Foreword

Libraries in the 21st century are about so much more than books.

These much loved and much used facilities make an enormous contribution to the connections that strengthen and enrich Victorian communities. They support a culture that values reading, learning and social connection.

As well as offering an impressive collection of books, they provide free access to digital technologies and the internet, awaken a love of reading among the very young, support new connections through book clubs and host a wide range of literary events for all ages.

They are among the most popular community facilities in Victoria. More than a million of us borrow from a selection of 9,000,000 physical items at our local library every year. These collections are regularly updated with 70 percent of them less than five years old.

More than three out of 10 Victorians attend a cultural, literacy or skills development program at Victoria’s libraries annually.

Through Local Government Victoria and the Department of Environment, Land, Water and Planning, the Victorian Government works alongside councils and regional library corporations to provide quality library facilities for all Victorians.

The Hon Marlene Kairouz MP
Minister for Local Government
Contents

What is the Living Libraries Infrastructure Program? 5
Why is the Victorian Government funding these grants? 5
Who can apply for funding? 5
What types of projects will be funded? 6
  Minor works 6
  Major works 6
What will not be funded? 6
What are the funding details? 7
Assessment Criteria 8
What supporting documents can be provided? 9
What are the conditions of funding? 9
What are the monitoring and reporting requirements? 9
Acknowledgement 9
How to apply? 10
Application Checklist 11
FAQ’s 11
Living Libraries Infrastructure Program 2018

What is the Living Libraries Infrastructure Program?

The Living Libraries Infrastructure Program (LLIP) enables councils and regional library corporations deliver new or renewed library infrastructure for their communities.

The program aims to enable councils to continue to provide library facilities that meet the needs of communities and, in doing so, support the role of libraries in strengthening communities and encouraging opportunities for community participation.

Funding is provided to support projects that deliver and demonstrate benefits for the community and/or aim to improve engagement and access to learning opportunities. To achieve this projects must:

- Be accessible and meet appropriate standards for people of all abilities
- Demonstrate flexibility in meeting the long-term needs of the community
- Incorporate principles of environmental sustainability design, such as the use of recycled/renewable materials, and improved energy and water efficiency

Why is the Victorian Government funding these grants?

The Victorian Government recognises the role of public libraries in fostering lifelong learning, facilitating access to information - both print and digital, and providing a safe, supported community space for local people to engage in a wide range of activities. Libraries provide free public access to information and technology, literacy support, and training and skills development that engage communities and enrich community life.

Who can apply for funding?

All Victorian councils and regional library corporations are eligible to apply for funding. Councils and regional library corporations that have not previously received funding through the Living Libraries Infrastructure Program, or have received limited funding from the program are strongly encouraged to apply. Councils and regional library corporations must discuss their project with the LLIP team on 9948 8515.

The LLIP website can be found at: https://www.localgovernment.vic.gov.au/grants/living-libraries-infrastructure-program
Living Libraries Infrastructure Program 2018 Grant Guidelines

What types of projects will be funded?

Funding is available through two categories: minor works, and major works. One application per category can be submitted in the 2018 funding round.

<table>
<thead>
<tr>
<th>Grant Available*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
</tr>
<tr>
<td>$10,000 – $150,000</td>
</tr>
<tr>
<td>Major</td>
</tr>
<tr>
<td>$150,001 - $750,000</td>
</tr>
</tbody>
</table>

* dependent on funding co-contributions as outlined in Table 1

Please note: confirmation of other funding sources and funding from previous LLIP rounds will be taken into consideration.

All projects must clearly articulate the exact elements that the Living Libraries Infrastructure Program (LLIP) funding will be used for.

Minor works

Projects eligible under the minor works category will generally be cosmetic in nature but may include small remodeling elements or smaller scale components of a mobile library service.

Funding from the LLIP of between $10,000 and $150,000 can be used to:

- deliver creative, innovative spaces that support different programming activities
- improve access to facilities for communities that may not have access to a library service
- remodel or refurbish an existing facility to improve the facility for community use, accessibility and program deliverability. This may also include mobile libraries and the purchase of a mobile van.
- upgrade permanent fixtures and fittings critical to the efficient, effective and flexible delivery of library services

Works must commence within 6 months of applications closing - December 2018.

Major works

Projects eligible for the major works category are likely to include significant structural changes to existing facilities or the construction of new, multi-purpose library facilities or a library component within a multi-use facility. This may also include significant investment in a mobile library service.

Funding of between $150,000 and $750,000 can be used to:

- renovate and/or construct a facility to provide or replace a public library
- incorporate a new library facility in an existing community facility
- implement or continue to deliver a library service through alternative delivery models.

