox"/>	
An Australian local government body/agency	<input type="checkbox"/>	
An Australian state or territory government body	<input type="checkbox"/>	
An incorporated trustee on behalf of a trust	<input type="checkbox"/>	You <b>must</b> submit trust documents showing the relationship of the incorporated trustee to the trust for your application to be eligible.
An Aboriginal and/or Torres Strait Islander Corporation registered under the <a href="#">Corporations (Aboriginal and Torres Strait Islander) Act 2006</a>	<input type="checkbox"/>	

A University	<input type="checkbox"/>	
None of the above (please specify below):		
<b>Is your organisation registered for the purposes of the Good and Services Tax (GST)?</b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Does your organisation have a bank account with an Australian financial institution?</b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Is your organisation (or your project partner/s) included on the National Redress Scheme’s website on the list of ‘Institutions that have not joined or signified their intent to join the Scheme’? You can look up if your organisation is listed at: <a href="http://www.nationalredress.gov.au">www.nationalredress.gov.au</a></b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>If your organisation is an employer of 100 or more employees, are you compliant with all applicable requirements under the <a href="#">Workplace Gender Equality Act (2012)</a>?</b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
<b>Select your eligible project type:</b>		
<ul style="list-style-type: none"> <li>The construction, upgrade or extension of infrastructure that provides economic and social benefits to the community</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The development of a masterplan, business case, feasibility study, or similar</li> </ul>	<input type="checkbox"/>	
<b>Do you (or your sponsoring organisation) own the land and infrastructure for the project OR have a formal arrangement, such as a lease, for use of the site to allow the project to be delivered?</b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<p><i>If yes, please provide details including <b>evidence</b> such as a copy of the lease agreement with your application.</i></p> <p><i>Note: In line with the Program Guidelines, to be eligible for funding your project must not be located on a site where you do not have a formal arrangement, such as a lease, for use of the site to allow the project to be delivered. <u>If you have answered ‘no’ to this question, your application may be considered ineligible.</u> You should contact us prior to submitting your application if you are unsure about this question.</i></p>		

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### 3. Project Details

#### Section Guidance:

If your application is successful, the following details you provide may be published online (e.g. on the department's website or [GrantConnect](#)) and may be included in other government publications:

- name of the funding recipient
- project name
- project description and intended project outcomes
- amount of funding awarded

Project Name
Please use the title from your invitation to apply, or another succinct title that reflects the scope of your project. If you are proposing an alternative project title, please provide reasons why. <b>Note: we may adjust this title in future correspondence or publications for administrative purposes.</b>

Project Location												
<p><b>Note:</b> You must provide the address where your project will be undertaken. If you have multiple sites you must provide the address of each site by copying and pasting the table below. If a street number is not known, please provide the Lot number. A project site must be a street address. Do not provide a postal address, institution or building name.</p> <table border="1"> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td>Street Address:</td> <td></td> </tr> <tr> <td>Suburb/Town:</td> <td></td> </tr> <tr> <td>State/Territory:</td> <td>Choose an item.</td> </tr> <tr> <td>Postcode:</td> <td></td> </tr> <tr> <td>           What is the name of the Traditional Custodians of the land on which the project is to be located?  <a href="https://aiatsis.gov.au/explore/map-indigenous-australia">https://aiatsis.gov.au/explore/map-indigenous-australia</a> </td> <td></td> </tr> </tbody> </table>			Street Address:		Suburb/Town:		State/Territory:	Choose an item.	Postcode:		What is the name of the Traditional Custodians of the land on which the project is to be located? <a href="https://aiatsis.gov.au/explore/map-indigenous-australia">https://aiatsis.gov.au/explore/map-indigenous-australia</a>	
Street Address:												
Suburb/Town:												
State/Territory:	Choose an item.											
Postcode:												
What is the name of the Traditional Custodians of the land on which the project is to be located? <a href="https://aiatsis.gov.au/explore/map-indigenous-australia">https://aiatsis.gov.au/explore/map-indigenous-australia</a>												

Project Summary
<p>A project summary should be a maximum of 300 words in length and should briefly summarise the project's proposed scope, objectives and key benefits to the community.</p>

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### Detailed Project Scope and Outcomes

*Please outline, in as much detail as possible, the scope of the project, consistent with the intent of the Australian Government's commitment. That is, what are the specific activities that will be undertaken to deliver the project?*

Construction project example:

*Construction of a clubhouse – scope includes:*

- *Pre-construction design for interior and exterior of clubhouse*
- *Planning and procurement*
- *Construction of the clubhouse*
- *Post-construction (closeout)*

Masterplan/business case/feasibility study project example:

*Masterplan to revitalise the town centre - scope includes:*

- *Research and data analysis*
- *Key stakeholder and community engagement*
- *Identifying proposed vision and objectives (for the area/s covered by the masterplan)*
- *Initial designs*
- *Identifying recommendations/Proposed next steps*

**What outcomes will your project deliver?**

*For construction projects, outcomes are the tangible products such as buildings, playgrounds, park benches that you can physically take a photo of to show it has been delivered.*

*For masterplan/business case/feasibility study projects, this would be the completion of the plan/business case/study and any next steps the project is intended to support (e.g. detailed design).*

**If the project activity for which the Australian Government has committed funding to is part of a larger project, please explain how you will manage it to ensure the Australian Government-funded component can be successfully delivered in isolation from the larger project.**

*Please ensure that you provide a brief summary outlining what the larger project is and the timeframes to deliver. Also provide a sequencing of the projects as part of the larger project timeline.*

*As part of explaining how you will manage the project, please also include what approvals you have or will have in place, any contingency plans, confirmation that any elements of the larger project which this project is dependent on have been completed/are already in place.*

**Has your project commenced construction?**  
 Please note any expenditure you incur prior to the execution of a funding agreement is at your own risk. You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

YES (if selected, please provide details)  NO

## Project Milestones

**Section guidance:**

Project milestones are specific points within your project timeline where a major event or task has been completed. Examples may include: “plans approved by council”, “excavation of site”, “commencement of construction of buildings”, “completion of fit-out”.

You must provide expected milestones for the life of your project in the table below. These milestones may be adjusted as you settle your funding agreement, if required. If your project is still in its early stages, please provide your best estimate and as much detail as you can.

Each milestone description **must** be specific and tangible (e.g. “100% of design complete and all required approvals in place” or “construction commenced”). Please **do not** use only numerical descriptions (e.g. “Project is 30% complete) without explaining specifically what has been achieved.

If your project is a construction project, you **must** have both a “construction start/commencement” and “construction end/completion” milestone. Master plan/business case/feasibility studies projects are likely to have fewer delivery milestones, but they **must** have a completion milestone for when the final product (e.g. the masterplan, business case, feasibility study) is to be submitted.

**Projects should be complete by 30 June 2029.**

<b>Estimated Project Start Date</b>	<i>Insert estimated date here</i>
<b>Estimated Project End Date</b>	<i>30 June 2029</i>

Milestone Number	Description	Estimated Milestone Achievement Date
<i>Milestone 1</i>	<i>Obtain approvals</i>	
<i>Milestone 2</i>	<i>Contract with suppliers</i>	
<i>Milestone 3</i>	<i>Construction commenced</i>	
<i>Milestone 4</i>	<i>Complete construction</i>	
<i>Milestone 5</i>	<i>Provide all project compliance and acquittal documents</i>	

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## 4. Total Project Cost

**Section Guidance:**

Please confirm the total expected cost of your project.

The Australian Government will not provide funding above the amount committed to your project.

If the total project cost is more than the funding committed by the Australian Government, you must provide details of how you will fund the difference. The total of all sources of funding plus your Commonwealth funding, should be equal to your total project expenditure.

Other sources of funding could include your contribution, other Commonwealth government programs or state/ territory/local government programs.

For your own contribution, you may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

For all other sources of funding, you will need to provide evidence (for example a letter) supporting the contribution (see Assessment Criterion 2).

If your proposed project is solely the development of masterplan, business case, feasibility study, or similar, no additional funding will be available for the construction phase of the project under this program.

<b>Total Project Cost:</b>			
\$XXX			
<b>Total Australian Government Funding Commitment (as per the invitation from the Australian Government):</b>			
\$XXX			
Co-Contributor	Type of Contribution	Status of contribution e.g. - confirmed/fully approved; - pre-approved but subject to conditions; or - sought and not yet approved	Amount (\$)
<b>Additional Comments (only if required, not mandatory):</b>			

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## 5. Assessment Criteria

**Section guidance:**

You **must** address all of the assessment criteria to be eligible. We will only consider funding applications that score at least 60 per cent against each assessment criterion.

Under each criterion is a box for you to provide a summary of how the proposal meets that particular criterion. Supporting evidence can be provided where it is directly referenced in your summary or relevant to your claims.

You **must** provide any mandatory attachments listed in the 'Mandatory and Supporting Documents' section of each criterion answer.

### Assessment Criterion 1: Social and Economic Benefits of the project (10 points)

You should demonstrate this by identifying:

- a. why the project is needed by the community and how the community will benefit from the project, including the social and/or economic impact of the project;
- b. the broader benefits your project will deliver for the region and community during and beyond the term of funding; and
- c. details of any economic outcomes you expect from the project in the immediate and long term.

Please refer to Section 6.1 of the guidelines for examples of how your project could deliver economic and/or social benefits.

<b>Criterion 1 Response:</b>
<b>Mandatory &amp; Supporting Documents</b>
<p><b>Mandatory:</b> There are no mandatory documents for this criterion.</p> <p><b>Supporting:</b> All applicants are <b>strongly encouraged</b> to provide suitable documents to support your response to this criterion (examples are listed below). The level of detail should be proportionate to the complexity, size and cost of your project.</p> <p>Below is a non-exhaustive list of documents you could provide to support your response:</p> <ul style="list-style-type: none"> <li>• Letters of support from stakeholders, user groups or community members</li> <li>• Economic development plans for the local government area or the broader region</li> <li>• Demographic studies and/or growth forecasts</li> <li>• Masterplan for the organisation, local government area or broader region which includes the proposed project</li> </ul>

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## Assessment Criterion 2: Project Viability and Sustainability (10 points)

You should demonstrate this through identifying:

- a. The need for Australian Government funding, including:
  - whether the project could proceed without this funding;
  - the scope and timing of the project and any key dependencies.
- b. Your readiness to commence the project including whether:
  - regulatory and/or development approvals are required or in place;
  - project designs and costings are underway or finalised;
  - authority from relevant land or infrastructure owners to undertake the project at the nominated site(s) is required or has been confirmed;
  - funding contributions from all sources have been confirmed; and
  - community consultation has taken place.
- c. Your plan to manage the project which addresses scope, implementation, procurement and works, timeframes, budget and risk management, commensurate to the size and nature of the project.

Criterion 2 Response:	
Mandatory Documents	
<b>All projects</b>	<p>A Project Budget must be provided.</p> <p>An example format for this is provided at <b>Appendix A</b>. You should provide as much detail as you can to best support your application, and projects of higher value are expected to have a more detailed project budget including appropriate contingencies.</p>
<b>For projects seeking more than \$100,000</b>	<p>A Project Plan must be provided.</p> <p>This should be commensurate with the size and nature of your project, and clearly outline your plan to manage the project to completion. This includes outlining how your project will be managed and implemented, your procurement approach, timeframes and key dependencies, your budget management approach (including how you will manage any cost overruns), and your risk management plan.</p>

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<b>For projects utilising other funding contributions</b>	Evidence where a funding contribution has been sought or confirmed must be provided.  Evidence may, for example, be in the form of a formal letter from the contributing organisation or individual confirming the contribution and any applicable conditions.
<b>For projects related to the construction, upgrade, or extension of infrastructure</b>	Evidence of approval to use land/site for project must be provided.  You must demonstrate you have a formal arrangement in place to deliver the project on land or a site. Evidence may include an executed lease, or a formal letter/correspondence that confirms your organisation is allowed to use the site to deliver the project.
<b>Supporting Documents</b>	
<p>In addition to the mandatory documents, you should provide additional documents to support your response to this criterion. Projects seeking a larger funding amount should, wherever possible, provide more detailed supporting evidence. Examples of evidence that can be provided include:</p> <ul style="list-style-type: none"> <li>• Project designs</li> <li>• Business plans or feasibility studies and/or any preliminary work studies that have been completed or underway for the project</li> <li>• Any regulatory or development approvals you have already received or submitted for approval</li> <li>• Quotes, cost estimates or contracted costs, project contingency</li> <li>• Letters of support from the community or evidence of community consultation</li> <li>• Procurement plans</li> </ul> <p>Where your proposed project is a business case, feasibility study, master plan or similar, evidence to support your readiness to proceed with the project may also include:</p> <ul style="list-style-type: none"> <li>• any preliminary work/studies that have been completed or are underway in relation to the project;</li> <li>• whether preparation of tenders or similar processes for the engagement of consultants for the project is underway;</li> <li>• whether initial community consultation for the future infrastructure project has commenced or been completed.</li> </ul>	

### Assessment Criterion 3: Your capacity, capability and resources to carry out the project (10 points)

You should demonstrate this through identifying:

- a. Your track record with similar projects and access to personnel with the right skills and experience; and any support or investment that will be leveraged to progress your project.
- b. The legal and financial status of your organisation including:
  - your financial capacity to progress the project, noting that in most cases, payments of Australian Government funding are made in arrears;
  - the nature of financial policies and procedures, and the governance structure of your organisation; and
  - your ability to operate and maintain the project following its completion.

<b>Criterion 3 Response:</b>	
<b>Mandatory Documents</b>	
<b>All projects</b>	To demonstrate your ability to meet ongoing project obligations and manage any cost overruns you <b>must</b> provide audited (or similarly verified) bank/financial statements from the last 2 financial years.  You must also complete the 'Financial Status' table at <b>Appendix B</b> .
<b>Supporting Documents</b>	
<b>All projects</b>	In addition to the mandatory documents, you should provide additional evidence where possible to support this criterion, proportionate to the complexity, size and cost of your project. Projects of higher value are expected to provide additional evidence given the scale of the project and requested funding. This may include: <ul style="list-style-type: none"> <li>• Examples of previous projects your organisation has managed</li> <li>• Your governance policies and/or details of organisation structure</li> <li>• Organisation's financial policies or procedures</li> </ul>

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LEGAL AUTHORISATION

I confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this Application will form the basis of the funding agreement and that giving false or misleading information is a serious offence.
- The Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
  - Departmental databases and records, including information related to previous funding provided to my organisation;
  - Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
  - State, Territory or Local Government agencies;
  - Law enforcement agencies;
  - Credit reference agencies;
  - Courts or Tribunals; and
  - Any other appropriate organisation, information source or person as reasonably required to perform background checks.
- I agree that the department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the department. Where applicable, the department may request a yearly breakdown of costs for on-going operational and maintenance of the complete project for a minimum of five (5) years.
- To the best of my knowledge, I have disclosed (Part A Declaration of Conflict of Interest) all actual, perceived or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application or from delivering a project which relates to this Application.

\_\_\_\_\_  
(full name and position/title)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

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## DECLARATION OF CONFLICT OF INTEREST

### **Section Guidance:**

Please complete either Part I or Part II of the Declaration of Conflict of Interest

### **Part I – No Known Conflict**

I confirm that at the time of signing, to the best of my knowledge I am unaware of any actual, perceived or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application or from entering into a Funding Agreement to deliver a project which relates to this Application.

I undertake that if at any time I become aware that I, or any other employees or persons associated with the **<insert name of applicant organisation>** have an actual, perceived or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts in writing of that Conflict and of the steps the **<insert name of applicant organisation>** propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of all relevant information relating to the Conflict; and
- c) take such steps as the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the department of any actual, perceived or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications, Sports and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this Application.

