New and Upgraded Dog Parks – Round 1

Program Guidelines

December 2023



|  |
| --- |
| AcknowledgmentWe acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices. We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond. |
|  |

**Environment.vic.gov.au/dog-parks**

© The State of Victoria Department of Energy, Environment and Climate Action (DEECA) December 2023

This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Energy, Environment and Climate Action logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

**ISBN** 978-1-76136-433-4 **(pdf/online/MS word)**

**Disclaimer**

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility

If you would like to receive this publication in an alternative format, please telephone the DEECA Customer Service Centre on 136186, email customer.service@deeca.vic.gov.au or via the National Relay Service on 133 677 [www.relayservice.com.au](http://www.relayservice.com.au). This document is also available on the internet at [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au).

**Contents**

[1. What is the New and Upgraded Dog Parks program? 3](#_Toc145942832)

[2. Who can apply, project details and funding amounts? 3](#_Toc145942833)

[3. What might be funded? 5](#_Toc145942834)

[4. What will not be funded? 6](#_Toc145942835)

[5. What are the assessment criteria? 6](#_Toc145942836)

[6. What supporting documents will need to be provided? 7](#_Toc145942837)

[7. What are the funding conditions? 7](#_Toc145942838)

[8. What is the application process? 9](#_Toc145942839)

[9. Additional information 9](#_Toc145942840)

[10. What is the notification process? 9](#_Toc145942841)

[11. Key dates 10](#_Toc145942842)

[12. Checklist 10](#_Toc145942844)

1. What is the New and Upgraded Dog Parks program?

The Victorian Government has committed $13.4 million to build and upgrade dog parks across Victoria. This investment will be delivered as a combination of both:

* Grants to councils to design and deliver new and upgraded dog parks in targeted locations (round 1)
* Grants to councils to design and deliver dog park upgrades based upon the needs of local communities (round 2 – note: *additional guidelines will be released for round 2)*.

This investment will provide funding to local councils to design and deliver new or upgraded dog parks in designated locations across Victoria. This program also supports the continued implementation of the Victorian Government’s [*Open Space for Everyone Strategy 2021*](https://www.environment.vic.gov.au/suburban-parks/open-space-for-everyone).

The first round of this program will focus on targeted grants to local councils for the delivery of up to six new dog parks and up to 13 dog park upgrades across Victoria with total funding available of up to $10 million.

The second round of the program will be a competitive grants process for local councils to design and deliver dog park upgrades in areas of greatest need. Eligible local councils will be provided further information regarding the second round of the program in early 2024.

**This Program aims to:**

* Invest in underutilised public land for Victorians to connect with their communities and exercise their dogs;
* Invest in informal and formal off-leash areas to meet the growing demand for people to socialise and exercise their dog off-leash;
* Contribute to urban greening, cooling and shading of local neighbourhoods; and
* Improve connectivity of open spaces with other points of interest and activity.

2. Who can apply, project details and funding amounts?

This program will provide capped funding to specific eligible organisations (public land managers) for the purpose of delivering new and upgraded dog parks. Identified public land managers can apply for funding in accordance with the two tables below.

**Table 1: Eligible organisations, project detail and maximum available funding for new dog parks**

|  |  |  |
| --- | --- | --- |
| **Eligible organisation** | **Project detail** | **Available funding (ex GST)** |
| City of Greater Geelong  | Design and delivery of a new dog park in Armstrong Creek or Charlemont | Up to $800,000  |
| City of Whittlesea  | Design and delivery of a new dog park in Wollert  | Up to $800,000 |
| Brimbank City Council  | Design and delivery of a new dog park in Sydenham  | Up to $800,000 |
| City of Casey | Design and delivery of a new dog park in Endeavour Hills  | Up to $800,000 |
| City of Monash  | Design and delivery of a new dog park in Mount Waverley  | Up to $800,000 |
| Knox City Council[[1]](#footnote-2)  | Design and delivery of a new dog park and playspace in Wantirna  | Up to $800,000 |

*Note: Eligible organisations can only submit one application*

**Co-contribution requirements for projects outlined in Table 1**

Applicants can apply for funding of up to $500,000 with no cash co-contribution requirement.

For additional funding sought above $500,000 up to the maximum funding available of $800,000 applicants are required to provide a cash contribution towards the cost of the project at a funding ratio of 2:1 ($2 for every additional $1 sought in funding).

**Examples of indicative cash co-contributions:**

|  |  |
| --- | --- |
| **Applicant request** | **Cash co-contribution required** |
| Up to $500,000 | Nil |
| $600,000 | $200,000 |
| $800,000 (maximum grant amount) | $600,000 |

In-kind contributions are encouraged (such as providing in-house project management) but are not eligible towards meeting the cash co-contribution requirements outlined above.

