

# Aboriginal Community Infrastructure Program 2023-24

Guidelines

**VICTORIA**  
State  
Government





Cover Image

*"Pathangal Purtowen Ngauwingi"*  
(Pelican Sunset)

This painting represents the ancestral cultural landscape that my people belong to. It depicts how beautiful and important our connection to Country continues to be in our beliefs and lives.

We have a very spiritual relationship with the birds and animals that live within our landscape.

This depiction is of how I believe Pathangal pelican sees our spiritual and cultural world.

**Brendan Kennedy**

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## Foreword



The Victorian Government is committed to advancing Aboriginal self-determination through collaborative efforts with Victorian First Peoples to make decisions that have a positive impact on their lives, people, and communities.

The Aboriginal Community Infrastructure Program enables Aboriginal organisations to invest in community infrastructure to generate wealth, plan for the future and improve outcomes for First Peoples.

This Program hands back control to Aboriginal organisations so that they can use their capacity, expertise and ideas to develop economic assets and pursue sustained economic and social outcomes for their communities.

Critically, this Program honours the long tradition that First Peoples have in responding with innovation and adaptation. This has been the ubiquitous and enduring response of First Peoples to colonisation over the past two centuries and no doubt to social and environmental change for millennia before that.

Since 2017-18, a total of 93 projects have been funded across 57 distinct Aboriginal organisations, collectively receiving almost \$39 million to support various infrastructure initiatives across Victoria. Last year, 21 Aboriginal organisations from across the state received a total of \$11.1 million to support their community infrastructure aspirations.

Completed projects are already delivering remarkable results and generating sustainable economic and social progress for Victorian First Peoples by contributing to the foundation for a stronger future. I look forward to visiting some of the funding recipients to see the continuation of the achievements made to date.

As the Minister for Treaty and First Peoples, I take pride in overseeing the Program. I remain dedicated to assisting Aboriginal organisations to develop infrastructure that best serves their communities and fostering an environment where self-determination and cultural richness thrives.

A handwritten signature in black ink that reads "Natalie Hutchins".

**The Hon. Natalie Hutchins MP**

Minister for Treaty and First Peoples

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## 1. What is the Aboriginal Community Infrastructure Program?

The Aboriginal Community Infrastructure Program (Program) is a grants program which enables community-controlled Aboriginal organisations to: build new fit-for-purpose infrastructure; repair, refurbish or expand existing infrastructure; or plan future infrastructure to support Aboriginal Victorians to thrive, and live self-determined and culturally rich lives.

The Program enables organisations to:

- improve the safety, responsiveness and delivery of services to communities;
- strengthen connectedness to culture and Country;
- improve the physical, social and emotional health and wellbeing of communities;
- increase functionality, sustainability and accessibility of buildings; and
- expand education and economic participation opportunities for communities.

## 2. Funding is available under three categories:

### Category 1: Repairs and Minor Works (Up to \$300,000 plus GST)

Funding for maintenance and minor building works that will support Aboriginal organisations to improve existing infrastructure for their communities.

### Category 2: Capital Works and Upgrades (\$300,000 to \$1,600,000 plus GST)

Funding to support Aboriginal organisations to build, redevelop, refurbish or expand infrastructure that responds to the needs of Aboriginal communities in Victoria.

### Category 3: Project Planning (Up to \$200,000 plus GST)

Funding to develop one of two infrastructure planning phases.

- Option 1 — To prepare a feasibility study to ensure an infrastructure proposal is viable, meets the needs of the organisation and the communities served. This study should assess and develop costs for the proposal and may include the development of concept designs.
- Option 2 — To complete design activities to refine the concept designs and/or progress the design of the proposal until the tender stage.

## 3. Why is the Victorian Government funding this Program?

Renewed Government investment in community infrastructure to support the planning and building of quality, fit-for-purpose and accessible assets is fundamental to strengthening the Aboriginal community-controlled sector and advancing self-determination by:

- empowering Victorian Aboriginal organisations to develop and sustain a strong economic base from which to advance socio-economic development;
- drawing upon the knowledge and expertise of Aboriginal organisations to deliver innovative and best practice programs and services for Aboriginal people;
- providing an economic and physical platform through which communities can maintain, develop and celebrate connection to culture and Country, pride and belonging;
- promoting place-based strategic planning and decision making for the future; and
- building on the sector's abundant achievements for and with their communities to date.

As outlined in the [Victorian Government's Self-Determination Reform Framework](#), government action to enable self-determination acknowledges that Aboriginal Victorians hold the knowledge and expertise to identify, address, evaluate and measure the ever-present, and evolving, cultural, social, economic, regulatory and legislative opportunities – and demands – of their specific circumstances.