---

(signature)

---

(printed name)

---

(date)

---

(signature of witness)

---

(printed name of witness)

---

(date)

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**Part II - Disclosure of Interests**

I disclose the following interests that could give rise to an actual, apparent or potential conflict of interest:

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I undertake that if at any time I have an actual, perceived or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts in writing of that Conflict and of the steps the **<insert name of applicant organisation>** propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of all relevant information relating to the Conflict;
- c) take such steps as the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict; and
- d) make full disclosure to the department if circumstances change that affect this disclosure.

I understand that if I fail to notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of any actual, perceived or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this Application.

---

(signature)

---

(printed name)

---

(date)

---

(signature of witness)

---

(printed name of witness)

---

(date)

Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing MLCIP proposals and will be maintained in accordance with the Privacy Act 1988.

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## APPLICATION DECLARATION

In order to submit your application, you will be required to agree to the following declaration.

### Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department) will use the information I provide in accordance with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect;
- why we collect your personal information;
- who we give your personal information to.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies. This includes disclosing information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

I declare my ability to comply with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#) and intention to impose the same privacy obligations on officers, employees, agents and subcontractors that I engage to assist with the project, in respect of personal information I collect, use, store, or disclose in connection with the project. Accordingly, I will not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

### Applicant declaration

I declare that I have read and understood the Major and Local Community Infrastructure Program Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, undertake its own verification of the information provided in this application, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge the Australian Government cannot increase the amount of funding for any reason. Any cost overruns or contingencies will be the responsibility of the applicant.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding

or using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

---

(signature)

---

(printed name)

---

(date)

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## Appendix A - Project Budget

**Section Guidance:**

*You must provide a summary of your eligible project costs over the life of the project. An example of how to provide this information is shown in a table below. We only provide funding based on eligible expenditure. Other costs will need to be met from sources other than the Australian Government funding.*

***Requests for additional funding under this program will not be considered.***

**Funding contingencies**

Provide details of how any cost overruns will be funded and managed for the length of the project.

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Project Name	Total Project Cost	
<b>Organisation Name</b>	\$###,###.##	
<b>Type of Project Expenditure</b>	<b>Description</b>	<b>TOTAL</b>
<b>Materials for Construction</b>		
<i>Building materials</i>		
<i>ICT cabling</i>		
<i>Window dressings</i>		
<i>Fixed furniture</i>		
<i>Landscaping</i>		
<b>Hired/leased plant</b>		
<i>Forklift lease</i>		
<i>Forklift repairs and maintenance</i>		
<b>Contract Expenditure</b>		
<i>Design services</i>		
<i>Project management services</i>		
<i>Quantity surveying</i>		
<i>Consultancy services</i>		
<b>Other expenditure</b>		
<i>Financial auditing</i>		
<i>Planning, environmental, regulatory approvals</i>		
<i>Agreed signage/promotional materials</i>		
<b>Contingency (if known)</b>		

OFFICIAL

## Appendix B - Financial Status

You should provide an audited/verified bank/financial statements as an attachment to this Financial Status table. This table provides a basic guide of what information should be included and will assist you with providing clear evidence that you can easily manage payment in arrears and possible cost overruns.

Table: Financial Statement Summary			
Item	Year to date (2025-26) Period ending: Select date	FY 2024-25	FY 2023-24
Operating income			
Total Expenses			
Net Income (profit/loss)			
Cash at Bank (all accounts)			
Statement of Financial Position [Balance Sheet] - only required for grant amounts over \$100,000			
Current Assets (cash, accounts receivable, inventory etc.)			
Fixed Assets (property and land, vehicles, equipment etc.)			
Current Liabilities (accounts payable, interest payable, accrued wages etc.)			
Long term liabilities (loans, equipment finance etc.)			
Net Assets			

## Appendix C – Project Sponsor Request for Administrative Costs

<b>Project Sponsor Organisation Name</b>	<i>Must be a local, state or territory government body</i>
<b>Sponsored Organisation Name</b>	<i>This is the organisation invited to apply for this project funding</i>
<b>Australian Government Funding Commitment</b>	\$
<b>Administrative Costs Requested</b> <i>This can be a maximum of 3% of the Australian Government Funding Commitment</i>	\$

### Supporting statement to justify request

*Outline the rationale/breakdown for the Administrative Cost amount requested here.*

*This should include details relating to your limited financial capacity to act as the sponsor and specific costs/functions needed to undertake this role for the duration of the grant. Examples include:*

- *Financial Acquittal processes*
- *Application development costs*
- *Legal costs*
- *Project management costs*
- *Other resourcing costs*

You will be advised whether your application for administrative costs has been approved, partially or in full, once a decision on project funding has been made.

**OFFICIAL**

**From:** [MLCIP](#)  
**To:** ["stalbanssaints@gmail.com"](mailto:stalbanssaints@gmail.com)  
**Cc:** [MLCIP](#)  
**Subject:** Major and Local Community Infrastructure Program: Reminder - Applications close 1 December 2025 (MLCIP143) [SEC=OFFICIAL]  
**Date:** Monday, 17 November 2025 3:28:42 PM  
**Attachments:** [image002.png](#)

---

## OFFICIAL

Good afternoon

### Reminder – applications close 1 December 2025 for the Major and Local Community Infrastructure Program

Your organisation has received an invitation to apply for funding to deliver an identified community infrastructure project or project/s under the Australian Government's new Major and Local Community Infrastructure Program (MLCIP, the program).

This email is to remind you that all applications must be submitted by **1 December 2025** unless an extension has been granted.

Your organisation may request an extension of time to submit your application for a period of up to 3 months (up to 1 March 2026) as outlined in 7.2 of the guidelines *Requesting and extension of time to apply*.

The request must clearly state the reasons for the extension and must be submitted in writing to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) by no later than **close of business today** (17 November 2025).

No extension requests will be considered after this date.

You will be notified in writing if your extension has been approved and your new application due date.

Kind regards

#### Major and Local Community Infrastructure Program

e: [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)

p: 1800 044 938

**Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts**

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[infrastructure.gov.au](https://infrastructure.gov.au)

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**From:** s 22(1)(a)(ii)  
**To:** [MLCIP](#)  
**Cc:** s 22(1)(a)  
**Subject:** Re: FOR APPROVAL - Request for extension MLCIP143 Fw: Major & Local Community Infrastructure Program MLCIP143 - Revised Guidelines [SEC=OFFICIAL]  
**Date:** Friday, 28 November 2025 3:50:34 PM  
**Attachments:** [Outlook-zedamuc5.png](#)  
[Outlook-cid\\_image0.png](#)

---

OFFICIAL

Hi s 22(1)(a)(ii)

Thanks for the email.

I agree to the request for extension as outlined below, noting the applicant requires additional time to confirm details with the relevant council and governing bodies. I'm satisfied that this request is consistent with the guidelines noting that applicants may only request one extension.

Please continue to work with the applicant to advise of the revised application date, noting their application can be finalised ahead of 1 March 2026.

Thanks again

s 22(1)

s 22(1)(a)(ii)

A/g Assistant Secretary • Major Projects and Programs • Partnerships and Projects Division  
 s 22(1)(a)(ii) [@infrastructure.gov.au](mailto:s 22(1)(a)(ii)@infrastructure.gov.au)  
 p s 22(1)(a)(ii) • M s 22(1)(a)(ii)  
 GPO Box 594 Canberra, ACT 2601

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 I recognise and respect their continuing connection to the land, waters and communities.  
 I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islander people.*

---

**From:** MLCIP <MLCIP@infrastructure.gov.au>  
**Sent:** Friday, November 28, 2025 15:43  
**To:** s 22(1)(a)(ii) @infrastructure.gov.au>  
**Cc:** MLCIP <MLCIP@infrastructure.gov.au>; s 22(1)(a)(ii)  
 s 22(1)(a)(ii)

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

**Subject:** FOR APPROVAL - Request for extension MLCIP143 Fw: Major & Local Community Infrastructure Program MLCIP143 - Revised Guidelines [SEC=OFFICIAL]

OFFICIAL

Hi<sup>s</sup>  
22(1)

On 28 November 2025 St Albans Saints Dinamo FC submitted a request to extend their MLCIP application submission date (see below email). The project is listed below -

- MLCIP143 - St Albans Churchill Reserve Upgrades

As the Program Delegate, you have the authority to extend the application submission due date under exceptional circumstances, consistent with Section 7.2 of the MLCIP Grant Opportunity Guidelines.

Please note, this request was received after 17 November 2025, which is 10 days prior to the original application due date of 1 December 2025. Section 7.2 of MLCIP Guidelines state that *applicants should submit your request in writing to MLCIP@infrastructure.gov.au at least 10 business days prior to the original application due date.*

It is recommended you extend the application submission due date for this project until 1 March 2026. The Club requires additional time to consult with local Council and Government authorities before finalising their application. We recommend you approve an extension until 1 March 2026 to mitigate any other unforeseen delays as applicants can only seek one extension of time to submit their application.

Should you approve the extension request for this project, the MLCIP team will notify Council of your decision, including the new application submission due date.

Kind regards

s 22(1)  
(a)(ii)

**Major and Local Community Infrastructure Program**

e: [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)

p: 1800 044 938

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*We recognise and respect their continuing connection to the land, waters and communities.  
We pay our respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

---

**From:** St Albans Saints <stalbanssaints@gmail.com>  
**Sent:** Friday, 28 November 2025 15:29  
**To:** MLCIP <MLCIP@infrastructure.gov.au>  
**Cc:** St Albans Saints <stalbanssaints@gmail.com>; § 22(1)(a)(ii)  
 § 22(1)(a)(ii) >; § 22(1)(a)(ii)  
**Subject:** Major & Local Community Infrastructure Program MLCIP143 - Revised Guidelines

Good afternoon § 22(1)(a)(ii)

Please find attached the St Albans Saints Dinamo FC MLCIP143 application form as requested.

I have also included the following documents to support our application:

- St Albans Saints Dinamo FC Council Lease Agreement
- St Albans Saints Dinamo Incorporation Certificate
- St Albans Saints Dinamo FC 3-Star Club Changer Certificate issued by Football Australia
- St Albans Saints Dinamo FC Participation 2025

In addition to the attached documents, we would like to request an extension of time for our application. The timeframe provided allowed only limited opportunity to consult with our local Council and Government authorities, and our discussions to date have been brief.

We kindly request additional time to engage further with the relevant governing bodies and discuss this application/project in more detail.

Please let me know if you need any further information.

Best regards,  
 § 22(1)(a)(ii)

**St Albans Saints Dinamo FC**  
 § 22(1)(a)(ii)

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**From:** [MLCIP](#)  
**To:** s 22(1)(a) ; [MLCIP; St Albans Saints](#)  
**Cc:** s 22(1)(a)(ii) ; s 22(1)(a)(ii)  
**Subject:** Re: Major & Local Community Infrastructure Program MLCIP143 - Revised Guidelines [SEC=OFFICIAL]  
**Date:** Tuesday, 9 December 2025 3:20:13 PM  
**Attachments:** [image001.png](#)  
[Outlook-z2vqlefi.png](#)  
[MLCIP - Application Form v1.1.docx](#)  
[Program Guidelines - Major and Local Community Infrastructure v1.1.pdf](#)

---

OFFICIAL

H s  
22(1)

You don't need to submit your application form at this time if you wish to have further discussions with your local Council before submitting. You or your project sponsor have up until 1 March 2026 to submit the application.

If you have any questions, please let us know

Kind regards

**Major and Local Community Infrastructure Program**

e: [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)

p: 1800 044 938

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---

**From:** s 22(1)(a)(ii)  
**Sent:** Friday, 5 December 2025 09:05  
**To:** MLCIP <[MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)>; St Albans Saints <[stalbanssaints@gmail.com](mailto:stalbanssaints@gmail.com)>  
**Cc:** s 22(1)(a)(ii) >; s 22(1)(a)(ii) >  
**Subject:** RE: Major & Local Community Infrastructure Program MLCIP143 - Revised Guidelines [SEC=OFFICIAL]

Thank you for approving our extension of time requested.

This will now give us more time to discuss with our local Council.

Now that we have received approval for extension of time, did we still need to submit our application form?

Thanks

s 22(1)(a)(ii)

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St Albans Dinamo FC

s 22(1)(a)(ii)

---

**From:** MLCIP <MLCIP@infrastructure.gov.au>  
**Sent:** Monday, 1 December 2025 1:52 PM  
**To:** St Albans Saints <stalbanssaints@gmail.com>; MLCIP <MLCIP@infrastructure.gov.au>  
**Cc:** s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii)  
**Subject:** Re: Major & Local Community Infrastructure Program MLCIP143 - Revised Guidelines [SEC=OFFICIAL]

OFFICIAL

Dear s 22(1)

Thank you for submitting documents for MLCIP143. I note you have stated that you attached the application form, however we only received the four documents listed below.

In relation to an extension of time, we are pleased to inform you that the delegate has approved your request and the new due date for submission of your application is **1 March 2026**. Please note, under the program guidelines, no further extensions may be requested to the application due date. We encourage you to send in your application ahead of this date where possible.

Kind regards

**Major and Local Community Infrastructure Program**

e: [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)

p: 1800 044 938

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---

**From:** St Albans Saints <[stalbanssaints@gmail.com](mailto:stalbanssaints@gmail.com)>  
**Sent:** Friday, 28 November 2025 15:29  
**To:** MLCIP <[MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)>  
**Cc:** St Albans Saints <[stalbanssaints@gmail.com](mailto:stalbanssaints@gmail.com)>; s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii)  
**Subject:** Major & Local Community Infrastructure Program MLCIP143 - Revised Guidelines

Good afternoon s 22(1)(a)(ii)

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Please find attached the St Albans Saints Dinamo FC MLCIP143 application form as requested.

I have also included the following documents to support our application:

- St Albans Saints Dinamo FC Council Lease Agreement
- St Albans Saints Dinamo Incorporation Certificate
- St Albans Saints Dinamo FC 3-Star Club Changer Certificate issued by Football Australia
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In addition to the attached documents, we would like to request an extension of time for our application. The timeframe provided allowed only limited opportunity to consult with our local Council and Government authorities, and our discussions to date have been brief.

We kindly request additional time to engage further with the relevant governing bodies and discuss this application/project in more detail.

Please let me know if you need any further information.

Best regards,  
s 22(1)(a)(ii)

***St Albans Saints Dinamo FC***  
s 22(1)(a)(ii)

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## **SPORTING FACILITY**

**Lease Agreement**

**BRIMBANK CITY COUNCIL**

**("the Council")**

**- and -**

**ST ALBANS SAINTS SOCCER CLUB**

**("the Club")**

**Facilities at Churchill Reserve**

**("the Premises")**

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Transport, Regional Development, Communications, Sport and the Arts

July 2024

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**THIS LEASE AGREEMENT** is made on the date specified in Schedule A

**BETWEEN:**

**BRIMBANK CITY COUNCIL** of the Municipal Offices, 301 Hampshire Road, Sunshine, 3020

AND

**ST ALBANS SAINTS SOCCER CLUB** of PO Box 75, St Albans, VIC, 3021

1. **GRANT OF LEASE**

- 1.1 The Council LEASES the Premises to the Club for the Term commencing on the Commencement Date at the rental and on the terms contained in this Agreement ("the Agreement") together with a right of access to the Premises over Council land if applicable.
- 1.2 The grant of this Agreement will extinguish all and any rights to occupancy of the Premises, if any, which the Club previously held. For the avoidance of doubt, this lease revokes any previous lease of the premises by the club.
- 1.3 Council and club acknowledge that this lease is not subject to the Retail Leases Act 2003.

