Living Libraries Infrastructure Program 2021-22

Grant Guidelines

Foreword

Over the past year public libraries have done amazing work keeping communities connected through initiatives such as virtual story time, delivering books to people's homes and calling vulnerable members of the community to ensure they feel connected.

Libraries strengthen communities by providing safe and inclusive spaces for people to gather, learn and connect.

The *Living Libraries Infrastructure Program* is all about supporting councils and regional library corporations to expand libraries to deliver more programs and spaces, upgrade the facilities to better cater to library users, deliver new libraries so communities have access to a state of the art facility or purchase new mobile library vans so that remote communities have access to public library services.

The Victorian Government is proud to continue our support of this program with $10.1 million available through the 2021-22 funding round.

Since 2015 the Victorian Government has invested more than $32.5 million into 95 Living Libraries projects, creating a total investment of $236.8 million for new libraries, upgrades to existing facilities and library vans.

Please take the time to read through the following 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 create local employment opportunities, both during the construction phase and beyond.

I look forward to announcing the successful projects.

The Hon Shaun Leane MP
Minister for Local Government

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Living Libraries Infrastructure Program 2021-22

What is the *Living Libraries Infrastructure Program?*

The 2021-22 round of the *Living Libraries Infrastructure Program* (LLIP) is a $10.1 million funding round which will enable councils and regional library corporations to 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 how the project contributes to local employment creation in both the construction phase (if applicable) and the ongoing operation

- 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 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 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. Regional Library Corporations may submit an application relating directly to mobile library services or under the minor works category. (Refer FAQ's).

Applicants **must** consult the LLIP team within Local Government Victoria within the Department of Jobs, Precincts and Regions (DJPR) by 1 October 2021 on 0434 780 150 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 www.localgovernment.vic.gov.au/public-libraries/public-library-programs/living-libraries-infrastructure-program

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 2021-22 funding round.

	Grant Available*
Minor	$10,000 – $150,000
Major	$150,001 - $1,500,000

* 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.

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 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 completed within 12 months of commencement.

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 $150,001 and $1,500,000 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 18 months from the grant being announced, and construction completed within 3 years of commencement.

What will not be funded?

- 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 FAQs). These items (shelving excepted) cannot be considered as a council contribution within the context of this fund (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 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

- 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, 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-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 communities	DJPR $1 : $1 Local	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
Libraries for interface councils	DJPR $1.5 : $1 Local	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges
Libraries for regional cities	DJPR $2 : $1 Local	Ballarat, Bendigo, Geelong, Horsham, Latrobe, Mildura, Shepparton, Wangaratta, Warrnambool, Wodonga
Libraries for regional and rural councils	DJPR $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

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 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 $1,500,000 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.

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%)	Applications will be required to demonstrate the extent to which the project addresses an identified need in the community by: • Clearly identifying why the project is needed • Demonstrating why the project is needed now • Demonstrating why the project is important to the community • Demonstrating how the project will add to local economic activity and employment creation in both the construction (if applicable) and the ongoing operation.
Who? (30%)	Applications must clearly demonstrate the extent to which the project will deliver benefits to the local community and must: • 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%)	Applications must clearly articulate or demonstrate: • 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%)	Applications must demonstrate: • 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 • Council's previous performance in delivering state funding projects will be considered in the assessment of this criteria.

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)

- estimated ongoing staffing for the project, broken down by female and male employees. This will be included in the on-line application form (mandatory)

- confirmation of other funding sources where appropriate

- 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 DJPR. 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. DJPR reserves the right to withhold payments in cases where evidence has been provided but DJPR deems that there are concerns relating to the delivery of the project. In this instance, DJPR 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 DJPR.

For major projects only, councils are to extend an invitation to the LLIP program team to participate in any Project Control Board meetings that occur throughout the duration of the project.

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. 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, DJPR reserves the right to cancel the grant and recoup any payment that has already been provided.

Local Jobs First Policy

The Local Jobs First Policy (LJF Policy) issued under the *Local Jobs First Act 2003* supports businesses and workers by ensuring that small and medium size enterprises are given a full and fair opportunity to compete for both large and small government contracts, helping to create job opportunities, including for apprentices, trainees and cadets. The LJF Policy is implemented by Victorian Government departments and agencies to help drive local industry development. The LJF Policy applies to grant projects where the value of the grant is above the threshold values of:

- $3 million or more in metropolitan Melbourne, and
- $1 million or more in regional Victoria.

Projects in regional Victoria funded through the *Living Libraries Infrastructure Program* must comply with the Local Jobs First Policy.

Further information regarding the requirements can be found at: https://localjobsfirst.vic.gov.au/industry-guidance/grant-recipients

Acknowledgement

Successful applicants must acknowledge the Victorian Government's support through the *Living Libraries Infrastructure Program.* Acknowledgement and Publicity Guidelines are available and include the requirement that all activities acknowledge the Victorian Government support through logo presentation on any activity-related publications, media releases, promotional material and placement of a permanent Victorian Government endorsed sign/plaque at the site during construction and upon completion of infrastructure activities.

Plaque proofs **MUST** be submitted to DJPR'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.

How to apply

Applicants must consult the LLIP team on 0434 780 150 by 1 October 2021 to discuss their project proposal prior to submission. Project proposals that have not been discussed will not be considered.

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

Applications open	1 September 2021
Applications close	13 October 2021 at 2.00pm
Assessment & decision making	October – November 2021
Announcements	From December 2021
Funding Agreements executed	By February 2022

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. A maximum of 30 percent of the total project cost can contribute to the cost of shelving.

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 applies for a minor grant for a static library?

A letter from the relevant local government authority's CEO is mandatory and must demonstrate support for the project.