Self-determined community infrastructure is the critical foundation from which Aboriginal organisations can continue to operate effectively and sustainably, deliver culturally responsive services and programs, and empower their communities to thrive and live culturally rich lives.

Fostering partnerships with Aboriginal organisations to maintain and develop viable, functional and compliant infrastructure, without first mortgage encumbrances, is key to accelerating the actions articulated in the [Victorian Closing the Gap Implementation Plan](#) such as *Priority Reform 2*,<sup>1</sup> the [Victorian Aboriginal Affairs Framework 2018-2023](#) and the [30-year Victorian Infrastructure Strategy 2021-2051](#),<sup>2</sup> while complementing other vital Government priorities including but not limited to truth-telling and treaty.

## 4. Who can apply?

### Aboriginal organisations<sup>3</sup>

Applicants must be a community-controlled Aboriginal organisation<sup>4</sup> that is either:

- registered with Consumer Affairs Victoria;
- registered with the Office of the Registrar of Indigenous Corporations;
- registered with the Australian Securities and Investments Commission; or
- a body corporate constituted under section 8 of the *Aboriginal Lands Act 1970* (Vic).

Applicant organisations must:

- possess an Australian Business Number (ABN);
- be registered for the Goods and Services Tax (GST); and
- be financially solvent.

### Auspice organisations

Auspice organisations must be:

- a Local Council; or
- a public institution, such as a university; or
- an incorporated organisation that is registered with:
  - Consumer Affairs Victoria;
  - the Office of the Registrar of Indigenous Corporations; or
  - the Australian Securities and Investments Commission.

Auspice organisations must:

- possess an Australian Business Number (ABN);
- be registered for the Goods and Services Tax (GST);
- be financially solvent;
- be able to demonstrate that the application is made on behalf of an Aboriginal organisation that owns the project site or has the right to use the project site;
- be able to demonstrate that the scope of the community infrastructure project has been developed in collaboration with the Aboriginal organisation and is for the sole benefit of an Aboriginal community (i.e. copy of a relevant memorandum of understanding, engagement plan or relevant meeting minutes); and
- be able to demonstrate a genuine, ongoing partnership between the organisation and the auspice (i.e. letters of support from both organisations).

### Project consortiums

Project consortiums or groups must nominate a single applicant to lead the application that satisfies the above eligibility criteria.

1 Priority Reform 2: a strong and sustainable Aboriginal and Torres Strait Islander community-controlled sector delivering high quality services to meet the needs of Aboriginal and Torres Strait Islander people across the country

2 The Victorian Infrastructure Strategy presents 94 recommendations to realise a thriving, inclusive and sustainable Victoria over the next 30 years. The 94 recommendations are for projects, policies and reforms spanning many types of infrastructure; organised around the themes of confronting long-term challenges; managing urban change; harnessing infrastructure for productivity and growth; and developing regional Victoria.

3 As per the definition described in the *Closing the Gap National Agreement*, clause 44, page 8, July 2020

4 This includes incorporated associations, cooperatives, companies limited by guarantee, and companies limited by shares.

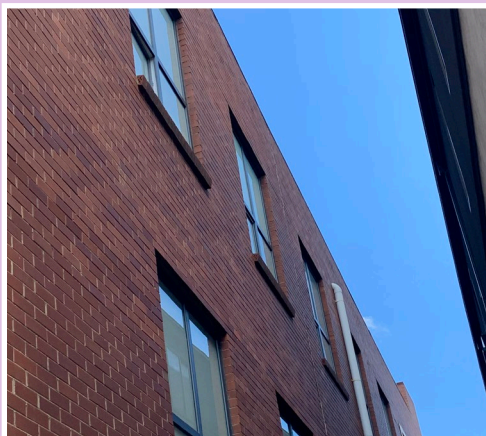
## Victorian Aboriginal Community Controlled Health Organisation (VACCHO)

VACCHO is the peak body for the health and wellbeing of Aboriginal people in Victoria, representing 33 Aboriginal Community Controlled Organisations. VACCHO supports its members and the broader health and social services sector in achieving transformative health and wellbeing outcomes for Aboriginal communities. VACCHO's offices and Registered Training Organisation are housed in a former printing factory in Collingwood.

VACCHO successfully secured funding through rounds 5 and 6 of the Program to undertake sustainable infrastructure enhancements aligned with VACCHO's Environmental Sustainability Policy. These improvements aim to deliver cost savings, operational efficiencies, and enhanced staff comfort.