**Table 2: Eligible organisations, project detail and maximum available funding for upgraded dog parks**

|  |  |  |
| --- | --- | --- |
| **Eligible organisation** | **Project detail** | **Available funding (ex GST)** |
| Moonee Valley City Council  | Design and delivery of a dog park upgrade in Flemington or surrounds | Up to $400,000 |
| Yarra City Council  | Design and delivery of two dog park upgrades in the City of Yarra | Up to $400,000(per project) |
| City of Whittlesea | Design and delivery of a dog park upgrade in Lalor  | Up to $400,000 |
| Moorabool Shire Council | Design and delivery of a dog park upgrade in Bacchus Marsh  | Up to $400,000 |
| Hume City Council  | Design and delivery of a dog park upgrade in Meadow Heights or Greenvale | Up to $400,000 |
| Cardinia Shire Council  | Design and delivery of two dog park upgrades in Cockatoo and Officer | Up to $400,000(per project) |
| Wyndham City Council  | Design and delivery of a dog park upgrade in Hoppers Crossing | Up to $400,000 |
| Manningham City Council  | Design and delivery of two dog park upgrades in Warrandyte and Doncaster | Up to $400,000(per project) |
| Glen Eira City Council   | Design and delivery of a dog park upgrade in Caulfield | Up to $400,000 |
| Nillumbik Shire Council  | Design and delivery of a dog park upgrade in Diamond Creek  | Up to $400,000 |

*Note: Yarra City Council, Cardinia Shire Council and Manningham City Council are eligible to apply for funding for two projects. All other eligible organisations can only submit one application.*

**Co-contribution requirements for projects outlined in Table 2**

Applicants can apply for funding of up to $300,000 with no cash co-contribution requirement.

For additional funding sought above $300,000 up to the maximum funding available of $400,000 applicants are required to provide a cash contribution towards the cost of the project at a funding ratio of 2:1 ($2 for every additional $1 sought in funding).

**Examples of indicative cash co-contributions:**

|  |  |
| --- | --- |
| **Applicant request** | **Cash co-contribution required** |
| Up to $300,000 | Nil |
| $350,000 | $100,000 |
| $400,000 (maximum grant amount) | $200,000 |

In-kind contributions are encouraged (such as providing in-house project management) but are not eligible towards meeting the cash co-contribution requirements outlined above.

3. What might be funded?

The program will provide capped funding to eligible organisations for existing parks, reserves and underutilised public land in the identified locations up to the maximum amounts as outlined in Tables 1 and 2. These areas may include locations currently serving as designated off-leash areas or be identified as a future location to be designated as an off-leash area.

Eligible organisations may use a component of the grant funding to complete:

* project planning and approvals
* concept and detailed design
* community consultation (including engagement with Traditional Custodians)
* project management costs of delivering the project.

These costs cannot exceed an amount greater than 20% of the total grant funding (i.e. a minimum of 80% of the grant funding must be used for construction of the project). Provided the minimum cash co-contributions are met (if applicable), those cash-contributions can be allocated towards the total project budget at the discretion of the applicant.

Funding will primarily be for purpose-built facilities for dogs and their owners to enjoy (e.g. play features, water bowls, fencing, shelter, bins, paths, shade). A component of funding may also be used for supporting infrastructure (e.g. paths to improve connectivity, lighting, all abilities access, tree planting and landscaping for cooling and greening of the open space).

4. What will not be funded?

The program will not fund the following activities:

* the purchase of land;
* the remediation of contaminated land (unless approved by DEECA as a component of the project proposal and subsequent funding agreement);
* routine or ongoing maintenance activities (unless approved by DEECA as a component of the project proposal and subsequent funding agreement);
* works that have already commenced;
* planning/approvals, design, community consultation and project management costs of delivering the project that exceed 20% of the grant (refer ‘What might be funded’); and
* works that do not support or are considered works that are not complementary to the primary purpose of the project delivering a new or upgraded dog park.

5. What are the assessment criteria?

Project applications will be checked for eligibility by DEECA to ensure:

* alignment with these program guidelines; and
* project documentation submitted is to a satisfactory standard for a funding agreement to be executed between DEECA and the organisation.

As the first funding round of the New and Upgraded Dog Parks Program provides funding opportunities for a specific package of projects in designated locations, there is no weighted assessment criteria.

The assessment of each application submitted by the eligible organisation will focus on how the project will be delivered, in accordance with the following:

* demonstrating how the project is financially viable and represents value for money;
* demonstrating that the organisation/public land manager has the necessary capacity and capability to deliver the project;
* demonstrating how the project has incorporated the following into the design:
	+ elements that contribute to the wellbeing, safety and enjoyment of dogs and their owners in the local area;
	+ safety and sustainability so that the location can be accessed equitably by park users with different needs;
	+ a focus on cooling, shading and greening through landscaping or other physical enhancements; and
	+ paths or other features that can improve the connectivity of the location with other surrounding points of interest and activity.
* outlining the necessary planning, approvals, design and consultation (including with Traditional Custodians) required to deliver the project and demonstrating that those planning considerations can be factored into the project schedule and still be delivered within the required timeframes;
* outlining the proposed funding contributions with a budget breakdown, including cash co-contributions (if applicable). A template will be provided in the program briefing and will be required to be submitted as part of the application; and
* having considered and addressed any potential impacts on gender equity, accessibility and Traditional Custodians.