2. **COVENANTS OR PROMISES BY THE CLUB**

The Club COVENANTS with the Council:

2.1 **USE**

to use the Premises only for the Permitted Purpose.

2.2 **RENT**

to pay the Rent when due without deduction or set off;

2.3 **FEES AND CHARGES**

to pay all charges for services and consumption supplied to the Premises, including gas, electricity, water and telephone;

2.4 **PAY COSTS**

to pay on demand the Council's legal costs and disbursements on a Solicitor/own Client basis of and incidental to:

- 2.4.1 any breach of this Agreement by the Club; and
- 2.4.2 the exercise or attempted exercise by the Council of any right or remedy against the Club;

July 2024

## 2.5 PAY GST

to pay GST:

### 2.5.1 GST Definitions

for the purpose of this clause 2.5.1:

"**GST**" means GST within the meaning of the GST Act;

"**GST Act**" means the A New Tax System (Goods and Services Tax) Act 1999 (as amended);

expressions set out in italics in this clause bear the same meaning as those expressions in the GST Act;

### 2.5.2 Amounts otherwise payable do not include GST

except where express provision is made to the contrary, and subject to this clause 2.5.2, the *consideration* payable by any party under this Agreement represents the *value* of any *taxable supply* for which payment is to be made;

### 2.5.3 Liability to pay any GST

subject to clause 2.5.5, if a party makes a *taxable supply* in connection with this Agreement for a *consideration*, which, under clause 2.5.2 or clause 2.5.4, represents its *value*, then the party liable to pay for the *taxable supply* must also pay, at the same time and in the same manner as the *value* is otherwise payable, the amount of any GST payable in respect of the *taxable supply*;

### 2.5.4 Reimbursements

if this Agreement requires the Club to pay, reimburse or contribute to an amount paid or payable by the Council in respect of an *acquisition* from a third party for which the Council is entitled to claim an *input tax credit*, the amount required to be paid, reimbursed or contributed by the Club will be the *value* of the *acquisition* by the Council plus, if the Council's recovery from the Club is a *taxable supply*, any GST payable under clause 2.5.3;

### 2.5.5 Tax invoice

a party's right to payment under clause 2.5.3 is subject to a valid *tax invoice* being delivered to the party liable to pay for the *taxable supply*;

## 2.6 INSURANCE

to take out the following insurances:

### 2.6.1 PUBLIC LIABILITY INSURANCE

- (a) the Club must take out and pay for a public liability insurance policy with a reputable and recognised insurer;

- (b) the policy must provide coverage for at least \$20 million and the Council may determine to increase the amount of cover and advise the Club accordingly;
- (c) the policy will be in the name of the Club with the cover extended to the Council as a Principal for its respective rights and interests;
- (d) the policy must cover all liability for loss, injury or damage to any person or property and must be on the usual terms and conditions and exclusions for such policies;
- (e) any alteration of the insurance cover or policy by the Club must be immediately notified to the Council in writing;

#### 2.6.2 CONTENTS INSURANCE

the Club must take out, pay for, and maintain during the Term, contents insurance in relation to its contents, chattels, equipment, stock and the like in the Premises which it wishes to insure. Council will not be liable for any loss or damage to the lessee's contents, equipment, stock and the like. A Certificate of Currency must be provided to the Council annually on the anniversary of the Commencement Date, if requested by Council;

#### 2.7 NOT INVALIDATE INSURANCE

not knowingly do anything which may invalidate the conditions of any insurance policies, whether held by the Council or the Club, or increase the premiums payable under those policies and to immediately cease any activity which has either of those effects, if requested to do so by the Council;

#### 2.8 INTEREST ON LATE PAYMENT

to pay on demand interest at the rate prescribed at the date of default under the *Penalty Interest Rates Act 1983* plus two per centum (2%) on any Rent or other monies payable by the Club and which is not paid within seven (7) days of the due date. Interest is to be calculated daily from the due date on the amount in default from time to time;

#### 2.9 OBSERVE LEGISLATION

to observe and comply with all Acts, Regulations, Local Laws and Council's Corporate Policies notified to the Club in writing from time to time, and any permits, licences or requirements, orders, notices, directions or demands relating to the Premises and the Regulations of any Committee of Management of the land on which the Premises may be located and with all lawful directions that relate to the Premises of any authorised officer of the Council, a member of the Police Force or the Metropolitan Fire Brigade and in relation to Essential Services Measures as defined in the *Building Regulations 2018* to assist Council by immediately notifying it of any matter that may come to the lessee's attention which may compromise the safe operation of the premises and to comply with any requirement that Council may impose in relation to adherence to the operation of Essential Services Measures within the premises; and to provide the name and contact details of the person responsible for communication in relation to matters associated with the administration of Essential Services Measures in the event that the lessee wishes to nominate a person other than a person who is a signatory to this lease agreement

2.10 INCORPORATION

to comply, if appropriate, with the provisions of the *Associations Incorporation Reform Act 2012* and its Regulations and its Statement of Purposes and Rules;

2.11 CESSATION OF INCORPORATION

to notify the Council in writing if the Club ceases to be incorporated;

2.12 LOANS

not to represent that Council will at any time for any reason act as a guarantor of any loan or debt of the Club;

2.13 LESSEE'S FIXTURES AND FITTINGS

the Club's Fixtures and Fittings are specified in Schedule D. All other fixtures, fittings or chattels belong to the Council;

2.14 IMPROVEMENTS

all improvements to the Premises including new buildings, renovations, additions and ancillary facilities are or hereby become the property of the Council irrespective of who carried out or paid for such improvements and without any obligation of the Council to pay for, reimburse or compensate the lessee the costs of any such improvements;

2.15 ALTERATIONS OR ADDITIONS

2.15.1 not, without the prior consent in writing of the Council, which may be refused absolutely or granted subject to such conditions as Council determines, to make any alterations or additions in or to the Premises. Any application for consent must be in writing to the Council and accompanied by plans and specifications. Any works must be completed to the satisfaction of the Council and, at the option of the Council, under its supervision;

2.15.2 Council may at its option impose a fee for such supervision;

2.16 REPAIRS AND MAINTENANCE

2.16.1 to maintain, repair, clean and keep the Premises including the Council's Fixtures as at the Commencement Date, damage by fair wear and tear, fire, flood, lightning, storm, tempest and Act of God excepted, in accordance with Maintenance Schedule C. This sub-clause shall not require the Club to be responsible for the cost of the repair of structural defects or damage unless the defects or damage have been caused by the Club or the Club's failure to observe any of its obligations in this Agreement;

2.16.2 as required in Maintenance Schedule C, the club must obtain from the Council its consent prior to undertaking identified works;

2.17 NOTIFY COUNCIL OF DEFECTS

- 2.17.1 to promptly notify the Council of all structural defects or damage which may appear in the Premises and not to make any structural alterations to the Premises without the written consent of the Council;
- 2.17.2 to promptly notify the Council of any items which are the responsibility of the Council in the Maintenance Schedule, which require attention. Council will not reimburse clubs and/or pay external contractors for works organised and/ or paid for by clubs that is a Council responsibility;
- 2.17.3 to promptly notify the Council of any pollution or contamination in, on or near the Premises;

2.18 MAKE GOOD DEFECTS

to promptly make good any defects or want of repair or cleanliness arising out of any breach of the Club's covenants hereunder within fourteen (14) days after the Council has given the Club written notice of such defects or wants of repair or cleanliness;

2.19 CONDITION ON TERMINATION

at the end of the Term, the Club must deliver up to the Council the Premises together with all buildings and improvements in good condition consistent with the Club's obligations under this Agreement;

2.20 LITTER

to ensure all litter and rubbish is removed and cleared from the playing surfaces, spectator areas, car parks, change rooms, social club rooms and all other parts of the Premises and that it encourages the use of litter bins for the purposes for which they are provided. If the Club fails to perform this obligation and as a result the Council is required to carry out cleaning of the Premises, the Club will reimburse the Council the full costs incurred by the Council, on demand;

2.21 WASTE MANAGEMENT

- 2.21.1 The Lessee must, in relation to any rubbish bins supplied by the Council on the Leased Area keep the Rubbish Bins secure at all times and stored in a manner acceptable to the Council;
- 2.21.2 supply at its cost additional bins as may be required from time to time in order to cater for major events.
- 2.21.3 The Council must at its cost maintain, repair and replace the Rubbish Bins, provided that where the need for such repair, maintenance or replacement arises as a result a breach of the Licensee's obligations under clause 2.21.1 or damage to the Rubbish Bins is caused by the Lessee, then the Lessee is responsible for reimbursing the Council for the cost of such repair, maintenance or replacement immediately upon the demand of Council; and
- 2.21.4 arrange for all rubbish to be collected from the Rubbish Bins at least once a week during the term of this Lease.

## 2.22 SIGNS

- 2.22.1 not to affix or paint signs, lettering, notices or placards to any part of the exterior of the Premises without the consent of the Council, which consent shall not be unreasonably withheld and to remove all such signs at the end of the Term and to reinstate the affected portion of premises to as near as practicable to original condition;
- 2.22.2 not to affix or paint signs, lettering, notices or placards to any part of the interior or exterior of the Premises relating to any electoral material as defined by of the *Local Government Act 2020*;

## 2.23 NOT TO ASSIGN, ETC

not to assign, sublet or otherwise dispose of this Lease or the Premises or any part thereof without the written consent of the Council which may be withheld in its absolute discretion. Section 144 of the *Property Law Act 1958* shall not apply to this Agreement. A change of membership of the Club of more than 49 per cent in three years will be deemed to be an assignment of the Lease;

## 2.24 NOT TO CAUSE A NUISANCE

not to use the Premises, or allow them to be used, for any illegal or objectionable purposes or for any trade or business, or to hold any auction sale on them, or do any act or thing which is an annoyance or nuisance to the Council or the owners and occupiers of adjoining and neighbouring properties and conforming with *Environment Protection Act 2017* and regulations and other instruments made under the Act. and the Environmental Protection Authority's Residential Noise Regulation, requires the Lessee to provide a quiet neighbourhood:

- Before 7.00am on Weekdays;
- Before 9.00am on Weekends;
- After 10.00pm on Sundays to Thursdays inclusive; and
- After 11.00pm on Fridays and Saturdays.

Any breach of these conditions will result in a warning from Council. Termination of the Lease may be imposed by Council for repeated subsequent breaches

## 2.25 BEHAVIOUR AT PREMISES

to take reasonable steps to ensure that all persons using the Premises behave in such a manner as to avoid a nuisance or damage to the owners and occupiers of adjoining and neighbouring properties and conforming with *Environment Protection Act 2017* and regulations and other instruments made under the Act.

## 2.26 OCCUPATIONAL HEALTH & SAFETY

- 2.26.1 to ensure that all obligations to occupiers, employees, contractors, invitees and all other persons in relation to all occupational health and safety issues are performed and that all plant, equipment and systems of work or use of the Premises are safe, that all responsible persons are properly trained and that site hazard analysis and health and safety plans are documented;
- 2.26.2 to prominently display in the premises a Safety Management Plan to ensure all people on site are aware of the process to follow in case of an emergency;

2.27 NO GAMBLING WITHOUT PERMISSION

no gambling activities or gambling advertising is to be conducted in the premises except with, and then only in accordance with, the appropriate licence, permit or authority and with the written consent of the Council. The Council may impose such terms and conditions as it thinks fit when giving any consent under this sub-clause, including an increase in the Rent either for the balance of the Term or for any part thereof because of the additional revenue which may be raised by the Club as a result of the consent being given by the Council, and adhere to Council policy which is available on Council's website or upon request

2.28 NO SMOKING OR VAPING

not to permit smoking or vaping as outlined Under the *Tobacco Act* . There are requirements under the *Tobacco Act* for signage to be displayed at sporting venues Council may request your club to display signage at the venue under requirements outlined in this legislation.

2.29 RECTIFYING POLLUTION OR CONTAMINATION

not to cause any pollution or contamination of any nature on or from the Premises and if this does occur, to immediately cease the activity causing it and to rectify or clean up the pollution or contamination;

2.30 FENCING

the club will not erect fencing, whether permanent or temporary, around the Premises, without the prior written consent of Council;

2.31 FLOOD LIGHTING AND NIGHT COMPETITION

2.31.1 flood lighting of the playing surface is not permitted without the express written consent of the Council and then only on the conditions specified by the Council including, but not limited to, conditions pertaining to height restrictions on towers, level of illumination, hours of operation and purpose to facilitate use of the playing surface;

2.31.2 where competition standard lighting (that meet Australian standards) for the proposed activity exists, to manage the use of the reserve so that unsafe/unlit areas are not accessible by spectators;

2.31.3 Acknowledge that Sportsground Lux testing for competition standards will be completed by Council every four years. Any additional lux testing requested will be at the cost of the Club.

2.32 PLAYING SURFACE CONDITION

to inspect and determine, prior to the use of the playing surface, that the playing surface is suitable for its use for sport and recreation and obtain the approval of any referee, umpire, or official required by the relevant governing sports body;

2.33 NO LIQUOR WITHOUT PERMISSION AND LIQUOR LICENCE

2.33.1 Any sale, consumption, distribution or advertisement of alcohol on the Premises except with, and then only in accordance with, the appropriate

licence, permit or authority subject to the written consent of the Council. The Council may impose such terms and conditions as it thinks fit when giving any consent under this sub clause, including an increase in the Rent either for the balance of the Term or for any part thereof because of the additional revenue which may be raised by the Club as a result of the consent being given by the Council

- 2.33.2 Where the conditions of a liquor licence enable the consumption and/or sale of alcohol on the Premises at hours and times specified in addition to those described schedule A, the times and conditions outlined in schedule A will prevail and alcoholic beverages may not be sold or consumed on the Premises outside these times unless otherwise agreed to in writing by the Council; and
- 2.33.3 Alcoholic beverages must not be sold or consumed during times that junior activities (i.e. training sessions and competitive sessions for junior and/or underage groups) are occurring; and
- 2.33.4 Alcohol must be securely stored and may only be served and consumed within area(s) approved by Council. Any such areas may not extend beyond any areas specified in any liquor licence obtained for the premises by the Licensee; and
- 2.33.5 Alcohol must not be provided free of charge, or be included in unlimited supply in the cost of a ticket, membership or equivalent; and
- 2.33.6 Alcoholic beverages must only be sold by, or under the supervision of, a person who has a valid Responsible Service of Alcohol certificate.

#### 2.34 COUNCIL FACILITIES AND CHILD SAFE STANDARDS

Acknowledge that as a sporting club accessing a Council facility, there is an expectation that the Lessee is aware of its legal responsibilities, as it is a requirement that mandatory Child Safe Standards are met to protect children and young people from harm and abuse. The Lessee may be requested by Council to provide evidence of meeting this requirement.

#### 2.35 SINGLE USE PLASTIC BAN

To comply with single use plastics ban as per the *Environmental Protections Regulations 2021*.

#### 2.36 SURVEILLANCE

- 2.36.1 CCTV (Closed Circuit Television), is not to be installed or operated, without the prior consent in writing of the Council, which may be refused absolutely or granted subject to such conditions as Council determines and as per Council policy which is available on Council's website or upon request
- 2.36.2 Drones are not permitted to be operated, without the prior consent of the Council. Any use of drones must be in accordance with CASA Safety rules and guidelines

## 2.37 FOOD SAFETY

2.37.1 The Lessee must ensure that all activities involving the manufacturing, processing, selling or handling of food within the Premises comply with the requirements imposed under the *Food Act 1984 (Vic)* during the term, including but not limited to, relevant food act registration.

