



Living Libraries Infrastructure Program 2023-24

Grant Guidelines



Authorised by the Victorian Government, Melbourne.
Department of Government Services

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Available at Local Government Victoria's website:

<https://www.localgovernment.vic.gov.au/public-libraries/public-library-programs/living-libraries-infrastructure-program>

Acknowledgement

We acknowledge and respect the Traditional Owners of Country throughout Victoria, their ongoing connection to lands and waterways upon which we depend, and we pay respects to their culture and their Elders past, present, and future.

We acknowledge that Aboriginal self-determination is a human right enshrined in the United Nations Declaration on the Rights of Indigenous Peoples, and we are committed to working towards social, economic, and cultural equity for Aboriginal Victorians.

We acknowledge the diversity of Aboriginal Victorians, and we acknowledge all other people of Aboriginal and Torres Strait Islander descent living in Victoria.

Foreword



These past few years have shown us the importance of community connection and the vital role that public libraries play as community hubs.

Public libraries are about much more than books. They deliver increasingly important services like digital and cyber safe education and free internet access. These programs support members of the community to work, study and keep in touch with loved ones.

Then there's the libraries that support creative, entrepreneurial communities through recording studios and 3D printing – supporting hobbies and launching careers. But beyond books, free facilities and services, libraries have and will always offer a safe and inclusive space for everyone in the community.

We love our public libraries, and through the Victorian Government's Living Libraries Infrastructure Program, we are proud to offer funding to support library upgrades in communities across Victoria. In the 2023-24 funding round, grants of between \$10,000 and \$200,000 are available under the Minor Works stream.

The Victorian Government has invested more than \$47.1 million dollars over the last eight years into 120 library infrastructure projects with a total project cost of \$345.8 million, supporting libraries in metropolitan, regional and rural Victoria and enriching their communities.

Please take the time to read through these guidelines and find out how your library could be eligible for a grant. I encourage you to think about how your project can support your community and provide access for learning opportunities and programs.

I look forward to announcing the successful projects.

A handwritten signature in black ink, appearing to read 'Melissa Horne'.

The Hon Melissa Horne
Minister for Local Government

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Living Libraries Infrastructure Program 2023-24

What is the *Living Libraries Infrastructure Program*?

The 2023-24 round of the *Living Libraries Infrastructure Program* (LLIP) will enable councils, regional library corporations, Vision Australia (Victoria), Your Library and My Community Library (Myli) to deliver minor works for library infrastructure for their communities.

The program supports the provision of library facilities that meet the needs of communities and, in doing so, enhances 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
- provide space to increase access to learning opportunities and programs
- 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 this program?

The Victorian Government recognises the important 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?

Victorian councils, regional library corporations, Vision Australia (Victoria), Your Library and Myli are eligible to apply for funding.

Councils, regional library corporations, Vision Australia (Victoria), Your Library and Myli 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.

Regional library corporations, Your Library and Myli may submit an application relating directly to mobile library services, or on behalf of a council under the minor works category for static libraries. (Refer FAQs).

Applicants **must** consult the LLIP team by 22 March 2024 on 0411 752 071 to discuss their project proposal prior to submission. Project proposals that have not been discussed will not be considered.

The LLIP website can be found at:

<https://www.localgovernment.vic.gov.au/public-libraries/public-library-programs/living-libraries-infrastructure-program>

What types of projects will be funded?

In 2023-24 funding is available under the Minor Works stream only. One application can be submitted in the 2023-24 funding round.

	Grant Available*
Minor	\$10,000 – \$200,000

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

All projects must clearly articulate the exact elements that the LLIP funding will be used for.

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

Funding from the LLIP of between \$10,000 and \$200,000 can be used to:

- deliver creative, innovative spaces that support different programming and learning 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 including fit-out (Refer to FAQs)
- upgrade permanent fixtures and fittings critical to the efficient, effective and flexible delivery of library services.

Works must commence within 6 months from the grant being announced, and construction must be completed within 12 months of commencement.

What will not be funded?

- Projects that have already commenced construction prior to funding agreements being executed
- Freestanding IT equipment and electronic resources
- Shelving or library furniture as a standalone project (Refer to FAQs).
- Funding from LLIP cannot be used for non-public areas (e.g. exclusive staff amenities, work rooms, offices etc.) (Refer to FAQs)
- Purchase of land or established buildings
- 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
- Purchase of a mobile library van that does not include the cost of a fit-out and does not take into consideration OH&S practices e.g. hydraulic lift, trolleys on wheels etc.



What are the funding details?

Table 1 outlines the required funding contribution from councils.

Other contributions can be sourced from council funding, Commonwealth Government 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-purposing 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 the LLIP funding will deliver.

Table 1: Co-contributions required

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

**** Note:** Regional Library Corporations, Your Library and Myli are required to meet the appropriate councils co-contribution requirements (where applicable) if applying for a minor grant for static libraries.

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 criteria in the assessment process. The level of detail provided in the application should be commensurate with the value of the project.