In the initial stage (stage 1) of improvements, a 40-year-old roof was restored and treated with reflective sealants, alongside the installation of a 69.5 MWh Solar Panel system. This solar system is projected to reduce electricity expenses by 35%. Following these achievements, VACCHO conducted an energy audit that guided the replacement of 35 factory-style windows with double-glazed sealed windows. This initiative has directly led to reduced energy consumption, improved ventilation, minimised noise, and enhanced thermal efficiencies. Consequently, the project has brought about a range of benefits for the community, staff, students, and the organisation.

[vaccho.org.au](http://vaccho.org.au)



Photographs top left and bottom right courtesy of: [Regenerate Engineering](#)

## 5. Who cannot apply?

The following applicants are not eligible to apply for funding under this Program:

- individuals;
- commercial organisations; and
- organisations in liquidation.

If any of the following categories are applicable to your organisation, contact the Program team prior to applying:

- Organisations that are not compliant with the relevant regulatory body (e.g. Consumer Affairs Victoria, the Office of the Registrar of Indigenous Corporations or the Australian Securities and Investments Commission) and/or involved in litigation for being in breach of building and construction legislation.
- Organisations currently in or recently under an investigation, or in administration (with the exception of Body Corporates constituted under section 8 of the *Aboriginal Lands Act 1970* (Vic)).
- Organisations with grant projects 'on hold' with DPC at the time of application.

## 6. What types of projects will not be funded?

The following activities will not be funded:

- purchase of freestanding or temporary items including but not limited to furniture, whitegoods or technical equipment;
- land or property acquisition as an isolated activity;
- landscaping as an isolated activity;
- projects that have already commenced prior to the Program funding agreements being executed;
- projects that relate to multiple sites, locations, or physical addresses unless a strong rationale such as financial savings or a building efficiency can be demonstrated;
- project planning that primarily focuses on non-infrastructure activities such as community engagement and preparing a business model, operation plan or equivalent;
- repair of facilities where the damage can or should have been covered by insurance, warranties or defects that form part of a building contract;

- operational costs for utilities and on-going staffing resources;
- civil works such as drainage, waste, roads and footpaths, carparks and public transport infrastructure that a local or state government agency is responsible for constructing and maintaining;
- construction of infrastructure that does not have a direct community benefit or addresses an identified community need;
- projects that duplicate repairs and maintenance works previously funded through the First Mortgage and Community Infrastructure Program;
- projects or works outside the state of Victoria;
- a future stage of a project where the previous stage(s) is/are not complete.

## 7. What are the different categories?

### Category 1: Repairs and Minor Works (Up to \$300,000 plus GST)

Grant funding under this category might be used to:

- repair or replace permanent fixtures, fittings and equipment;
- undertake cosmetic works, including repairs, painting, replacement of carpets/flooring;
- improve functionality of communal spaces such as kitchens, general amenities, meeting rooms, outdoor spaces;
- establish climate change safeguards and improve the environmental performance of the building through, for example, the installation of solar panels, insulation, double glazing or rainwater harvesting infrastructure;
- improve the safety of a building, including enhancements to lighting or security measures;
- make inclusive design alterations to meet building accessibility standards including installing ambulant toilets, handrails, ramps or widening passageways and doorways; and
- undertake a substantial repair and associated maintenance activities (for example, restumping, roofing and ceiling repairs, the replacement or restoration of old/damaged assets such as a heating and cooling system).



Applicants must contact the Program team at [ACIP@ecodev.vic.gov.au](mailto:ACIP@ecodev.vic.gov.au) to discuss their project proposal prior to submission.

Successful projects under Category 1 must commence works within 6 months of funding agreements being executed and be completed within 18 months of commencement.

## Case Study

### Yoowinna Wurnalung Aboriginal Healing Service (YWAHS)

#### Capital Works & Upgrades 2020-2021 \$1,000,000

In 2005, Yoowinna Wurnalung Aboriginal Healing Service (YWAHS), formerly known as the East Gippsland Healing Service, commenced operations under the auspices of Gippsland Lakes Community Health. Their mission was to address family violence within the local Aboriginal communities of the Wellington and East Gippsland Shires. 'Yoowinna Wurnalung' means 'Our Safe Place' in Gunaikurnai, the traditional language of the region.

After years of growth and delivery of successful wrap-around services, YWAHS transitioned to become an independent entity in 2019. YWAHS continues to provide culturally appropriate, trauma-informed, and therapeutic specialist services, programs, and activities to prevent, reduce and respond to all forms of family and community violence.

In 2020, YWAHS received a grant of \$1 million from the Victorian Government through the Program to refurbish and expand its Lakes Entrance facility. The goal was to improve security, safety, access, and privacy, creating an environment supportive of client and staff needs.