2.37.2 The Lessee must promptly notify the Council's Environmental Health Department in writing if a food permit, licence or approval is cancelled or suspended or there is any change to the above activities.

## 2.38 COMMERCIAL KITCHEN RANGEHOOD CLEANING

That it will be responsible for regular cleaning of all commercial kitchen rangehoods where Essential Safety Measures Inspections are required. The club will be notified in writing and will have fourteen (14) days after the Council has given the Club written notice to rectify; If not rectified Council will proceed with cleaning and pass on the related costs to the club .

## 2.39 HEAVY EQUIPMENT AND INFLAMMABLE SUBSTANCES

2.39.1 The Lessee must obtain the Council's prior written consent, which consent the Council may withhold in its absolute and sole discretion, before bringing any heavy equipment, heavy objects, explosive substances, inflammable substances or anything likely to damage the Licensed Area into the Licensed Area.

2.39.2 Notwithstanding clause 2.39.1, the Lessee must not store highly flammable liquids, petroleum or flammable gas, including barbeque gas bottles, inside the building.

2.39.3 Notwithstanding clauses 2.39.1, 2.39.2 or any other clause in this Lease, Council may remove, without giving prior notice, any item considered likely to cause hazard or which is deemed by Council in its absolute and sole discretion to be unsafe from the Leased Area.

## 2.40 CAR PARKING

2.40.1 The Lessee will take all reasonable steps to ensure that vehicles are parked in designated parking bays in compliance with the car parking laws, regulations and restrictions in and around the Leased Area.

2.40.2 The Lessee will take all reasonable steps to ensure that no parking occurs outside designated car parking areas without the prior written consent of the Council.

## 2.41 ROLLER SHUTTERS/ DOORS OVER EMERGENCY EXITS

the club must ensure that all roller shutters/ doors located over Emergency Exits are locked in the open position when anyone is inside the building;

## 2.42 SPECIAL CONDITIONS

to comply with any Special Conditions set out in Schedule A. Special Conditions override any General Conditions and the to extent of any inconsistency between a General Condition and a Special Condition, the Special Condition shall prevail.

### 3. CLUB'S WARRANTIES

The Club warrants to the Council that it:

- 3.1 has paid all fees and charges previously due to the Council;
- 3.2 is and has the capacity to remain financially viable over the Term and to meet all financial obligations of the Club;
- 3.3 is not the successor to a community group which was disbanded or deregistered in the ten (10) years preceding the date of this Lease, or which had debts outstanding to Council or to other Creditors;
- 3.4 is locally based with members or service users who are principally residents of the Municipality of Brimbank;
- 3.5 is registered with the appropriate governing sports body and complies with its requirements;

### 4. COMMUNITY USE

In recognition of the Council's grant of this Lease to it the Club must promote and maximise the community use of the Premises by offering it to the Brimbank community on the following basis:

- 4.1 the use should be at times that does not interfere with the Club's use of the Premises;
- 4.2 the use may be regular or occasional;
- 4.3 the use will be at the will be negotiated with the Club, reasonably exercised;
- 4.4 the costs which may be charged to the community groups should be consistent with the costs paid by the Club, consistent with Council policy that may be determined from time to time;
- 4.5 the use is by way of hire and not a licence;

### 5. PAYMENTS

The Council and the Club agree that all Rent due to the Council by the Club must be paid on demand to the Council at the Municipal Offices, 301 Hampshire Road, Sunshine Vic 3020, or otherwise at Council Customer Service Centres or Electronically. The payment is to be made within Council's standard invoice payment requirements.

### 6. REPORTS TO COUNCIL

The Club COVENANTS with the Council that it will give the Council annually:

- 6.1 name and contact details of the Council Liaison Officer for the Club;
- 6.2 listing of registered teams and the competition they compete in, including specific information around female participation and allocation;
- 6.3 information on participant numbers as requested by Council;
- 6.4 the names, addresses and phone numbers of the Public Officer and all office bearers together with the consent for the publication of their details;

- 6.5 a certificate of currency of the public liability insurance policy;
- 6.6 minutes of its Annual General Meeting held with the last 12 months, a report on the previous year's activities and financial statements for its preceding financial period which shall include a breakdown of the sources of income and expenditure as per the requirements of the *Associations Incorporation Reform Act 2012* being:
- 6.7 key register providing contact details of all key holders;
- 6.8 a copy of the Club's annual business plan or strategy and Gender Equity Fair Access plan;
- 6.9 upon request evidence of a formal written agreement between the club and any commercial coaches that charge participants a fee for their services;
- 6.10 notification of any proposed amendments to its Statement of Purposes and/or Rules;
- 6.11 a copy of any application for a Liquor Licence and annually, a copy of the renewal of any Liquor Licence;
- 6.12 a copy of a current Food Registration Certificate;
- 6.13 if requested, confirmation of currency of incorporation;
- 6.14 evidence that it is registered with the relevant sports administration body (if applicable)
- 6.15 requests for discounts as appropriate and evidence as required to substantiate claims for discounts
- 6.16 Name and Contact details of Nominated Child Safety Officer
- 6.17 if requested, within a reasonable time, such information as Council from time to time requires;

## 7. DESTRUCTION OF PREMISES

The Council and the Club AGREE that:

- 7.1 if the Premises or any part of them are destroyed or damaged by fire (not caused by some default of the Club and the insurance policies of the Council are not vitiated or payment thereunder refused as a result of some act or default or negligence of the Club), storm, tempest or earthquake so as to be unfit for use then, subject to sub-clause 7.3 of this Clause, the Council shall within a reasonable time reinstate the Premises so far as it is reasonably capable of doing and the Rent or a fair and just proportion of the Rent and outgoings (to be determined in the case of dispute by an arbitrator appointed pursuant to the *Commercial Arbitration Act 2011*) will be suspended whilst the Premises are unfit for use;
- 7.2 Council shall apply the proceeds of the insurance policy to such reinstatement;
- 7.3 if the Premises are totally or so substantially destroyed that reinstatement is, in the opinion of the Council, not justified OR if the Council is of the opinion that it is not appropriate or justifiable (for whatever reason) for it to reinstate the

Premises, the Council may within three (3) months of the destruction, elect to terminate this Agreement by giving written notice to that effect to the Club;

## 8. COVENANTS BY THE COUNCIL

The Council COVENANTS with the Club:

### 8.1 QUIET POSSESSION

that the Club performing and observing the covenants, terms and conditions of this Agreement and the right of re-entry not having arisen, it may peaceably hold the Premises during the Term without any interruption by the Council or any person claiming under or through it;

### 8.2 STRUCTURAL MAINTENANCE

subject to the Club's obligations under this Agreement, to maintain the Premises in a structurally sound and safe condition;

### 8.3 BUILDING INSURANCE

the Council will arrange for and pay for Building Insurance for the Premises including the Council's Fixtures;

### 8.4 MAINTENANCE

to maintain the Premises in accordance with Maintenance Schedule C, seeking permission where required;

the Council's obligation to maintain the Premises is subject to the availability of Council funding for the maintenance of properties but priority will be given to maintenance involving structural items and those relating to health and safety;

### 8.5 ESSENTIAL SAFETY MANAGEMENT (ESM)

The Council will be responsible and arrange for all Essential Safety Measures (ESM) Items for all Council owned premises;

### 8.6 RATES

to pay any general Council rates chargeable in relation to the Premises;

### 8.7 LEGAL COSTS

to pay its own legal costs associated with the preparation of this Lease;

## 9. ACCESS TO PREMISES BY COUNCIL

The Council and the Club acknowledge that:

9.1 the Council must ensure that use of the Premises are maximised. The Council may, in consultation with the Club, during the Term, arrange for appropriate community groups to use the Premises, or part thereof, provided that such use:

9.1.1 is outside the Lease Times and the Authorised Times;

9.1.2 does not interfere with the Club's use of the Premises;

- 9.1.3 reimburses the Club for any outgoings, services or costs incurred by such use;
- 9.2 the Council may with all necessary equipment and at any time enter the Premises to view the state of repair and its condition and to carry out any inspections, repairs, renovations, maintenance, alterations to the Premises or any part thereof which the Council deems desirable or which the Club ought to have but has not carried out, in which latter case the Club will promptly pay the costs of such works to the Council;
- 9.3 the Council has the right to have access to or through the Premises at any time without notice to the Club in the event of fire, flood or other emergency occurring in or about the Premises or any building of which they form part and either with or without equipment, workmen and others as in the circumstances is necessary or desirable and if needs be, to break down and demolish any doors, walls and windows and other parts of the Premises for that purpose;
10. USE OF PLAYING SURFACES
- 10.1 If, beyond the reasonable control of Council, the playing surface is not reasonably fit for its Permitted Use, the Council may by written notice to the Club, suspend or terminate the Lease, or part thereof, forthwith or by a specified date. If the Council suspends or terminates the Lease pursuant to this clause, it will not be liable to the Club for any loss or damage of whatever nature;
- 10.2 If, beyond the reasonable control of Council, it has had to suspend or cancel the Lease of another Club, the Club is required to assist and co-operate with the Council in permitting the other Club to use the Premises provided that the Club's use of the Premises is not unreasonably interfered with;
11. JOINT USE
- 11.1 This clause will apply if the Premises are nominated as being the subject of joint use between the Club and another party;
- 11.2 The Club acknowledges that the Premises are to be shared by it with another party in accordance with this Agreement and the Joint Users Agreement;
- 11.3 This Agreement, and the Agreement to be granted to the other party, will provide for areas for the exclusive use and possession of each of the Clubs. The remainder of the Premises will be leased on the basis that two or more Clubs will share use and possession. In all other respects the Club agrees to co-operate with the other party or parties in relation to the shared use of the Premises in accordance with the terms of this Agreement;
- 11.4 The general principles governing the shared use and occupation of the Premises between the Club and the other party are:
- 11.4.1 the Club and the other party have exclusive possession and use of their respective nominated areas in the Premises as specified in Schedule B;
- 11.4.2 other than the areas referred to in the preceding sub-paragraph and subject to the following sub-paragraph the facilities and areas of the Premises will be available for the use of the Club and the other party;
- 11.5 Upon completion of construction of any pavilion / building/s, the detailed arrangements for the shared use and occupation of the Premises will be

negotiated between the Club and the other party and documented in a Joint User Agreement which is subject to the prior written consent of the Council and such consent will not be unreasonably withheld;

- 11.6 The Club covenants that it will use its best endeavours to establish and maintain harmonious relationships with the other party and to comply with the terms of the Joint User Agreement;

## 12. DEFAULT

- 12.1 The Council and the Lessee agree that if:

- 12.1.1 the Rent or any part thereof or any other monies due to the Council are unpaid for fourteen (14) days after they are due, whether there has been any demand for payment or not; or
- 12.1.2 there is any breach or non-performance or non-observance of any of the covenants, terms and conditions hereof by the Club and such breach continues for fourteen (14) days after the Council has served a notice on the Club requiring the same to be remedied; or
- 12.1.3 there is a breach of the Club's warranties; or
- 12.1.4 the Club has its property seized under any distress or execution or makes any arrangement with or assignment for the benefit of its creditors or is the subject of any proceedings for or takes any steps towards liquidation (other than for reconstruction or amalgamation) or is insolvent; or
- 12.1.5 the Club is deregistered or disbands or, in the opinion of the Council, ceases to be active or undergoes such changes in its administration, structure Rules and/or membership which, in the opinion of the Council, make the Club substantially different in nature and quality to the Club at the Commencement Date; or
- 12.1.6 the Club ceases to use the Premises in accordance with this Agreement, or at all; or
- 12.1.7 the Club ceases to be registered with the relevant sports governing body; or
- 12.1.8 the Club fails, to substantially achieve the outcomes specified in its business plan; or
- 12.1.9 The club has failed to pay their fees or utility bills.
- 12.1.10 The club has refused or ignored a reasonable request to share their facility.
- 12.1.11 The club fails to provide information requested by Council by the designated timeframe.
- 12.1.12 The club fails to provide participation opportunities to the wider community including females, juniors, Culturally and Linguistically Diversity Groups, LGBTQIA+, people with a disability, Indigenous Australians and older adults.

12.1.13 the Club fails to adequately provide to Council the reports required by Clause 6 of the Agreement;

THEN the Council may enter onto the Premises and take possession whereupon the estate of and interest of the Club shall be determined and the Council may expel and remove the Club without being guilty of trespass, such re-entry being without prejudice to any action or other remedy which the Council has for any antecedent breach of this Agreement by the Club.

12.2 The covenants contained in clauses 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.11, 2.16, 2.17, 2.20, 2.23, 2.24, 2.25, 2.26, 2.31, 2.33, 4, 5, 6, 9, 11 and 12 are essential terms of this Lease and where there is a breach of any of these covenants by the Club the Council shall, in addition to a right of re-entry, be entitled to pursue legal action against the Club for loss of benefits which performance of the covenants by the Club would have conferred on the Council.

13. INDEMNIFICATION OF COUNCIL

13.1.1 The Club agrees to indemnify and to keep indemnified the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising from the Club's performance or purported performance or non-performance of its obligations under this Lease and be directly related to the negligent acts, errors or omission of the Club;

13.1.2 The Club's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, contributed to the loss or liability;

14. CLUB'S RISK AND CONSEQUENTIAL LOSS

The Club agrees to occupy, use and keep the Premises at the risk of the Club and HEREBY RELEASES the Council to the full extent permitted by law from any actions of claims in relation to any accident, damage or injury occurring on the Premises and the Club expressly agrees that in the absence of any gross negligence the Council shall have no responsibility or liability for any loss of or damage to fixtures or personal property of the Club or any other person.

15. OVERHOLDING

If at the end of the Term the Club remains in possession of the Premises without objection from the Council, the Club shall be deemed to be a Tenant of the Premises from month to month at a monthly Licence Fee equivalent to one-twelfth of the annual rental payable for the last year of the Term but otherwise on and subject to the other

provisions of this Agreement. Such monthly tenancy may be terminated by either party with one month's notice to the other given and to expire at any time.