Works must commence within 12 months of applications closing - June 2019.

What will not be funded?

- Projects that have already received substantial funding assistance from the Victorian Government
- Projects that have already commenced construction prior to funding agreements being executed
- Freestanding equipment and furniture, for example tables, books, magazines or electronic resources or shelving as a standalone project (Refer to FAQ’s). These items cannot be considered as a council contribution within the context of this fund
- Funding from LLIP cannot be used for non-public areas (e.g exclusive staff amenities, work rooms, offices etc.) (Refer to FAQ’s)
- Purchase of land or established building
- Ongoing or routine maintenance activities
- Duplication of services already in operation
- Repair of facilities where the damage can be or should have been covered by insurance
What are the funding details?

Table 1 outlines the required funding contribution from councils.

Other contributions can be sourced from council funding, federal funding and other non-state government sources. In kind contributions of up to 25 per cent can be considered towards the total council contribution. In kind contributions cannot be aspects of the project that are an actual cost to council. This includes any project management costs associated with the delivery of the project or ongoing costs of operation. In kind contributions that can be considered are the re-purpose of equipment that is included in council’s asset register, donation of materials, or volunteer time that is directly related to the project.

Where there are multiple sources of funding the application must clearly articulate what Living Libraries Infrastructure Program funding will deliver.

Please note certain materials cannot be considered as a council contribution within the context of this fund.

Table 1: Co-contributions required

<table>
<thead>
<tr>
<th>Area</th>
<th>Ratio</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Libraries for metropolitan communities</td>
<td>DELWP $1 : $1 Local</td>
<td>Banyule, Bayside, Boroondara, Brimbank, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Monash, Moonee Valley, Moreland, Port Phillip, Stonnington, Whitehorse, Yarra</td>
</tr>
<tr>
<td>Libraries for interface councils</td>
<td>DELWP $1.5 : $1 Local</td>
<td>Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges</td>
</tr>
<tr>
<td>Libraries for regional cities</td>
<td>DELWP $2 : $1 Local</td>
<td>Ballarat, Bendigo, Geelong, Horsham, Latrobe, Mildura, Shepparton, Wangaratta, Warrnambool, Wodonga</td>
</tr>
<tr>
<td>Libraries for regional and rural councils</td>
<td>DELWP $3 : $1 Local</td>
<td>Bass Coast, Baw Baw, Campaspe, Colac-Otway, Corangamite, East Gippsland, Glenelg, Golden Plains, Macedon Ranges, Mitchell, Moira, Mooroobool, Mount Alexander, Moyne, South Gippsland, Southern Grampians, Surf Coast, Swan Hill, Wellington</td>
</tr>
<tr>
<td>Libraries for small rural councils</td>
<td>No contribution required</td>
<td>Alpine, Ararat, Benalla, Buloke, Central Goldfields, Gannawarra, Hepburn, Hindmarsh, Indigo, Loddon, Mansfield, Murrindindi, Northern Grampians, Pyrenees, Queenscliffe, Strathbogie, Towong, West Wimmera, Yarrambiack</td>
</tr>
</tbody>
</table>
### Assessment Criteria

Applications will be assessed against the criteria set out below. Percentage weightings are provided as a guide to the relative importance of different criterion in the assessment process. The same criteria will be applied across both minor and major funding streams, however, the level of detail provided in the application should be commensurate with the value of the project, i.e. applications for projects seeking funding of $750,000 through the major funding stream should be detailed and well developed whereas a small renovation of an existing facility seeking less than $150,000 should provide enough detail to describe the project and its benefits.

<table>
<thead>
<tr>
<th>Why? (30%)</th>
<th>Applications will be required to demonstrate the extent to which the project addresses an identified need in the community by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Clearly identifying why the project is needed</td>
</tr>
<tr>
<td></td>
<td>• Demonstrating why the project is needed now</td>
</tr>
<tr>
<td></td>
<td>• Demonstrating why the project is important to the community</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who? (30%)</th>
<th>Applications must clearly demonstrate the extent to which the project will deliver benefits to the local community and must:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Identify the communities that will directly benefit from the project</td>
</tr>
<tr>
<td></td>
<td>• Articulate current library user statistics that support the project, including changes in use/and or need</td>
</tr>
<tr>
<td></td>
<td>• Identify the benefits that the project will deliver for library users</td>
</tr>
<tr>
<td></td>
<td>• Identify who else is involved in the planning/design or implementation of the project, including an outline of their roles and contributions and where applicable, details of shared use agreements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What? (25%)</th>
<th>Applications must clearly articulate or demonstrate:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• What the LLIP funding will be used for</td>
</tr>
<tr>
<td></td>
<td>• Details of the overall project and what will be delivered</td>
</tr>
<tr>
<td></td>
<td>• What services will change as a result of the project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How? (15%)</th>
<th>Applications must demonstrate:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• A sound approach to deliver the project, providing realistic timeframes for delivery and demonstrate the project represents value for money</td>
</tr>
<tr>
<td></td>
<td>• Capacity to implement the project, including details of specific resource allocations (staff, time and funding) to deliver the project on time and within budget</td>
</tr>
<tr>
<td></td>
<td>• Council’s previous performance in delivering state funding projects will be considered in the assessment of this criterion. (5% weighting)</td>
</tr>
</tbody>
</table>