This expansion sought to balance the cultural, therapeutic, and administrative requirements of the organisation and included:

- a reconfigured reception area
- a new multipurpose room
- additional office space
- staff break-out areas
- consulting rooms
- additional space for visiting professionals
- a tranquil outdoor garden with native plantings.

Since project completion, the organisation has more than doubled in size. The expanded facility has enabled YWAHS to accommodate greater numbers of staff and visiting service providers on-site. This has allowed them to meet client demands and fulfil their aspirations to deliver effective services and wrap-around support.

[ywahs.org.au](http://ywahs.org.au)



## Category 2: Capital Works and Upgrades (\$300,000 to \$1,600,000 plus GST)

Grant funding under this category might be used to:

- expand the footprint of existing community facilities;
- undertake structural works to improve a facility's use, layout or accessibility;
- renovate and/or remodel a facility to enhance community use and functionality;
- create culturally appropriate and safe spaces for communities to gather;
- improve existing facilities to support service delivery and programming needs; and
- construct new, purpose-built and sustainable facilities that respond to the needs of Aboriginal communities.

At minimum, applicants must submit a completed feasibility study as support material and provide a statement regarding the availability and relevant experience of the project manager to be appointed to coordinate and deliver all components of the project. Applications with advanced design documentation will be considered highly.

Refer to the list of essential supporting documents under Section 8: Assessment Criteria.

Please note, applications recognised to have merit but assessed to need further technical development may be routinely considered for funding under Category 3: Project Planning by the moderation panel.

Successful projects under Category 2 must commence construction within 18 months of funding agreements being executed and be completed within three years of commencement.

Applicants must contact the Program team at [ACIP@ecodev.vic.gov.au](mailto:ACIP@ecodev.vic.gov.au) to discuss their project proposal prior to submission.

## Category 3: Project Planning (Up to \$200,000 plus GST)

Grant funding under this category is to develop one of two infrastructure planning and design phases.

### Option 1

To prepare a feasibility study to explore the Aboriginal organisation's infrastructure vision, objectives and options for delivery, taking into consideration technical, build-ability, organisational and financial risk, and constraints. This option should also explore the context of the proposed site to consider space, function and form; and prepare a feasibility study that can include a concept design and associated costings that considers risks.

Or:

### Option 2

To complete design activities to refine or fully detail a viable infrastructure proposal with key consultants and experts. This option should develop designs, prepare an anticipated construction program and provide detailed documentation of risks and associated costs.

It is important that the designs are developed with sufficient technical input that considers the building site, including but not limited to latent conditions, heritage overlays, planning and statutory requirements, build-ability and environmental impacts.

### Grant funding might be used to:

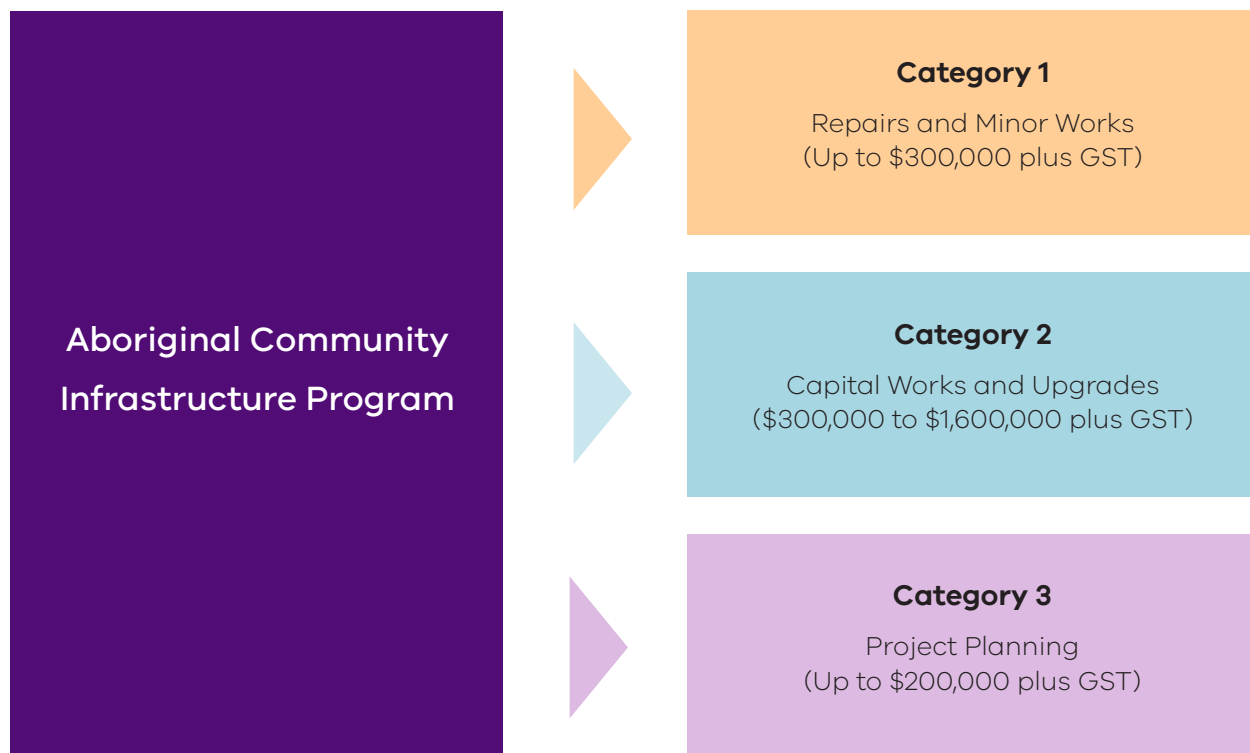
- hire a new staff member – or supplement the salary of an existing staff member – to coordinate specific components of the project in collaboration with the lead consultant, noting that this person should have construction and contract management experience;
- engage experts to progress the designs and/or a quantity surveyor to develop ideas and solutions to progress the organisation's infrastructure proposal. Experts can include (but are not limited to):
  - architectural, building, Building Code Australia (including Disability Discrimination Act), town planning advice, geotechnical and soil testing, landscaping, wayfinding, audiovisual, façade engineering, traffic engineering, waste, specialist lighting, acoustic engineer, civil and structural engineering.