#### 16. VARIATION AND WAIVER

16.1 This Agreement may only be varied in writing by agreement of the parties;

16.2 No waiver by the Council of any breach of this Agreement by the Club shall operate as a waiver of any other breach;

#### 17. DISPUTE RESOLUTION

17.1 The parties agree that if a dispute other than the termination of this Agreement arises between them, they will not institute legal proceedings in any court or tribunal until the procedures specified in this Agreement have been completed;

17.2 If a dispute arises, either party may give written notice to the other party of the dispute and provide details of it;

17.3 The parties must meet within seven (7) days of the notice being given;

17.4 At the meeting the parties will endeavour to resolve the dispute by negotiation, but if they are unable to resolve the dispute then the parties agree to refer the dispute to mediation in accordance with the terms of this Agreement;

#### 18. MEDIATION

Where any dispute other than the termination of this Agreement between the parties is to be referred to, or the parties agree to refer any dispute to mediation the following provisions apply:

18.1 either party may, by notice to the other detailing the dispute, request the appointment of a mediator;

18.2 if the parties cannot agree on the appointment of a mediator within fourteen (14) days of the notice then a mediator will be appointed by the President for the time being of the Law Institute of Victoria on the application of either party;

18.3 the mediator's fee and its allocation between the parties will, in default of agreement between the parties, be determined with the Law Institute of Victoria publication "*Victorian Small Business Commission Guide to Mediation*"; and

18.4 the parties will cooperate with the mediator in the conduct of the mediation;

#### 19. NOTICES

19.1 Any notice required to be served under this Agreement on the Club shall be sufficiently served on the Club if posted or delivered to or left for the Club addressed to it at the Premises, or at the address of its Public Officer or at its registered office. Any notice served by post shall be deemed to have been served on the third weekday after posting including the date of posting;

19.2 Any notice required to be served under this Agreement on the Council must be served on it by being addressed to its Chief Executive Officer and posted or left at the Municipal Offices, 301 Hampshire Road, Sunshine or such other address as it notifies the Club for that purpose;

- 19.3 Any notice, document or consent required to be given or executed by the Council may be signed by any person authorised by the Council or by its Solicitors;

## 20. INTERPRETATION

In this Agreement, unless the context requires otherwise:

- 20.1 **"the Council"** means and includes the servants, agents and contractors of the Brimbank City Council and other persons authorised by it and its successors in title;
- 20.2 **"the Club"** means the Club specified in Schedule A and its successors in title and permitted transferees and assigns and, where appropriate, its members, servants, agents and invitees;
- 20.3 **"the Building"** means the building and improvements and ancillary areas including Council's fixtures to be erected on the Premises;
- 20.4 **"the Premises"** includes the land and any buildings and improvements erected on the land and include the Council's Fixtures in the Premises as specified in Schedule D;
- 20.5 **"the Playing Surface"** means the formal playing areas including but not limited to tennis courts, bocce pistes, bowls greens, model car tracks etc and ancillary areas as specified in the plan in Schedule B;
- 20.6 **"Lessees Fixtures and Fittings"** means the fixtures in or to the Premises owned by the club/ lessees and specified in Schedule D;
- 20.7 **"the Term"**, means the period of the Agreement specified in Schedule A;
- 20.8 **"the Commencement Date"** means the Commencement Date of the Agreement specified in Schedule A;
- 20.9 **"the Permitted Purpose"** means the purpose specified in Schedule A.
- 20.10 words importing the singular include the plural and vice versa;
- 20.11 any covenant or agreement on the part of two or more persons binds them and each of them jointly and severally;
- 20.12 the Schedules form part of this Agreement and words and expressions used in this Agreement have the meaning given to them in Schedule A;
- 20.13 any reference to legislation in this Agreement includes any subsequent legislation amending or replacing that legislation;
- 20.14 no rule of construction applies to the disadvantage of a party because that party was responsible for the preparation of this Agreement or any part of it;
- 20.15 Headings in this Agreement are only for convenience and do not effect its interpretation;

Signed for and on behalf of Brimbank City Council by its Director Community Wellbeing acting pursuant to delegation

s 22(1)(a)(ii) [Redacted Signature]

2.8.2024  
Date

s 22(1)(a)(ii) [Redacted Name]  
Full Name (Print)  
Director Community Wellbeing

Club Representative 1

s 22(1)(a)(ii) [Redacted Signature]  
Signature

s 22(1)(a)(ii) [Redacted Name]  
Full Name (Print)

TREASURER  
Position (Print)

29/07/2024  
Date

Club Representative 2

s 22(1)(a)(ii) [Redacted Signature]  
Signature

s 22(1)(a)(ii) [Redacted Name]  
Full Name (Print)

COMMITTEE MEMBER  
Position (Print)

29/7/24  
Date

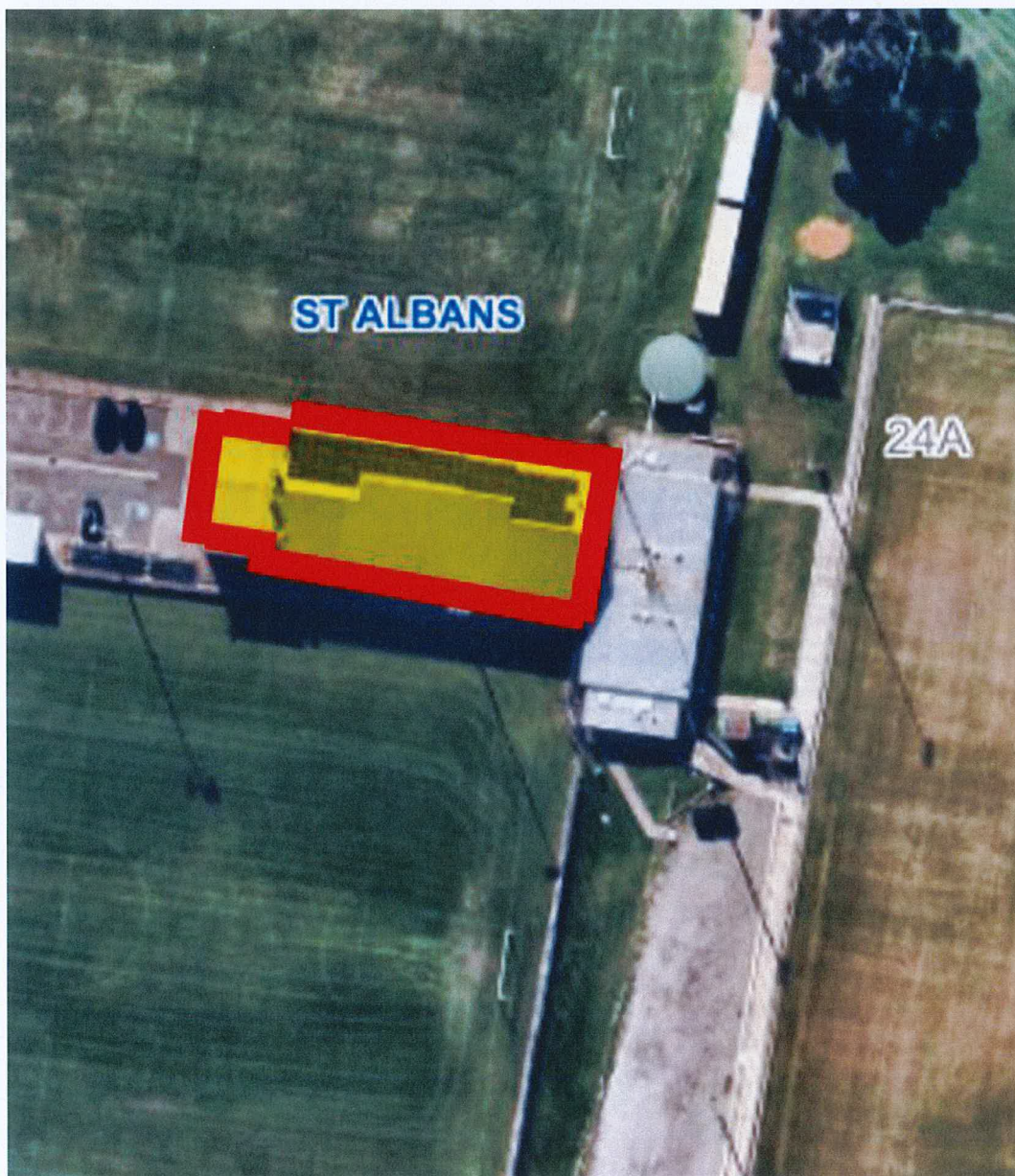
Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

**LEASE AGREEMENT****BRIMBANK CITY COUNCIL****SCHEDULE A**

1. **DATE OF AGREEMENT:** 1<sup>st</sup> day of August 2024
2. **THE CLUB:** St Albans Saints Soccer Club
3. **THE PREMISES:** The Social Pavilion at Churchill Reserve, being part of the land described as Lot RES on Plan of Subdivision PS52517, Fox St, St Albans, as indicated in the plan in Schedule B and a right of access over adjoining Council land
4. **THE TERM:** 3 years. Two options of three (3) years at Council's sole discretion.
5. **THE COMMENCEMENT DATE:** The 1<sup>st</sup> day of August 2024.
6. **ANNUAL RENT:** \$5776.75 per annum increasing annually by CPI minus any Council approved discounts as per Council Policy. Annual rent will be charged at 1 January.
7. **REVIEW** Review of Rent will be amended in line with future extensions.
8. **PERMITTED PURPOSE** The Premises to be used for sporting, social and community purposes. There is to be no operation of Electronic Gaming Machines
9. **SPECIAL CONDITIONS** Times of use are as follows unless written permission is received from Council.  
 Mon – Thurs: 7.00am - 11pm  
 Friday: 7.00am – 11.30pm  
 Saturday: 7.00am - 12.00am (Midnight)  
 Sunday 7.00am - 11pm  
  
 If the current leased building is demolished, upgraded or significantly reconstructed the club will be required to move to the standard Annual Seasonal Licence Agreement as outlined in Council's Policy at Council's sole discretion.

July 2024

LEASE AGREEMENT  
BRIMBANK CITY COUNCIL  
SCHEDULE B  
PLAN OF PREMISES



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(Schedule C)

**LEASE AGREEMENT**

**BRIMBANK CITY COUNCIL**

**SCHEDULE C**

**COUNCIL/CLUB MAINTENANCE RESPONSIBILITIES**

**INTERNAL**

Item	Work	Council Responsibilities	Occupant Responsibilities
<b>Plumbing</b>			
<b>Plumbing</b>	Cost of internal repair due to misuse – including blocked toilets and drains		✓
	Replacement of plumbing fittings, toilet bowls, cisterns and taps at end of useful life	✓	
	Repair to dripping taps including Replacement of washers in taps	✓	
<b>Electrical</b>			
<b>Electrical wiring, fittings and lights</b>	Addition to power points and lighting		✓ *
	Repair and replacement of all light fixtures	✓	
	Repair and replacement of all light globes		✓
	Regular cleaning of light fixtures		✓
	Repair and replacement of all building wiring from main supply including the switchboard, safety switches, power points and light switches (not new)	✓	
<b>Portable appliances eg. Fans, kettles, food processors, Bain Marie, Microwave Oven service by clubs</b>	Replacement and repair as required of minor appliances		✓
	Safety tagging of club appliances		✓

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(Schedule C)

<b>Mechanical</b>			
<b>Air conditioning and heating appliances</b>	Initial installation	✓ (if included in new build)	✓ *
	Service and repair as per requirements (if detailed in occupancy permit)	✓	
	Replace at end of useful life	✓ (if installed by Council)	

<b>Fabrication</b>			
<b>Ceilings, walls, wall finishing's eg. tiles and skylights</b>	Regular cleaning		✓
	Cost of repair due to misuse		✓
	Replacement/repair	✓ (Major repairs/replacement due to building faults)	✓ *(cost of repairs/replacement due to use/misuse)
<b>Floor surfaces and coverings</b>	Regular cleaning including routine steam cleaning, floor polishing		✓
	Replacement or repair of floor coverings at end of useful life or as determined by as determined by Building condition Audits	✓	
	Cost of cleaning repair or replacement of floor coverings due to misuse		✓ *
<b>Painting</b>	Cost of internal painting if damaged due to misuse		✓
	Internal painting as determined by Building condition Audits	✓	✓ *
<b>Glass</b>	Regular cleaning		✓
	Replace broken windows due to misuse		✓
	Replace external broken windows from vandalism	✓	
	Replace broken window arising from structural fault or age	✓	

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<b>Fixtures &amp; Fittings</b>			
<b>Furnishings and Equipment including tables, chairs etc</b>	Purchase of units (tables, chairs, etc) with floor protection on legs	✓ (Only supplied as part of new build or major upgrade of social pavilion)	✓
	Cleaning		✓
	Ongoing Replacement and repair		✓
<b>Curtains, drapes, blinds</b>	Installation		✓ *
	Regular cleaning		✓
	Repair and replacement		✓
<b>Doors (including kitchen cupboards doors)</b>	Regular cleaning and repair including hinges, knob, handles, latches, operation etc.		✓
	Minor Adjustments	✓	
	Replace or repair due to misuse		✓
	Replacement due to age or structural fault (Whole fitting)	✓	
<b>Doors external, Window and storage shutters, roller automatic doors</b>	Replacement or repair of doors due to misuse		✓
	Regular cleaning		✓
	Regular maintenance	✓ (If installed by the Council)	✓ (If installed by the club)
	New roller or security door installation		✓ *
<b>Permanent Fixtures (Bench tops, hot water service, sinks, in built cupboards,</b>	Regular cleaning of all fixtures		✓
	Repair as required	✓	
	Replace at end of useful life	✓	

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<p>showers and wall mounted hot water services. Also includes stoves/ovens and dishwashers, when installed as part of building structure)</p>	<p>Repair and or replace if damaged through demonstrated misuse</p>		<p>✓ *</p>
<p>Permanent Fixtures installed by Club</p>	<p>Repairs, maintenance and replacement.</p>		<p>✓ *</p>
<p>Range hoods</p>	<p>Monthly cleaning as per Essential Services requirements</p>		<p>✓</p>
<p>Internal signage/Club information or memorabilia</p>	<p>Install, Maintain and replace all internal signs relating to Council i.e Corporate signs or compliance signs</p>	<p>✓</p>	
	<p>Install, Maintain and replace all internal signs relating to Club including honour boards and trophy cabinets</p>		<p>✓ *</p>
	<p>Regular cleaning as required</p>		<p>✓</p>
	<p>Replacement or repair of signs due to misuse</p>		<p>✓ *</p>
<p>Whitegoods &amp; Appliances</p>	<p>Purchase of initial units</p> <ul style="list-style-type: none"> <li>A) Fridge</li> <li>B) TV / Projector</li> <li>C) Deep Fryer</li> <li>D) Freezers, Bar Fridges</li> <li>E) Bain Marie</li> <li>F) Coffee Machines</li> <li>G) Washing Machines / Dryers</li> <li>H) Microwave Oven</li> </ul>	<p>✓ Only supplied as part of new build or major reconstruction</p> <ul style="list-style-type: none"> <li>a) ✓</li> <li>b) ✓</li> <li>c) ✓</li> <li>d) ✓</li> <li>e) ✓</li> <li>f) ✓</li> <li>g) ✓</li> <li>h) ✓</li> </ul>	<p>✓ *</p>
	<p>Replacement of units</p>	<p>✓ (If facility booked by Council for community use)</p>	<p>✓</p>
	<p>Service and maintenance of units</p>		<p>✓</p>

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<b>Gymnasiums/ Saunas and all other facilities outside of Council Facility standards</b>	All responsibilities for facilities outside of Councils Facility Standards as outlined in the Sports Facility Development Plan.		✓ *
<b>Bars and associated facilities and Equipment, Temprites, Taps, Bar Fridges</b>	All maintenance, cleaning, repair and replacement.		✓
	Repair and maintenance, of Flooring and Floor mats		✓
	Installation and maintenance of Cool Rooms		✓ *
<b>Internet / Wifi, Telecommunications, Data Cable</b>	Initial installation	✓ Only supplied as part of new build or major reconstruction	✓ *
	Service, maintenance and repair	✓ (If installed by the Council)	✓ * (If installed by the club)
<b>Defibrillators</b>	Initial installation	✓ Only supplied as part of new build or major reconstruction	✓ *
	Service, maintenance and repair of units		✓
	Replacement of units		✓
<b>Building Compliance</b>			
<b>Legislation</b>	Ensure compliance with relevant legislation	✓	✓

**EXTERNAL**

	<b>Work</b>	<b>Council Responsibilities</b>	<b>Occupant Responsibilities</b>
<b>Plumbing</b>			
	Repair or works required for drainage including sewerage drains, water pipes and pits	✓	
<b>Public Toilets, Exceloo</b>			
	Exceloo (installed as part of build)	✓	
	Maintenance, cleaning	✓	

