

Growth Areas Infrastructure Contribution Fund

2018-19 Application Guidelines

Who can apply for GAIC funding

State Government departments or agencies (through their portfolio department) may apply for GAIC funds. All applications must be authorised by the responsible portfolio Minister to ensure coordination of priorities. Applications must meet the legislative eligibility and funding priorities outlined in this document and the corresponding Policy Statement.

Growth area councils, developers and other interested parties are invited to propose priorities for infrastructure to be funded from GAIC, particularly where there is a proposal to share capital or operating costs. These proposals are to be directed to the appropriate department or agency for their consideration.

Eligible project types

Funding priorities are outlined in the corresponding policy statement and in Section 201, VA and VB of Part 9B of the *Planning and Environment Act 1987*.

GAIC can co-fund projects where another funding source has been confirmed, provided the project aligns with the GAIC funding priorities. GAIC can also accept and assess applications to co-fund a project which is contingent on the 2018-19 State Budget — however, the allocation of GAIC funding will rely upon the State Budget outcome.

GAIC can also be applied to a discrete stage of a larger project, such as land purchase.

An application will not be considered if the proposed project is contingent on funds being approved from other organisations, for example Commonwealth or local government.

Projects seeking to apply for GAIC funding should be sufficiently advanced in planning and development to ensure the project can commence within 12 months of funding approval and be delivered to the proposed milestone completion dates.

Funding will not be provided retrospectively. If a stage of a multi-stage project is already built or funded from other state funding sources, then another stage of the project can be funded with GAIC funds so long as there is a discrete project stage that can be managed and reported on.

If you are unsure as to whether your project is eligible for GAIC funding, the Office for Suburban Development (OSD) can provide advice.

Application, assessment and approval process

Applications for GAIC funding will be received through an annual application round.

An overview of each stage is outlined below:

Stage 1 - Applications

Applications for projects seeking funding in 2018-19 will open in February. Applications must be received by DELWP **no later than 1pm, 13 April 2018**.

All applications will require executive level approval in line with individual departmental practices, and authorisation by the responsible portfolio Minister through a letter to the Minister for Suburban Development prior to the assessment and recommendation period.

Applications are to be submitted to OSD via an online form. The information provided in this form will be used to formally assess the project.

To start an application, please follow this link: <https://delwp1.force.com/publicform?id=gaic1819>

To access draft and submitted applications, please follow this link:

<https://delwp1.force.com/GrantsPortalLogin>

Stage 2 - Project assessment and development

OSD will conduct an initial eligibility check of all applications prior to submitting them to the inter-departmental panel for shortlisting.

Shortlisted projects may be subject to further information/ development requests throughout April, including:

- a request for further information to help validate information on timing, scope, cost estimates
- a request for a more detailed business case for shortlisted applications that are considered high risk or of substantial value

Stage 3 - Final assessment and approval

A final assessment of all shortlisted projects will be undertaken in April/May. Shortlisted projects will be assessed against the following criteria, summarised below:

1. How does the project enhance liveability?
2. How does this project complement existing or committed state infrastructure?
3. Why is this project needed?
4. Does the application demonstrate evidence of sound viability to be delivered on scope, on time, on budget and to a high standard?

After the final assessment, 2018-19 state budget outcomes will be considered before finalising the recommended package for consideration by the Ministers. The approval process is then as follows:

- A brief to the Minister for Planning and the Minister for Suburban Development on the outcomes of the assessment by OSD
- Authorisation of the projects to receive funding by the Minister for Planning and the Minister for Suburban Development
- Approval from the Treasurer for all proposed GAPTF projects and projects seeking greater than \$2 million from the BNCF.

Stage 4 - Announcement

Successful projects will be announced to the public from June 2018.

Key dates

Applications open	March 2018
Applications close	1pm, 13 April 2018
Shortlisting and project development	March-April 2018
Assessment	April-May 2018
Announcements	From June 2018

Payment of GAIC funding

Payments will be made by OSD on completion of agreed milestones which are required as part of any funding application. Milestones and timelines provided in applications will form the project activity and payment schedule. Realistic timelines should be included in project schedules to accommodate any project delays.

Typical phasing of capital works funding would be 50%, 30%, 20%. All capital works projects will receive the final balance payment on practical completion of the project subject to a detailed project acquittal.

Funding for land acquisitions will be paid in full at the time of contract signing.

Any overspend on projects will be the responsibility of the applicant and no further funding from GAIC will be provided.

In the event of an underspend, any surplus GAIC funds held by the awarded department or agency shall be returned to OSD.

Funding recipients are required to comply with project monitoring and reporting requirements, including providing information to support GAIC's legislative reporting requirements.

If a project is not meeting key project milestones, the delivery agency will be asked to explain why this has occurred and demonstrate how the relevant issues will be appropriately addressed.

If a project fails to be delivered in accordance with the approved project plan, funds will need to be repaid.

OSD Contact

Manager, Investment Programs
Email: GAIC@delwp.vic.gov.au
Phone: 03 9948 8552

<https://www.suburbandevlopment.vic.gov.au/>