Applicants must be able to demonstrate their readiness to commence their project planning activities with applicable support material. Refer to the list of essential supporting documents under Section 7: Assessment Criteria.

Successful projects under Category 3 must establish a project delivery plan and engage

key consultants and staff within four months of funding agreements being executed. Project planning activities must be completed within 12 months of meeting these deliverables.

Funding under this category does not guarantee future funding through the Program.



- Organisations may only submit one application per funding round.
- Organisations may only apply under one category per funding round.
- Organisations may only apply for one Project Planning option per funding round.
- Each application should relate to one project site only unless a strong rationale, such as a financial savings or building efficiency, can be demonstrated. Funding for projects with multiple sites is at the discretion of the moderation panel. Refer to Section 7: Assessment Criteria for further information. Please contact [ACIP@ecodev.vic.gov.au](mailto:ACIP@ecodev.vic.gov.au) to discuss your multi-site proposal.



## Rumbalara Aboriginal Cooperative Limited

### Repairs and Minor Works 2022-2023

**\$297,149**

Established by the Shepparton and Mooroopna communities in 1980, Rumbalara Aboriginal Co-operative Limited is a community-controlled organisation that offers a place where multiple services intersect with cultural and social activities. Rumbalara's primary focus on wellness is to ensure longer and more meaningful lives for First Nations people and the organisation strives for a 'strong and thriving community where health, wellbeing, family, culture, community and connection are at the heart of everything they do.'

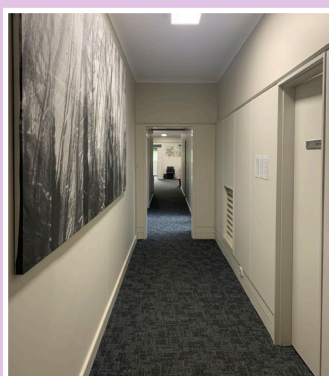
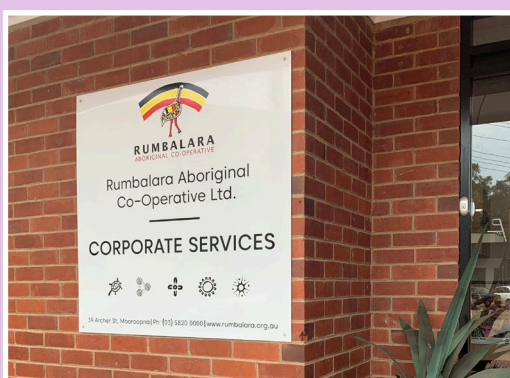
Rumbalara provides a full spectrum of services and programs that cater to all members of the community including newborns, children, youth, families, and elders. These services include:

- Engagement and family support
- Health and wellbeing programs
- Housing and homelessness support
- Justice and community programs
- Positive ageing and disability services
- An elders aged-care facility
- Women's and children accommodation centre

In 2022, Rumbalara received a grant of \$297,149 through the Program and \$484,000 in funding from the Regional Health Infrastructure Fund to refurbish a property in Mooroopna. This brought the total project value to \$781,149 and resulted in the creation of a culturally safe, fit-for-purpose, and accessible corporate services building.