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<b>Electrical</b>			
<b>Electrical wiring, fittings and lights</b>	Repair and replacement of all light fixtures	✓ (If installed by the Council)	✓ * (If installed by the club)
	Replacement of Globes		✓
	Replacement of all security lighting	✓	
	Cost of repair and replacement of external wiring if damage is due to misuse		✓ *
	Repair and replacement of all building wiring from main supply including the switchboard, safety switches, power points and light switches (not new)	✓	
	Installation of new or additional power points or lights		✓ *
<b>Building Surrounds</b>			
<b>Car parks</b>	Repair and maintenance of car parks	✓	
	Grading and levelling of car parks/roads and shoulder	✓	
	Repairs and replacement of Gates, locks padlock	✓ (If installed by the Council)	✓ * (If installed by the club)
	Locking car park gate outside times of permitted use to restrict access.		✓
<b>Open space</b>	Initial landscaping (subject to funding)	✓ Only supplied as part of new build or major reconstruction	
	Tree inspections and tree maintenance	✓	
	Maintaining the garden, grounds and lawns inside the leased area. a) Mowing b) Weeding c) Sweeping d) Remove dead foliage e) Keep all exit/entry points clear f) Minor pruning (shrubs)		a) ✓ b) ✓ c) ✓ d) ✓ e) ✓ f) ✓

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	Maintenance, inspection, repair and replacement of Playgrounds, BBQ and Entertaining areas (inside leased area)		✓
	Installation, maintenance, repairs and replacement of external storage sheds.	✓ (if installed by Council)	✓ (if installed be club)
	Installation, maintenance, repair and replacement of Outdoor furniture/ shade		✓
	Installation, maintenance, repair and replacement of shade structures	✓ (if installed by Council)	✓ (if installed be club)
<b>Fabrication</b>			
<b>Glass (Windows and Doors)</b>	Regular cleaning		✓
	Replace broken or cracked windows from misuse		✓
	Replace broken or cracked windows from vandalism	✓	
	Replace broken or cracked window arising from structural fault or age	✓	
<b>Painting</b>	Cost of external painting if damaged through users misuse		✓ *
	External painting (as determined by Building condition Audits)	✓	✓ *
<b>Roof, skylights, external walls, guttering and down pipes</b>	All cleaning, maintenance and repair of the structure of the premises as required including re-hanging guttering, replacing weather boards etc.	✓	
<b>Fittings &amp; Fixtures</b>			
<b>Flyscreens and screen doors</b>	Maintain screen wire door/ window	✓ (if installed by Council)	✓ *(if installed by club)
	Install screens	✓ (if installed by Council)	✓ (if installed by Club)
	Replace broken screens due to age or structural fault	✓ (if installed by Council)	✓ (if installed by Club)
<b>Signage</b>	Gain approval, Install, Maintain and replace all external signs relating to Club (Needs to adhere and align to Councils signage Guidelines)		✓ *

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	Install, Maintain and replace all external signs relating to Council e.g Corporate signs or compliance signs	✓	
	Regular cleaning as required		✓
	Replacement, maintenance of signs due to misuse		✓ *

**ASSET MANAGEMENT AND HEALTH AND SAFETY**

	Work	Council Responsibilities	Occupant Responsibilities
<b>Fire Services</b>	Service/annual inspection of maintenance of fire service equipment	✓	
	Provision of additional units	✓	
	Replacement of equipment if missing	✓	Replacement cost charged to club
	Refill fire extinguishers if discharged through Accidental/Misuse		✓
	Payment of fire services levy	✓	
<b>Security</b>	Provision of facility keys – buildings under 500m2	✓ Up to five (5) sets of keys	✓ Cost of additional sets of keys above five (5)
	Provision of facility keys – buildings over 500m2	✓ Up to ten (10) sets of keys	✓ Cost of additional sets of keys above ten (10)
	Cost of Replacement for lost keys		✓
	Replacement of damaged Council lock keys	✓	
	Replacement of Council locks external doors	✓	
	Replacement of internal locks		✓
	Maintain a key register	✓	✓
	Provision of and payment of all costs for a security system		✓
	Security Grills, roller shutters installation		✓ *
	Security Grills, roller shutters maintenance	✓ (if installed by Council)	✓ * (if installed by Club)

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(Schedule C)

	Costs associated with clubs not setting monitored alarms or calls outs to re alarm monitored alarms		✓
	CCTV Cameras	✓ (if installed by Council)	✓ * (if installed by Club)
<b>Waste Management</b>	Regular domestic waste collection	✓	
	Provision of bins as determined by facility size (As per Council Guidelines)	✓	
	Placement of bins for collection		✓
	Provision of rubbish skips		✓ *
	Cleaning of Grease Trap		✓
	Ashtray Disposal Units		✓ *
	Sanitary and Nappy Bins		✓
	Sharps Bins		✓
<b>Building</b>	Prepare Maintenance schedules	✓	
	Conduct annual Condition Audit	✓	
	Develop and display Emergency Evacuation Procedures in prominent location.		✓
	Conduct bi annual facility inspections	✓	
	Graffiti Removal due to vandalism outside of leased area	✓	
	Graffiti removal inside building		✓ due to club misuse
<b>Pathways to exits</b>	Clear access to exit doors at all times		✓
<b>Pest Control</b>	Pest control relating to structural items ie. Termites	✓	
	All pest control as required internal and external ie spiders, mice		✓
<b>Cleaning</b>	Keep premises in clean, sanitary condition		✓

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**\* Council permission required**

No work may begin until written approval has been received from Council. Works must be undertaken by a registered licensed company relevant to trade to undertake works. Certificates of Compliance are required where relevant. All ongoing maintenance and replacement related to the works completed will be the responsibility of the club.

**GLOSSARY of TERMS**

**Misuse**

Use incorrectly, mistreat or abuse.

**End of useful life**

When an asset or component no longer serves the function for what it is intended for or poses a risk in serving its intended function. If Clubs allow any installations under their responsibility to deteriorate to a condition that is a danger to the community or is inappropriate for a built structure in a Council reserve, it will be removed by Council and the Club will be charged accordingly.

**OH&S Requirements/ Regulations**

Club are not permitted to undertake any works without meeting the appropriate OH&S requirements/ regulations.

**Occupant**

An incorporated organisation who agrees to access Brimbank City Council facilities under the terms and conditions of an agreement.

**Working at Height**

Club are not permitted to undertake any works above 2.1 meters without the appropriate OH&S requirements.





ASSOCIATIONS INCORPORATION ACT 1981  
Section 7

No. A0045231J

# CERTIFICATE OF INCORPORATION

This is to certify that

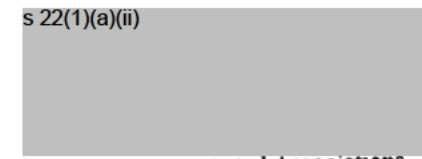
ST.ALBANS SAINTS SOCCER CLUB : DINAMO INC.

is on and from the 21 January 2004

incorporated under the Associations Incorporation Act 1981

Given under my hand at MELBOURNE, this 18th day of March 2011

s 22(1)(a)(ii)



Registrar of Incorporated Associations

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**CLUB CHANGER**  
Club Development Program

# CERTIFICATE OF ACHIEVEMENT



Awarded to

**St Albans Saints Dinamo SC**

For commitment to developing Football and  
progressing to become a **3-Star Club Changer**

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Transport, Regional Development, Communications, Sport and the Arts

## **St Albans Saints Dinamo Football Club participation 2025**

Junior participation numbers from 2023 to 2024 and 2025.

### **2023 - Total Junior Participation- 246**

Boys – 206      Girls – 40

### **2024 - Total Junior Participation - 286**

Boys – 216      Girls – 70

### **2025 - Total Junior Participation - 357**

Boys – 245      Girls – 112

### **Adult component - Men's & Women's - 178**

Senior Women – 20      U19 Men – 18      U23 Men - 18

Senior Men – 22

### **Masters/Amateur Teams**

Vukovar – 40      Gospic Bears – 40      Wednesday Knights - 20

### **2025 Total Club Registered players - 535**

**FOI**

**From:** St Albans Saints <stalbanssaints@gmail.com>  
**Sent:** Tuesday, 24 February 2026 3:28 PM  
**To:** MLCIP  
**Cc:** s 22(1)(a)(ii) St Albans Saints  
**Subject:** Major & Local Community Infrastructure Program MLCIP143 - Revised Guidelines [SEC=OFFICIAL]  
**Attachments:** St Albans Saints Soccer Club Lease Agreement 2024.PDF; 3.4 St Albans Saints Incorporation.pdf; 3 Star Certificate.pdf; St Albans Dinamo Football Club - Participation 2025.pdf; MLCIP - Application Form v1.5 St Albans Dinamo FC.docx

**OFFICIAL**

Good afternoon s 22(1)(a)(ii)

Please find attached St Albans Saints Dinamo FC MLCIP143 application as requested.

I have also attached the following documents as part of our application.

1. St Albans Saints Dinamo FC Council Lease Agreement.
2. St Albans Saints Dinamo Incorporation certificate.
3. St Albans Saints Dinamo FC 3-star club changer certificate issued by Football Australia.
4. St Albans Saints Dinamo Participation data.
5. MLCIP Application form.

Please do not hesitate to contact me if you have any questions.

Best regards,

s 22(1)(a)(ii)

St Albans Saints Dinamo FC

s 22(1)(a)(ii)

**OFFICIAL**

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DECLARATION OF CONFLICT OF INTEREST

Section Guidance:

Please complete either Part I or Part II of the Declaration of Conflict of Interest

Part I – No Known Conflict

I confirm that at the time of signing, to the best of my knowledge I am unaware of any actual, perceived or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application or from entering into a Funding Agreement to deliver a project which relates to this Application.

I undertake that if at any time I become aware that I, or any other employees or persons associated with the <insert name of applicant organisation> have an actual, perceived or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts in writing of that Conflict and of the steps the <insert name of applicant organisation> propose to take to resolve or otherwise deal with the Conflict;
b) make full disclosure to the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of all relevant information relating to the Conflict; and
c) take such steps as the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the department of any actual, perceived or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications, Sports and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this Application.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

28.11.25

s 22(1)(a)(ii)

(signature of witness)

s 22(1)(a)(ii)

28.11.25

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Part II - Disclosure of Interests

I disclose the following interests that could give rise to an actual, apparent or potential conflict of interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I undertake that if at any time I have an actual, perceived or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts in writing of that Conflict and of the steps the <insert name of applicant organisation> propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of all relevant information relating to the Conflict;
- c) take such steps as the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict; and
- d) make full disclosure to the department if circumstances change that affect this disclosure.

I understand that if I fail to notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of any actual, perceived or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this Application.

\_\_\_\_\_  
s 22(1)(a)(ii)

s 22(1)(a)(ii)

28.11.25

\_\_\_\_\_  
(signature of witness) s 22(1)(a)(ii)

s 22(1)(a)(ii)

28.11.25

Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing MLCIP proposals and will be maintained in accordance with the Privacy Act 1988.

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## APPLICATION DECLARATION

In order to submit your application, you will be required to agree to the following declaration.

### Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department) will use the information I provide in accordance with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect;
- why we collect your personal information;
- who we give your personal information to.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies. This includes disclosing information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

I declare my ability to comply with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#) and intention to impose the same privacy obligations on officers, employees, agents and subcontractors that I engage to assist with the project, in respect of personal information I collect, use, store, or disclose in connection with the project. Accordingly, I will not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

### Applicant declaration

I declare that I have read and understood the Major and Local Community Infrastructure Program Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, undertake its own verification of the information provided in this application, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge the Australian Government cannot increase the amount of funding for any reason. Any cost overruns or contingencies will be the responsibility of the applicant.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding

or using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

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s 22(1)(a)(ii)

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s 22(1)(a)(ii)

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28.11.25

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## Appendix A - Project Budget

**Section Guidance:**

*You must provide a summary of your eligible project costs over the life of the project. An example of how to provide this information is shown in a table below. We only provide funding based on eligible expenditure. Other costs will need to be met from sources other than the Australian Government funding.*

***Requests for additional funding under this program will not be considered.***

**Funding contingencies**

Provide details of how any cost overruns will be funded and managed for the length of the project.

Cost overruns will be managed between the council and St Albans Dinamo FC. The St Albans Dinamo FC could help pay overruns subject if required.

Project Name			Total Project Cost
Organisation Name			\$###,###.##
Type of Project Expenditure	Description	TOTAL	
<b>Materials for Construction</b>			
<i>Building materials</i>			
<i>ICT cabling</i>			
<i>Window dressings</i>			
<i>Fixed furniture</i>			
<i>Landscaping</i>			
<b>Hired/leased plant</b>			
<i>Forklift lease</i>			
<i>Forklift repairs and maintenance</i>			
<b>Contract Expenditure</b>			
<i>Design services</i>			
<i>Project management services</i>			
<i>Quantity surveying</i>			
<i>Consultancy services</i>			
<b>Other expenditure</b>			
<i>Financial auditing</i>			
<i>Planning, environmental, regulatory approvals</i>			
<i>Agreed signage/promotional materials</i>			
<b>Contingency (if known)</b>			

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## Appendix B - Financial Status

You should provide an audited/verified bank/financial statements as an attachment to this Financial Status table. This table provides a basic guide of what information should be included and will assist you with providing clear evidence that you can easily manage payment in arrears and possible cost overruns.

Table: Financial Statement Summary			
Item	Year to date (2025-26)	FY 2024-25	FY 2023-24
	Period ending: Select date		
Operating income			
Total Expenses			
Net Income (profit/loss)			
Cash at Bank (all accounts)			
Statement of Financial Position [Balance Sheet] - only required for grant amounts over \$100,000			
Current Assets (cash, accounts receivable, inventory etc.)			
Fixed Assets (property and land, vehicles, equipment etc.)			
Current Liabilities (accounts payable, interest payable, accrued wages etc.)			
Long term liabilities (loans, equipment finance etc.)			
Net Assets			

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## Appendix C – Project Sponsor Request for Administrative Costs

<b>Project Sponsor Organisation Name</b>	<i>Must be a local, state or territory government body</i>
<b>Sponsored Organisation Name</b>	<i>This is the organisation invited to apply for this project funding</i>
<b>Australian Government Funding Commitment</b>	\$
<b>Administrative Costs Requested</b> <i>This can be a maximum of 3% of the Australian Government Funding Commitment</i>	\$

### Supporting statement to justify request

*Outline the rationale/breakdown for the Administrative Cost amount requested here.*

*This should include details relating to your limited financial capacity to act as the sponsor and specific costs/functions needed to undertake this role for the duration of the grant. Examples include:*

- *Financial Acquittal processes*
- *Application development costs*
- *Legal costs*
- *Project management costs*
- *Other resourcing costs*

You will be advised whether your application for administrative costs has been approved, partially or in full, once a decision on project funding has been made.

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# Major and Local Community Infrastructure Program

## Application Form

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### About the program

The Major and Local Community Infrastructure Program (MLCIP) will deliver the Australian Government's community infrastructure commitments from the 2025 Federal election and from the 2025-26 Budget and Pre-Election Fiscal Outlook. The program will run over 4 years from 2025-26.

The program's objectives are to:

- build resilient communities through the provision of social and community facilities;
- improve community amenity, accessibility and liveability through investment in community infrastructure; and
- drive economic growth in communities and the broader region.

### Eligible applicants

**This is a non-competitive program. Only projects identified by the Australian Government will be invited to apply for funding. We will contact you if you are eligible to apply.**

You should not assume that an invitation to apply means that funding approval is guaranteed. Your application will be subject to a merit assessment as outlined in the program guidelines. Any expenditure you incur on your project prior to the execution of a funding agreement is at your own risk.

Funding will only be provided to a local, state or territory body. If your organisation has been invited to apply for the program but is not a government entity, you should identify an appropriate local, state or territory government body to submit the application for funding as your 'project sponsor'. Refer to section 4.1 of the MLCIP Program Guidelines.