Where there are concurrent applications for funding from other sources, applicants must identify how council will fund the difference if other applications are unsuccessful.
What supporting documents can be provided?

Supporting documents can be submitted through the online grants system, so long as the file size does not exceed 5MB.

Supporting documents that may be relevant to the project are:

- Confirmation of other funding sources
- A detailed project plan and project budget
- Relevant quantity surveyor (QS) documents where appropriate
- Concept designs and/or detailed floor plans
- Applicable permits if available

What are the conditions of funding?

Successful applicants must enter into a funding agreement with DELWP. Funding agreements establish the parties and outline their commitments and obligations to each other, as well as set out the general funding terms and conditions. Applicants should review the Victorian Common Funding Agreement standard terms and conditions before applying.

No funding will be released until DELWP and the applicant have executed the funding agreement and the appropriate milestone evidence identified in the funding agreement has been met. DELWP reserves the right to withhold payments in cases where evidence has been provided but the Department deems that there are concerns relating to the delivery of the project. In this instance, the Department will release funding when appropriate actions have been taken to ensure the funded project is delivering within the agreed timeframes.

What are the monitoring and reporting requirements?

Funded recipients are required to comply with project monitoring and reporting requirements outlined in the funding agreement. This includes participating in project and program evaluation activities implemented by the department.

An outcomes report is required to be completed 12 months post construction. This will need to include information and data about:

- increased usability;
- increased activities and programs;
- visitation including age breakdown; and
- new initiatives that have been implemented as a direct result of funding from the LLIP.

Funded recipients are responsible for project delivery, including any project cost overruns should they occur. Councils must take full responsibility for the cost of ongoing operation and maintenance of facilities through their asset management processes.

In cases where a project is delayed for an unreasonable length of time, where substantive changes of scope are made after funding has been approved, or where a project fails to be delivered, DELWP reserves the right to cancel the grant and recoup any payment that has already been provided.
**Acknowledgement**

Successful applicants are expected to acknowledge the Victorian Government’s support and promotional guidelines 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.

**How to apply?**

Potential applicants **must** contact the LLIP team before **1 June 2018** on 9948 8515 to discuss their project proposal.

<table>
<thead>
<tr>
<th>Applications Close</th>
<th>14 June 2018 at 2pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment &amp; decision making</td>
<td>July – August 2018</td>
</tr>
<tr>
<td>Announcements</td>
<td>From August 2018</td>
</tr>
<tr>
<td>Funding Agreements executed</td>
<td>From September - October 2018</td>
</tr>
</tbody>
</table>

No hard copy or emailed applications will be accepted.
Application Checklist  [ ✓ ]

- I have confirmed my project with council/regional library corporation.
- I have reviewed the Victorian Common Funding Agreement Standard Terms and Conditions.
- I have the appropriate delegation to apply.
- I have identified all funding sources.
- I have discussed my project with the LLIP team.

Frequently Asked Questions

Is funding available for shelving?

Funding for shelving is not eligible as a standalone project and this program is not a direct opportunity to fund the replacement of existing shelving.

However, if new shelving is to be provided as part of a broader project, and it can be demonstrated that the project supports innovation and increased flexibility and deliverability of programs and activities, the application will be considered.

Is funding available for staff amenities?

Staff amenities will not be eligible for funding. To be eligible, amenities must be available and accessible for community use eg: kitchenette, toilets etc.

Which components of a mobile library will the LLIP fund?

The components of a mobile library eligible for funding must be integral to the functionality and deliverability of a mobile library service, and can include power supply infrastructure and necessary communications equipment, such as antennas.

Equipment such as PCs, iPads, RFID, scanners, etc, remains ineligible.