Each project application will be required to submit a proposed budget breakdown for the project. Project applications will also need to provide indicative project delivery timelines, including timelines to complete a concept and detailed design, community consultation, construction commencement and practical completion of the project.

**Works must commence on site within 18 months of executing the grant funding agreement and must be completed by no later than 30 June 2026.**

6. What supporting documents will need to be provided?

Please submit the following documents with your application where available and/or applicable to the project:

* site location map;
* design concept;
* information relating to any community consultation undertaken at the site and/or related to dog park or off-leash area planning more broadly across the Local Government Area;
* a Preliminary Site Investigation (PSI) that demonstrates the land is not contaminated or potentially contaminated;
* any relevant supporting strategies or plans (e.g. Park Masterplan, Council Open Space Plan, Domestic Animal Management Plan, Dog Off-leash Plan, etc);
* evidence of confirmation of other funding sources;
* evidence of relevant works permit/s and/or approvals.

7. What are the funding conditions?

### Funding agreements

Successful applicants must enter into a funding agreement with DEECA. The Victorian Common Funding Agreement is used for funding agreements with not-for-profit organisations and Local Government Authorities. It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement is available on <https://www.vic.gov.au/victorian-common-funding-agreement.>

The activity does not include using the funding for political campaigning or advocacy activities for political parties.

### Legislative and regulatory requirements

In delivering the activity grant recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to:

* *The Privacy Act 1988 (Commonwealth)*
* *The Freedom of Information Act 1982 (Vic)*
* *Occupational Health and Safety Act 2004 (Vic)*
* *Planning and Environment Act 1987 (Vic)*
* *Heritage Act 2017 (Vic)*

*Aboriginal Heritage Act 2006 (Vic)*

*Disability Act 2006 (Vic)*

*Equal Opportunity Act 2010 (Vic)*

*Domestic Animals Act 1994 (Vic)*

### Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

### Acknowledging the Victorian Government’s support

Successful applicants are expected to acknowledge the Victorian Government’s support and promotional guidelines (<https://www.deeca.vic.gov.au/grants>) will form part of the funding agreement. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project and must comply with the [Acknowledgement and Publicity Guidelines.](https://www.deeca.vic.gov.au/__data/assets/word_doc/0022/392503/DEECA-Acknowledgement-and-Publicity-Guidelines.docx)

### Payments

Payments will be made as long as:

* the funding agreement has been signed by both parties;
* grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected;

other terms and conditions of funding continue to be met.

### Monitoring

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include progress reports, site inspections, completion reports and acquittal documentation.

### Privacy

Any personal information about you or a third party in your application will be collected by the department for the purposes of administering your grant application and informing Members of Parliament of successful applications. Personal information may also be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

DEECA is committed to protecting the privacy of personal information. You can find the DEECA Privacy Policy online at [www.deeca.vic.gov.au/privacy](http://www.deeca.vic.gov.au/privacy).

Requests for access to information about you held by DEECA should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by emailing Foi.unit@deeca.vic.gov.au.

8. What is the application process?

Applications are submitted online using the Grants Online Portal. A link will be provided to eligible organisations once a program briefing has been undertaken between DEECA and eligible organisations.

### Attaching required documents:

Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 10MB.

You will receive an application number when you submit an application online. Please quote this number in all communications with the department relating to your application.

If you have documents to submit that cannot be attached to your online application you can email them to grantsinfo@deeca.vic.gov.au, quoting your application number. Attach all documents to one email, zipping the files if required.

**Applications must be submitted via the Grants Online Portal by 5 March 2024.**

**Note:** No hard copy applications will be accepted. Late and incomplete applications may not be considered.

9. Additional information

Additional information is available at the program webpage:

[**http://www.environment.vic.gov.au/dog-parks**](http://www.environment.vic.gov.au/dog-parks)

The Open Space Programs team can be contacted at Open.Space@deeca.vic.gov.au.

10. What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed. All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application.

11. Key dates

|  |  |
| --- | --- |
| Program guidelines provided to eligible organisations | Early January 2024 |
| Program Briefing | Early February 2024 |
| Applications open | Early February 2024 |
| Applications close | Early March 2024 |
| Applicants notified | April 2024 |
| Project funding agreements established and finalised | April/May 2024 |
| Projects formally commence *(works must commence on site within 18 months of executing the grant funding agreement)* | May 2024 onwards |
| Projects completed with final reports and financial acquittals submitted to DEECA | No later than 30 June 2026 |

*Key dates may be subject to change – eligible organisations will be advised of any changes accordingly.*

<http://www.environment.vic.gov.au/dog-parks>

12. Checklist

*Before applying, complete the checklist below.*

Have you:

☐ read these guidelines carefully?

☐ discussed your project with the DEECA – Open Space Programs team?

☐ checked if you are, or your organisation is, eligible for this funding?

☐ checked if your project is eligible for this funding?

☐ checked that you would be able to comply with all relevant laws and regulations in delivery of your project?

☐ prepared the appropriate supporting documents?

1. *Cash co-contribution requirements do not apply for Knox City Council because the available funding includes delivery of a new dog park and a new playspace in Wantirna.* [↑](#footnote-ref-2)