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### Before you begin

You must read the [MLCIP Program Guidelines](#) (guidelines) prior to submitting your application.

We recommend keeping the guidelines open as you are completing your application so you can refer to them when providing your responses.

### Completing your application

All sections must be completed. If the section does not apply to your project, please select 'N/A'.

You should delete the guidance text from each section before submitting your application (*the guidance text looks like this*).

Some sections will ask you to provide supporting documentation, which will need to be included with your application. Details will be provided in each section.

It is important that you complete your application in full and provide all mandatory supporting documents. Whilst we will make reasonable attempts to resolve any questions, the ultimate responsibility for providing sufficient information to enable us to assess your application rests with you.

## Submitting your application

**Your application must be received by 5pm (local time) on 1 December 2025.**

Please submit your application and all required supporting documentation to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)

If your application and attachments are likely to be over 30MB in size, please email [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) to make alternative arrangements to provide these documents electronically.

### Requests for extensions of time

You may request only **one** extension of time to submit your application for a period of up to 3 months (up to 1 March 2026). You must clearly state the reasons for requiring the extension and should not assume your request will be approved.

You should submit your request in writing to [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) at least 10 business days prior to the original application due date of 1 December 2025.

Requests will only be considered in exceptional circumstances and are at the discretion of the Program Delegate. You will be notified in writing as to whether your extension has been approved and your new application due date.

### Disclosure of Information

By submitting your application and completing the declarations at the end of this form, you agree to the Commonwealth's use and disclosure of your information, provided in your application or otherwise, as set out in the guidelines.

### Getting Help

If you require assistance to complete this application you can contact us by email at [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au) or on 1800 044 938.

## Notification of application outcomes

You will be advised of the outcome of your application in writing. If you are successful, you will be advised of any specific conditions attached to the funding.

Successful applicants **must** enter into a legally binding funding agreement in order to receive funding for an approved project. No payments can be made to you without an executed funding agreement being in place.

If you are unsuccessful, you may ask for feedback within three (3) months of being advised of the outcome.

# 1. Organisation Details

<b>Organisation Legal Name:</b>	St Albans Dinamo Soccer Club
<b>Trading or Business Name:</b>	St Albans Dinamo Soccer Club
<b>ABN:</b>	26885855152
<b>Postal address</b>	
<b>Address:</b>	PO Box 75, St Albans
<b>State/Territory:</b>	Victoria
<b>Postcode:</b>	3021
<b>Street address (if different from postal address)</b>	
<b>Address:</b>	Churchill Reserve, Fox St, St Albans
<b>State/Territory:</b>	Victoria
<b>Postcode:</b>	3021
<b>Organisation Website:</b>	www.stalbanssaints.com

If you are the project sponsor for another eligible organisation, please provide the name of the organisation you are sponsoring here:

<b>Has the organisation invited to apply agreed to your organisation being the project sponsor?</b>	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

Sponsoring organisations may apply for additional funding to cover reasonable administrative costs associated with being the sponsoring organisation (See Section 4.1 of the Guidelines and complete **Appendix C** if you wish to apply).

If you are a non-government organisation applying for funding without a project sponsor (refer Section 4.1 of the guidelines), please outline any steps you have taken to secure a sponsor that can enter into a funding agreement on your behalf should your application for funding be approved here:

We're in discussions with the Brimbank City Council to act as the project sponsor.

## Authorised Person Contact Details

An authorised person is nominated by the entity to act on behalf of the organisation and to enter into a funding agreement on behalf of the organisation (e.g. CEO, General Manager, Secretary, Club President).

<b>Title (e.g. Ms/Mrs/Mx/Mr/Dr/Professor):</b>	s 22(1)(a)(ii)
<b>First Name:</b>	s 22(1)(a)(ii)
<b>Surname:</b>	s 22(1)(a)(ii)
<b>Position Title:</b>	Vice President
<b>Phone Number:</b>	
<b>Mobile Number:</b>	s 22(1)(a)(ii)
<b>Email:</b>	s 22(1)(a)(ii)

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## Primary Contact Details

The primary contact is the individual who will act as the representative of your organisation in the day-to-day management of your funding agreement. In your organisation, this may be the same person as the authorised person listed above.

Title (e.g. Ms/Mrs/Mx/Mr/Dr/Professor):	s 22(1)(a)(ii)
First Name:	s 22(1)(a)(ii)
Surname:	s 22(1)(a)(ii)
Position Title:	Committee Member
Phone Number:	
Mobile Number:	s 22(1)(a)(ii)
Email:	s 22(1)(a)(ii)

## 2. Eligibility

**Section guidance:**

We cannot consider your application if you do not satisfy all of the eligibility criteria. If you are deemed ineligible, you will be advised in writing. Please refer to Sections 4 and 5 of the guidelines for more information.

To be eligible for funding, your project must be consistent with the intent of the announced commitment.

If your proposed project is solely the development of masterplan, business case, feasibility study, or similar, no additional funding will be available for the construction phase of the project under this program.

<p><b>Has your organisation been invited to apply for this program by the Australian Government OR are you a sponsor organisation that has been approved to deliver the project by the department?</b></p>		
<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p><b>You must be one of the following entity types to apply. Please select your organisation's type:</b></p>		
An incorporated association or other incorporated entity	<input checked="" type="checkbox"/>	
A registered charity or not-for-profit organisation	<input type="checkbox"/>	
An Australian local government body/agency	<input type="checkbox"/>	
An Australian state or territory government body	<input type="checkbox"/>	
An incorporated trustee on behalf of a trust	<input type="checkbox"/>	You must submit trust documents showing the relationship of the incorporated trustee to the trust for your application to be eligible.
An Aboriginal and/or Torres Strait Islander Corporation registered under the <a href="#">Corporations (Aboriginal and Torres Strait Islander) Act 2006</a>	<input type="checkbox"/>	

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A University	<input type="checkbox"/>	
None of the above (please specify below):		
<b>Is your organisation registered for the purposes of the Good and Services Tax (GST)?</b>		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Does your organisation have a bank account with an Australian financial institution?</b>		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Is your organisation (or your project partner/s) included on the National Redress Scheme’s website on the list of ‘Institutions that have not joined or signified their intent to join the Scheme’? You can look up if your organisation is listed at: <a href="http://www.nationalredress.gov.au">www.nationalredress.gov.au</a></b>		
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
<b>If your organisation is an employer of 100 or more employees, are you compliant with all applicable requirements under the <a href="#">Workplace Gender Equality Act (2012)</a>?</b>		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> N/A
<b>Select your eligible project type:</b>		
<ul style="list-style-type: none"> <li>The construction, upgrade or extension of infrastructure that provides economic and social benefits to the community</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>The development of a masterplan, business case, feasibility study, or similar</li> </ul>	<input type="checkbox"/>	
<b>Do you (or your sponsoring organisation) own the land and infrastructure for the project OR have a formal arrangement, such as a lease, for use of the site to allow the project to be delivered?</b>		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
<p><i>If yes, please provide details including <b>evidence</b> such as a copy of the lease agreement with your application.</i></p> <p><i>Note: In line with the Program Guidelines, to be eligible for funding your project must not be located on a site where you do not have a formal arrangement, such as a lease, for use of the site to allow the project to be delivered. <u>If you have answered ‘no’ to this question, your application may be considered ineligible.</u> You should contact us prior to submitting your application if you are unsure about this question.</i></p>		

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### 3. Project Details

**Section Guidance:**

If your application is successful, the following details you provide may be published online (e.g. on the department's website or [GrantConnect](#)) and may be included in other government publications:

- name of the funding recipient
- project name
- project description and intended project outcomes
- amount of funding awarded

Project Name
Churchill Reserve Redevelopment

Project Location	
Churchill Reserve	
Street Address:	Churchill Reserve, Fox St
Suburb/Town:	St Albans
State/Territory:	VIC
Postcode:	3021
What is the name of the Traditional Custodians of the land on which the project is to be located? <a href="https://aiatsis.gov.au/explore/map-indigenous-australia">https://aiatsis.gov.au/explore/map-indigenous-australia</a>	Woiworung land

Project Summary
<p>The redevelopment at Churchill Reserve is the build of new changerooms and gym, a new clubhouse with corporate and functions capability, and a new synthetic pitch.</p> <p>The new facilities will increase female participation in football female only changerooms and safe spaces.</p> <p>The new synthetic pitch which will increase capacity and participation of juniors and the increasing female participation.</p> <p>The clubhouse will enable the club to become more self-sustainable whilst also benefiting the community through an increase in employment opportunities. It is also envisaged that the clubhouse will be a carbon neutral facility with efficient designs, appliances, and the installation of solar and batteries.</p>

Detailed Project Scope and Outcomes
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**Please outline, in as much detail as possible, the scope of the project, consistent with the intent of the Australian Government's commitment.**

Construction project:  
 Construction of a clubhouse and changerooms – scope includes:

- Pre-construction design and approval for interior and exterior of clubhouse
- Tender for build
- Planning and procurement
- Construction of the clubhouse
- Post-construction (closeout)

Construction of a synthetic pitch – scope includes:

- Pre-construction design and approval
- Tender for build
- Construction of the synthetic pitch
- Post-construction (closeout)

**What outcomes will your project deliver?**

The deliverables are the additional changerooms, gym, clubhouse and synthetic pitch.

**If the project activity for which the Australian Government has committed funding to is part of a larger project, please explain how you will manage it to ensure the Australian Government-funded component can be successfully delivered in isolation from the larger project.**

Not applicable

**Has your project commenced construction?**  
 Please note any expenditure you incur prior to the execution of a funding agreement is at your own risk. You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

<input type="checkbox"/> YES (if selected, please provide details)	<input checked="" type="checkbox"/> NO
--	--

## Project Milestones

**Section guidance:**

Project milestones are specific points within your project timeline where a major event or task has been completed. Examples may include: “plans approved by council”, “excavation of site”, “commencement of construction of buildings”, “completion of fit-out”.

You must provide expected milestones for the life of your project in the table below. These milestones may be adjusted as you settle your funding agreement, if required. If your project is still in its early stages, please provide your best estimate and as much detail as you can.

Each milestone description **must** be specific and tangible (e.g. “100% of design complete and all required approvals in place” or “construction commenced”). Please **do not** use only numerical descriptions (e.g. “Project is 30% complete) without explaining specifically what has been achieved.

If your project is a construction project, you **must** have both a “construction start/commencement” and “construction end/completion” milestone. Master plan/business case/feasibility studies projects are likely to have fewer delivery milestones, but they **must** have a completion milestone for when the final product (e.g. the masterplan, business case, feasibility study) is to be submitted.

**Projects should be complete by 30 June 2029.**

Estimated Project Start Date	15/8/2026
Estimated Project End Date	29/2/2028

Milestone Number	Description	Estimated Milestone Achievement Date
Milestone 1	Finalise drawings	14/2/2026
Milestone 2	Obtain approvals	13/6/2026
Milestone 3	Bidding and contractor selection	14/8/2026
Milestone 4	Construction commenced	15/8/2026
Milestone 5	Complete construction	1/12/2027
Milestone 6	Provide all project compliance and acquittal documents	29/2/2028

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## 4. Total Project Cost

**Section Guidance:**

Please confirm the total expected cost of your project.

The Australian Government will not provide funding above the amount committed to your project.

If the total project cost is more than the funding committed by the Australian Government, you must provide details of how you will fund the difference. The total of all sources of funding plus your Commonwealth funding, should be equal to your total project expenditure.

Other sources of funding could include your contribution, other Commonwealth government programs or state/ territory/local government programs.

For your own contribution, you may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

For all other sources of funding, you will need to provide evidence (for example a letter) supporting the contribution (see Assessment Criterion 2).

If your proposed project is solely the development of masterplan, business case, feasibility study, or similar, no additional funding will be available for the construction phase of the project under this program.

<b>Total Project Cost:</b>			
\$7,500,000			
<b>Total Australian Government Funding Commitment (as per the invitation from the Australian Government):</b>			
\$3,500,000			
Co-Contributor	Type of Contribution	Status of contribution e.g. - confirmed/fully approved; - pre-approved but subject to conditions; or - sought and not yet approved	Amount (\$)
Brimbank Council	Funding for 6 changeroom pavilion component of the full build	In council budget	TBC
St Albans Dinamo FC	Funding contribution	Discussed within the Executive Committee. There are funds available, but contribution figures yet been finalised.	TBC
<b>Additional Comments (only if required, not mandatory):</b>			

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## 5. Assessment Criteria

**Section guidance:**

*You must address all of the assessment criteria to be eligible. We will only consider funding applications that score at least 60 per cent against each assessment criterion.*

*Under each criterion is a box for you to provide a summary of how the proposal meets that particular criterion. Supporting evidence can be provided where it is directly referenced in your summary or relevant to your claims.*

*You must provide any mandatory attachments listed in the 'Mandatory and Supporting Documents' section of each criterion answer.*

### Assessment Criterion 1: Social and Economic Benefits of the project (10 points)

You should demonstrate this by identifying:

- a. why the project is needed by the community and how the community will benefit from the project, including the social and/or economic impact of the project;
- b. the broader benefits your project will deliver for the region and community during and beyond the term of funding; and
- c. details of any economic outcomes you expect from the project in the immediate and long term.

Please refer to Section 6.1 of the guidelines for examples of how your project could deliver economic and/or social benefits.

**Criterion 1 Response:**

s 47G

s 47G

### Mandatory & Supporting Documents

**Mandatory:** There are no mandatory documents for this criterion.

**Supporting:** All applicants are **strongly encouraged** to provide suitable documents to support your response to this criterion (examples are listed below). The level of detail should be proportionate to the complexity, size and cost of your project.