The new facility is supporting Rumbalara's 300-person workforce, consolidating approximately 50 employees working in human resources, finance, administration, occupational health and safety, and program leadership. It has provided employees with comfortable offices, amenities, meeting rooms and settings for one-on-one support.

[rumbalara.org.au](http://rumbalara.org.au)



## 8. 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. Applicants will not receive a score by the assessment panel. The same criteria will be applied across all funding streams, however, the level of detail provided in the application should be commensurate with the value of the project.

<b>Repairs and Minor Works – Up to \$300,000 (plus GST)</b>	
Why (30%)	Applications must clearly demonstrate why the repairs and minor works are needed. Applications should include a clear rationale for the proposed project and how the repairs and minor works have been identified as important to the organisation.
What (30%)	<p>Applications must clearly articulate what works will be undertaken and how these improvements will deliver outcomes, such as improved responsiveness, safer access to or expanded service delivery for the Aboriginal community.</p> <p>Projects across multiple sites must demonstrate a clear rationale, such as financial savings or a building efficiency.</p> <p>If the repairs and minor works will support a new enterprise or organisational focus, applications should be substantiated by a relevant business model, plan or equivalent.</p> <p>If applicable, details of additional cash funding or in-kind contributions from stakeholders should be provided.</p>
Who (20%)	Applications must clearly articulate who will benefit from the repairs and minor works and be supported by relevant data or information.
How (20%)	Applications must describe how the project will be delivered including key steps, an overview of the project timeline, details and level of experience of who will oversee and manage the repairs and minor works, and the governance structure for decision-making, approvals and managing contracts and payments.
Supporting Material	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>✓ Evidence of owning the project site or having the right to use the project site for a minimum of three years (e.g. certificates of title<sup>5</sup>, a ground lease or tenancy agreements).</li> <li>✓ If the site is leased, in principle approval from the landlord or appropriate delegate to upgrade the project site.</li> <li>✓ Applications must provide current quotes/cost estimates (no older than 90 days) for all proposed works.</li> <li>✓ Budget breakdown of anticipated income and expenditure (a template can be provided upon request). If seeking funding for a project with multiple sites, a breakdown of costs for each site is required. Where appropriate, escalation should be applied to cost estimates.</li> <li>✓ Details of any confirmed cash funding or in-kind contributions, or information about unconfirmed funding sources, if applicable.</li> <li>✓ Letter of support from <b>both parties</b> (e.g. the Aboriginal organisation and auspice organisation) if an auspice arrangement is in place.</li> <li>✓ Photos of the site where the proposed repairs and minor works will take place.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>✓ Project delivery plan (a template can be provided on request), a project timeline, Gantt chart, or a scope of works document developed by an architect, tradesperson or equivalent.</li> <li>✓ Overview of any governance arrangements and strategic plans to demonstrate the priority of the project to the applicant.</li> <li>✓ Letters of support from partner organisations or key stakeholders.</li> <li>✓ Details of how the project might support key Victorian frameworks or policies, including but not limited to the Victorian Aboriginal Affairs Framework or the Victorian Closing the Gap Implementation Plan.</li> </ul>

<sup>5</sup> For guidance on how to obtain a certificate of title, please refer to Annexure A of the Guidelines.