Confirmation of other funding sources and funding from previous LLIP rounds will be taken into consideration during the assessment process. If applications for other funding sources are unsuccessful, applicants must identify how the shortfall will be funded.

Why? (30%)	<p>Applications will be required to demonstrate the extent to which the project addresses an identified need in the community by:</p> <ul style="list-style-type: none">• Clearly identifying why the project is a priority• Demonstrating why the project is important to the community• Demonstrating how the project will provide increased access to learning opportunities and programs.
Who? (30%)	<p>Applications must clearly demonstrate the extent to which the project will deliver benefits to the local community and must:</p> <ul style="list-style-type: none">• Identify the communities that will directly benefit from the project• Articulate current library user statistics that support the project, including changes in use and/or need• Identify the benefits that the project will deliver for library users• 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.
What? (25%)	<p>Applications must clearly articulate or demonstrate:</p> <ul style="list-style-type: none">• What the LLIP funding will be used for• Details of the overall project and what will be delivered• What services will change as a result of the project.
How? (15%)	<p>Applications must demonstrate:</p> <ul style="list-style-type: none">• A sound approach to deliver the project, providing realistic timeframes for delivery and demonstrate the project represents value for money• Capacity to implement the project, including details of specific resource allocations (staff, time and funding) to deliver the project on time and within budget• Capacity to financially support the ongoing library operations and the ability to service the community within the opening hours specified in the application• Council's performance in delivering previously funded state government projects.



What supporting documentation needs to 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:

- a project plan and project budget (mandatory)
- confirmation of other funding sources where appropriate
- relevant costings/supplier quotations
- concept designs and/or detailed floor plans (mandatory)
- applicable permits if available.

What are the conditions of funding?

Successful applicants must enter into a funding agreement with Department of Government Services (DGS). Funding agreements establish the parties and outline their commitments and obligations to each other, as well as setting 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 the Department and the applicant have executed the funding agreement and the appropriate milestone evidence identified in the funding agreement has been met.

DGS reserves the right to withhold payments in cases where evidence has been provided but DGS deems that there are concerns relating to the delivery of the project. In this instance, DGS will release funding when appropriate actions have been taken to ensure the funded project is being delivered within the agreed timeframes.

In the event of a project being delivered for less than the budget stated in the funding agreement, two alternatives will be available to councils:

- return the unspent funds on a pro rata basis
- opportunity to put forward a case to have any unspent funds used to expand the scope of the underspent project.

Any reallocation request to Local Government Victoria must include information about why there was an underspend on a LLIP project and how increasing the scope of the underspent project will further benefit the community.

Local Government Victoria will use this information in making recommendations to the Minister for Local Government on the reallocation of any unspent funding.

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 DGS.

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 rates
- 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. Funded recipients 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, DGS reserves the right to cancel the grant and recoup any funds that have already been provided.

Acknowledgement and Publicity Requirements

Successful applicants must acknowledge the Victorian Government's support through the LLIP. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material. Successful applicants must liaise with the Department's program area to coordinate any public events or announcements related to the project.

Plaque proofs **MUST** be submitted to DGS's program area for approval before being displayed at any public event. This includes signage for mobile library vans and must contain the Victorian Government logo.

Successful applicants may be required to provide information on activity outcomes for use in program evaluation or in the Department's communication material.

Capital Works Signage Requirements

Successful applicants need to acknowledge the State Government's support for the project through appropriate signage consistent with the Victorian Government's Capital Works Signage Requirements (available at <https://www.vic.gov.au/capital-works-signage-guidelines>) or as otherwise specified by DGS.

How to apply

Applicants must consult the LLIP team on 0411 752 071 by 22 March 2024 to discuss their project proposal prior to submission. Project proposals that have not been discussed will not be considered.

To submit an application for minor and major works, please visit:

<https://www.localgovernment.vic.gov.au/public-libraries/public-library-programs/living-libraries-infrastructure-program>

Hard copy or emailed applications will **not** be accepted.

Applications open

12 February 2024

Applications close

28 March 2024 at 2.00pm

Assessment & decision making

April 2024

Announcements

From May 2024

Funding Agreements executed

By June 2024

Frequently Asked Questions

Is funding available for shelving and library furniture?

Funding for shelving and library furniture is not eligible as a standalone project as the primary purpose of this program is to support the upgrading of library buildings and mobile library facilities.

However, if new shelving or library furniture 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. A maximum of 30 percent of the total project cost can contribute to the cost of shelving and library furniture.

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 e.g. 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.

The LLIP will only fund the purchase of a mobile library van if it includes a fit-out incorporating OH&S practices, e.g. hydraulic lift, trolleys on wheels etc.

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

What documentation is required if a Regional Library Corporation, Your Library or Myli applies for a minor grant for a static library?

A letter from the relevant council's CEO is mandatory and **must** demonstrate support for the project and meet the co-contribution ratio as per the co-contribution table.