Below is a non-exhaustive list of documents you could provide to support your response:

- Letters of support from stakeholders, user groups or community members
- Economic development plans for the local government area or the broader region
- Demographic studies and/or growth forecasts
- Masterplan for the organisation, local government area or broader region which includes the proposed project

## Assessment Criterion 2: Project Viability and Sustainability (10 points)

You should demonstrate this through identifying:

- a. The need for Australian Government funding, including:
  - whether the project could proceed without this funding;
  - the scope and timing of the project and any key dependencies.
- b. Your readiness to commence the project including whether:

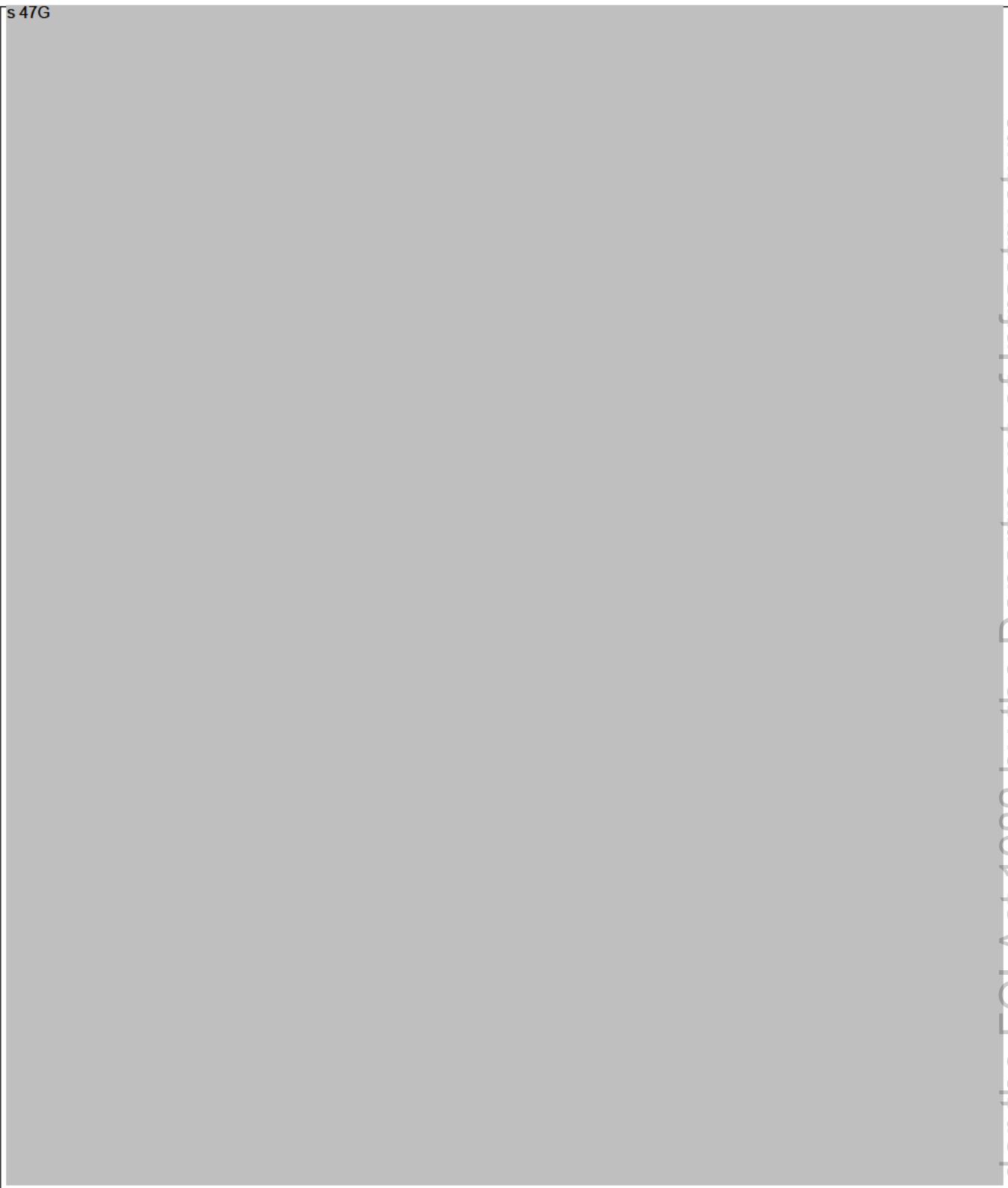
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- regulatory and/or development approvals are required or in place;
  - project designs and costings are underway or finalised;
  - authority from relevant land or infrastructure owners to undertake the project at the nominated site(s) is required or has been confirmed;
  - funding contributions from all sources have been confirmed; and
  - community consultation has taken place.
- c. Your plan to manage the project which addresses scope, implementation, procurement and works, timeframes, budget and risk management, commensurate to the size and nature of the project.

Criterion 2 Response:
s 47G

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s 47G



Mandatory Documents	
All projects	<p>A Project Budget must be provided.</p> <p>An example format for this is provided at <b>Appendix A</b>. You should provide as much detail as you can to best support your application, and projects of higher value are expected to have a more detailed project budget including appropriate contingencies.</p>
For projects seeking more than \$100,000	A Project Plan must be provided.

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	This should be commensurate with the size and nature of your project, and clearly outline your plan to manage the project to completion. This includes outlining how your project will be managed and implemented, your procurement approach, timeframes and key dependencies, your budget management approach (including how you will manage any cost overruns), and your risk management plan.
<b>For projects utilising other funding contributions</b>	Evidence where a funding contribution has been sought or confirmed must be provided.  Evidence may, for example, be in the form of a formal letter from the contributing organisation or individual confirming the contribution and any applicable conditions.
<b>For projects related to the construction, upgrade, or extension of infrastructure</b>	Evidence of approval to use land/site for project must be provided.  You must demonstrate you have a formal arrangement in place to deliver the project on land or a site. Evidence may include an executed lease, or a formal letter/correspondence that confirms your organisation is allowed to use the site to deliver the project.
<b>Supporting Documents</b>	
<p>In addition to the mandatory documents, you should provide additional documents to support your response to this criterion. Projects seeking a larger funding amount should, wherever possible, provide more detailed supporting evidence. Examples of evidence that can be provided include:</p> <ul style="list-style-type: none"> <li>• Project designs</li> <li>• Business plans or feasibility studies and/or any preliminary work studies that have been completed or underway for the project</li> <li>• Any regulatory or development approvals you have already received or submitted for approval</li> <li>• Quotes, cost estimates or contracted costs, project contingency</li> <li>• Letters of support from the community or evidence of community consultation</li> <li>• Procurement plans</li> </ul> <p>Where your proposed project is a business case, feasibility study, master plan or similar, evidence to support your readiness to proceed with the project may also include:</p> <ul style="list-style-type: none"> <li>• any preliminary work/studies that have been completed or are underway in relation to the project;</li> <li>• whether preparation of tenders or similar processes for the engagement of consultants for the project is underway;</li> <li>• whether initial community consultation for the future infrastructure project has commenced or been completed.</li> </ul>	

### Assessment Criterion 3: Your capacity, capability and resources to carry out the project (10 points)

You should demonstrate this through identifying:

- a. Your track record with similar projects and access to personnel with the right skills and experience; and any support or investment that will be leveraged to progress your project.
- b. The legal and financial status of your organisation including:
  - your financial capacity to progress the project, noting that in most cases, payments of Australian Government funding are made in arrears;
  - the nature of financial policies and procedures, and the governance structure of your organisation; and

- your ability to operate and maintain the project following its completion.

Criterion 3 Response:	
<p>The Brimbank Council have completed numerous projects within its delegation over the years, such as:</p> <ul style="list-style-type: none"> <li>• Lloyd Reserve, Sunshine North - \$4m pavilion upgrade</li> <li>• More Park, Ardeer - \$8.4m redevelopment</li> </ul> <p>Brimbank Council has also had experience with government co-funded projects, and as such has the understanding on how the funding operates.</p> <p>In the 2024/25 financial year, Brimbank Council reported an operating surplus of \$37.6m, making it financially strong, and supporting its ability to maintain budgets.</p> <p>The council also has a very well documented financial policies and procedures, and the governance structure, which can be found on their website.</p>	
Mandatory Documents	
All projects	<p>To demonstrate your ability to meet ongoing project obligations and manage any cost overruns you must provide audited (or similarly verified) bank/financial statements from the last 2 financial years.</p> <p>You must also complete the 'Financial Status' table at <b>Appendix B</b>.</p>
Supporting Documents	
All projects	<p>In addition to the mandatory documents, you should provide additional evidence where possible to support this criterion, proportionate to the complexity, size and cost of your project. Projects of higher value are expected to provide additional evidence given the scale of the project and requested funding.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Examples of previous projects your organisation has managed</li> <li>• Your governance policies and/or details of organisation structure</li> <li>• Organisation's financial policies or procedures</li> </ul>

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## LEGAL AUTHORISATION

I confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- The information provided in this form and all appended documents is complete and correct. I understand that information provided in this Application will form the basis of the funding agreement and that giving false or misleading information is a serious offence.
- The Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department) is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
  - Departmental databases and records, including information related to previous funding provided to my organisation;
  - Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
  - State, Territory or Local Government agencies;
  - Law enforcement agencies;
  - Credit reference agencies;
  - Courts or Tribunals; and
  - Any other appropriate organisation, information source or person as reasonably required to perform background checks.
- I agree that the department may arrange for an Independent Viability Assessment (IVA) of my project by an external adviser or consultant to the department. Where applicable, the department may request a yearly breakdown of costs for on-going operational and maintenance of the complete project for a minimum of five (5) years.
- To the best of my knowledge, I have disclosed (Part A Declaration of Conflict of Interest) all actual, perceived or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application or from delivering a project which relates to this Application.

s 22(1)(a)(ii) Vice President

s 22(1)(a)(ii)

28.11.25

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DECLARATION OF CONFLICT OF INTEREST

Section Guidance:

Please complete either Part I or Part II of the Declaration of Conflict of Interest

Part I – No Known Conflict

I confirm that at the time of signing, to the best of my knowledge I am unaware of any actual, perceived or potential conflicts of interest that would prevent my organisation from proceeding with the proposal outlined in this Application or from entering into a Funding Agreement to deliver a project which relates to this Application.

I undertake that if at any time I become aware that I, or any other employees or persons associated with the <insert name of applicant organisation> have an actual, perceived or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts in writing of that Conflict and of the steps the <insert name of applicant organisation> propose to take to resolve or otherwise deal with the Conflict;
b) make full disclosure to the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of all relevant information relating to the Conflict; and
c) take such steps as the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict.

I understand that if I fail to notify the department of any actual, perceived or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications, Sports and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this Application.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

28.11.25

s 22(1)(a)(ii)

(signature of witness)

s 22(1)(a)(ii)

28.11.25

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Part II - Disclosure of Interests

I disclose the following interests that could give rise to an actual, apparent or potential conflict of interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I undertake that if at any time I have an actual, perceived or potential conflict of interest, then I will:

- a) immediately notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts in writing of that Conflict and of the steps the <insert name of applicant organisation> propose to take to resolve or otherwise deal with the Conflict;
- b) make full disclosure to the Department Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of all relevant information relating to the Conflict;
- c) take such steps as the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may, if they choose to, reasonably require to resolve or otherwise deal with that Conflict; and
- d) make full disclosure to the department if circumstances change that affect this disclosure.

I understand that if I fail to notify the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts of any actual, perceived or potential conflicts of interest or am unable or unwilling to resolve or deal with the Conflict as required by the terms noted above, the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts may seek to terminate any Funding Agreement established in relation to a project which relates to this Application.

\_\_\_\_\_  
s 22(1)(a)(ii)

s 22(1)(a)(ii)

28.11.25

\_\_\_\_\_  
(signature of witness) s 22(1)(a)(ii)

s 22(1)(a)(ii)

28.11.25

Any information disclosed in this form will only be used by the Australian Government for the purposes of assessing MLCIP proposals and will be maintained in accordance with the Privacy Act 1988.

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## APPLICATION DECLARATION

In order to submit your application, you will be required to agree to the following declaration.

### Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department) will use the information I provide in accordance with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect;
- why we collect your personal information;
- who we give your personal information to.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies. This includes disclosing information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

I declare my ability to comply with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#) and intention to impose the same privacy obligations on officers, employees, agents and subcontractors that I engage to assist with the project, in respect of personal information I collect, use, store, or disclose in connection with the project. Accordingly, I will not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

### Applicant declaration

I declare that I have read and understood the Major and Local Community Infrastructure Program Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, undertake its own verification of the information provided in this application, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge the Australian Government cannot increase the amount of funding for any reason. Any cost overruns or contingencies will be the responsibility of the applicant.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding

or using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

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s 22(1)(a)(ii)

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28.11.25

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## Appendix A - Project Budget

**Section Guidance:**

*You must provide a summary of your eligible project costs over the life of the project. An example of how to provide this information is shown in a table below. We only provide funding based on eligible expenditure. Other costs will need to be met from sources other than the Australian Government funding.*

***Requests for additional funding under this program will not be considered.***

**Funding contingencies**

Provide details of how any cost overruns will be funded and managed for the length of the project.

Cost overruns will be managed between the council and St Albans Dinamo FC. The St Albans Dinamo FC could help pay overruns subject if required.

Project Name			Total Project Cost
Organisation Name			\$###,###.##
Type of Project Expenditure	Description	TOTAL	
<b>Materials for Construction</b>			
<i>Building materials</i>			
<i>ICT cabling</i>			
<i>Window dressings</i>			
<i>Fixed furniture</i>			
<i>Landscaping</i>			
<b>Hired/leased plant</b>			
<i>Forklift lease</i>			
<i>Forklift repairs and maintenance</i>			
<b>Contract Expenditure</b>			
<i>Design services</i>			
<i>Project management services</i>			
<i>Quantity surveying</i>			
<i>Consultancy services</i>			
<b>Other expenditure</b>			
<i>Financial auditing</i>			
<i>Planning, environmental, regulatory approvals</i>			
<i>Agreed signage/promotional materials</i>			
<b>Contingency (if known)</b>			

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## Appendix B - Financial Status

You should provide an audited/verified bank/financial statements as an attachment to this Financial Status table. This table provides a basic guide of what information should be included and will assist you with providing clear evidence that you can easily manage payment in arrears and possible cost overruns.

Table: Financial Statement Summary			
Item	Year to date (2025-26)	FY 2024-25	FY 2023-24
	Period ending: Select date		
Operating income			
Total Expenses			
Net Income (profit/loss)			
Cash at Bank (all accounts)			
Statement of Financial Position [Balance Sheet] - only required for grant amounts over \$100,000			
Current Assets (cash, accounts receivable, inventory etc.)			
Fixed Assets (property and land, vehicles, equipment etc.)			
Current Liabilities (accounts payable, interest payable, accrued wages etc.)			
Long term liabilities (loans, equipment finance etc.)			
Net Assets			

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## Appendix C – Project Sponsor Request for Administrative Costs

<b>Project Sponsor Organisation Name</b>	<i>Must be a local, state or territory government body</i>
<b>Sponsored Organisation Name</b>	<i>This is the organisation invited to apply for this project funding</i>
<b>Australian Government Funding Commitment</b>	\$
<b>Administrative Costs Requested</b> <i>This can be a maximum of 3% of the Australian Government Funding Commitment</i>	\$

### Supporting statement to justify request

*Outline the rationale/breakdown for the Administrative Cost amount requested here.*

*This should include details relating to your limited financial capacity to act as the sponsor and specific costs/functions needed to undertake this role for the duration of the grant. Examples include:*

- *Financial Acquittal processes*
- *Application development costs*
- *Legal costs*
- *Project management costs*
- *Other resourcing costs*

You will be advised whether your application for administrative costs has been approved, partially or in full, once a decision on project funding has been made.

**FOI**

**From:** MLCIP  
**Sent:** Tuesday, 24 February 2026 3:36 PM  
**To:** St Albans Saints; MLCIP  
**Cc:** s 22(1)(a)(ii)  
**Subject:** MLCIP143 - Confirming Application recieved [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)

This is an email to confirm that we have received your application.

If we require further information, we will contact you.

Kind regards,

**Major and Local Community Infrastructure Program**

e: [MLCIP@infrastructure.gov.au](mailto:MLCIP@infrastructure.gov.au)

p: 1800 044 938

**Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts**  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](http://infrastructure.gov.au)

*We would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
 We recognise and respect their continuing connection to the land, waters and communities.  
 We pay our respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

**OFFICIAL**

**From:** St Albans Saints <stalbanssaints@gmail.com>  
**Sent:** Tuesday, 24 February 2026 2:28 PM  
**To:** MLCIP <MLCIP@infrastructure.gov.au>  
**Cc:** s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii)  
 s 22(1)(a)(ii) St Albans Saints <stalbanssaints@gmail.com>  
**Subject:** Major & Local Community Infrastructure Program MLCIP143 - Revised Guidelines [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon s 22(1)(a)(ii),

Please find attached St Albans Saints Dinamo FC MLCIP143 application as requested.

I have also attached the following documents as part of our application.

1. St Albans Saints Dinamo FC Council Lease Agreement.
2. St Albans Saints Dinamo Incorporation certificate.
3. St Albans Saints Dinamo FC 3-star club changer certificate issued by Football Australia.
4. St Albans Saints Dinamo Participation data.
5. MLCIP Application form.

Please do not hesitate to contact me if you have any questions.

Best regards,

s 22(1)(a)(ii)

St Albans Saints Dinamo FC

s 22(1)(a)(ii)

OFFICIAL

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