## Capital Works and Upgrades – up to \$1,600,000 (plus GST)

<p>Why (30%)</p>	<p>Applications must clearly demonstrate why the infrastructure project is needed and include a clear rationale as to why the proposed infrastructure has been identified as an important priority for the organisation, its community members and stakeholders. For example, the rationale may include, but should not be limited to, anticipated benefits and outcomes such as jobs, other economic opportunities and new or expanded programs and services.</p> <p>If the capital works and upgrades will support a new enterprise or organisational focus, applications should be substantiated by a relevant business model, operational plan, strategy or equivalent.</p>
<p>What (30%)</p>	<p>Applications must clearly describe the works, and the purpose and function of the proposed infrastructure.</p> <p>Projects across multiple sites must demonstrate a clear rationale, such as financial savings or a building efficiency.</p> <p>If applicable, details of additional cash funding or in-kind contributions from stakeholders should be provided.</p>
<p>Who (20%)</p>	<p>Applications must articulate who will benefit from the proposed project and how the infrastructure will support the target community. Provide relevant data about the population served, how this project will benefit them, and include a summary of anticipated outcomes. These may be qualitative and quantitative.</p>
<p>How (20%)</p>	<p>Applications must articulate how the project will be successfully delivered. This should include:</p> <ul style="list-style-type: none"> <li>• details of a suitably qualified project manager/superintendent from a qualified third-party organisation for the duration of the project;</li> <li>• details of a suitably qualified quantity surveyor from a qualified third-party organisation for the duration of the project;</li> <li>• information about a governance structure, composition of a steering group or committee, and how key decisions and approvals will be made throughout the course of the project;</li> <li>• information on how contracts and finances for the project will be managed throughout the duration of the project;</li> <li>• a procurement plan, delivery program, cost plan, resource plan; and</li> <li>• a risk register, including processes to mitigate identified risks or issues throughout the course of the project.</li> </ul>
<p>Supporting Material</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>✓ Applications must provide evidence of project planning, at minimum a feasibility study/ business case (a template can be provided upon request).</li> <li>✓ Designs containing a level of detail commensurate to the amount of funding requested, accompanied by: <ul style="list-style-type: none"> <li>– a detailed description of the proposed project, the scope of works, and the building options considered as part of the development process;</li> <li>– evidence the proposed infrastructure addresses community and organisational needs;</li> <li>– planning and building considerations such as land zoning, planning schemes, compliance and standards;</li> <li>– cost benefit and risk analysis;</li> <li>– details of research and community consultation/engagement undertaken to develop and support the proposal;</li> <li>– photos and/or a site plan where the proposed capital works and upgrades will take place; and</li> <li>– designs and associated technical documentation.</li> </ul> </li> </ul>

## Capital Works and Upgrades – up to \$1,600,000 (plus GST)

Supporting Material	<ul style="list-style-type: none"> <li>✓ Evidence of owning the project site or having the right to use and develop the project site for a minimum of ten years (e.g. certificates of title<sup>6</sup>, a ground lease or tenancy agreements).</li> <li>✓ A statement regarding the availability and relevant experience of the staff and project manager/superintendent to be appointed to coordinate and deliver all components of the project.</li> <li>✓ A governance framework outlining the structure for decision-making, approvals and reporting.</li> <li>✓ A current quantity surveyor report, or detailed quotes/cost estimates that specifically relate to the submitted architectural drawings and program of works (no older than 90 days). The cost plan/estimate should list key assumptions and exclusions.</li> <li>✓ If seeking funding for a project with multiple sites, a breakdown of costs for each site is required.</li> <li>✓ Anticipated project timeline or Gantt chart.</li> <li>✓ Evidence of any confirmed cash funding or in-kind contributions, or information about unconfirmed funding sources, if applicable.</li> <li>✓ Letters of support from <b>both parties</b> (e.g. the Aboriginal organisation and auspice organisation) if an auspice arrangement is in place.</li> <li>✓ If the application is for a new enterprise or organisational focus, evidence of operational resources.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>✓ Budget breakdown with anticipated income and expenditure (a template can be provided upon request).</li> <li>✓ Letters of support from partner organisations or key stakeholders.</li> <li>✓ Strategic and operational plans, and annual reports to demonstrate the priority of the project to the applicant.</li> <li>✓ Applicable permits or permissions, if available.</li> <li>✓ Details of how the project might support key Victorian frameworks or policies, including but not limited to the <a href="#">Victorian Aboriginal Affairs Framework</a> or the <a href="#">Victorian Closing the Gap Implementation Plan</a>.</li> </ul>
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## Project Planning – Up to \$200,000 (plus GST)

Why (30%)	<p>Applications must provide a clear rationale for why the project planning is needed and why the future infrastructure project has been identified as important to the organisation. This must include details about how the infrastructure project is anticipated to support the future of the organisation.</p> <p>If the future infrastructure project will support a new enterprise or new organisational focus, applications should be substantiated by a relevant business model, operational plan, strategy or equivalent, if available.</p>
What (20%)	<p>Applications must clearly articulate the scope of the planning activities, as per the overview of <a href="#">Option 1</a> or <a href="#">Option 2</a>. If some planning activities are already complete, describe what has been achieved and who has been involved to date.</p> <p>Include details about the purpose of the future infrastructure project to be explored, designed and costed, and the site. A site must already be selected if applying for Option 2.</p> <p>Organisations may only apply for one project planning option at a time.</p>
Who (25%)	<p>Applications must clearly articulate who will benefit from the proposed future infrastructure project and provide relevant data about the population served and how this project will benefit them.</p> <p>Include an overview of how the future infrastructure project will involve the relevant communities.</p>

<sup>6</sup> For guidance on how to obtain a certificate of title, please refer to Annexure A of the Guidelines.

## Project Planning – Up to \$200,000 (plus GST)

How (25%)	<p>Applications must describe the key steps the organisation will take to deliver the specified project planning activities. Include details of:</p> <ul style="list-style-type: none"><li>• Governance structure for decision-making and approvals, including who will oversee and manage the day-to-day processes including contracts and finances;</li><li>• Details of third parties to be appointed to contribute to the project, such as architects, engineers or quantity surveyors;</li><li>• Information on how contracts and finances for the project will be managed throughout the course of the project; and</li><li>• How the organisation plans to engage with community members and stakeholders.</li></ul>
Supporting Material	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>✓ Evidence to demonstrate organisational readiness to commence the project planning, including:<ul style="list-style-type: none"><li>– Quotes or estimates (no older than 90 days) from consultants and other contributing experts including, but not limited to an architectural firm, quantity surveyors, town planners or community engagement specialists; and</li><li>– If applying for Option 2 evidence of owning the project site or having the right to use and develop the project site for a minimum of ten years (e.g. certificates of title<sup>7</sup>, a ground lease or tenancy agreements).</li><li>– Budget breakdown of anticipated income and expenditure (a template can be provided upon request) where appropriate this should include escalation, key assumptions and exclusions.</li><li>– Evidence of any confirmed cash funding or in-kind contributions, or information about unconfirmed funding sources, if applicable.</li></ul></li><li>✓ Evidence of planning activities already complete.<ul style="list-style-type: none"><li>– If applying for Option 2 a feasibility study for the future infrastructure project. This should include endorsement for the completed study from the organisation’s Board or executive leadership team.</li></ul></li><li>✓ Letter of support from <b>both parties</b> (e.g. the Aboriginal organisation and auspice organisation) if an auspice arrangement is in place.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>✓ A preliminary project plan (a template can be provided upon request).</li><li>✓ Letters of support for the application from the organisation’s chairperson, partner organisations or key stakeholders.</li><li>✓ Strategic plans and annual reports to demonstrate the priority of the project to the applicant.</li></ul> <p>For reference, a feasibility study template can be provided upon request.</p>

<sup>7</sup> For guidance on how to obtain a certificate of title, please refer to Annexure A of the Guidelines



## 9. How do I apply?

Applicants must contact the Program team at [ACIP@ecodev.vic.gov.au](mailto:ACIP@ecodev.vic.gov.au) to discuss their project proposal prior to submission. Site visits will be undertaken if time permits.

Visit [First Peoples - State Relations](#) for further information about the funding round, the opening date and access to the application form portals.

Applicants must complete the application form via the online grants portal and attach all supporting material. Applications will be considered against the Eligibility Criteria (Section 3. Who Can Apply? and Section 4. Who Cannot Apply?) and the Assessment Criteria in these guidelines.

**All applications must be submitted by 2.00pm on Monday 22 April 2024.  
No hard copy applications will be accepted.**

### Timeline



## Funding conditions

### Funding is discretionary

Notwithstanding any other policy, guidance or statement found on the Aboriginal Community Infrastructure Program, the assessment of any application for grant funding and any decision to approve funding is a decision for the Victorian Government in its absolute discretion.

All decisions of the Victorian Government in relation to the Aboriginal Community Infrastructure Program application and assessment process are final. In particular:

- the Victorian Government may treat an application as invalid and not consider it if it is received late, is incomplete, is not reasonably able to be understood, or does not comply with these Guidelines or other information available on the Aboriginal Community Infrastructure Program;
- the Victorian Government may request that an applicant confirm the details in their application;
- the submission of an application does not guarantee funding and a successful applicant may not be granted the full amount of funding they requested;

- funding for projects with multiple sites may be considered at the discretion of the moderation panel and part funding may be recommended;
- the Victorian Government may extend, cancel, or amend the process for applying for funding at any time without an applicant's consent; and
- the Victorian Government will not negotiate its decision in relation to funding applications or the conditions of any funding that is granted.

## Dardi Munwurro Pty Ltd

### Repairs and Minor Works 2022-2023 \$300,000

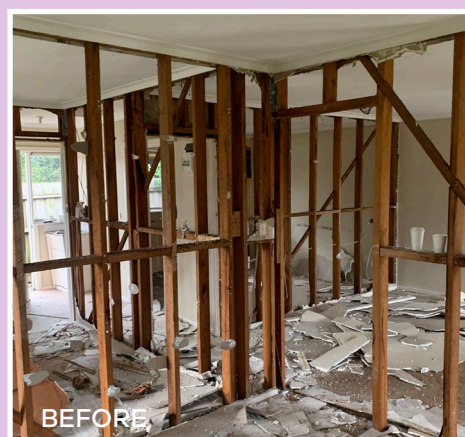
Since 2000, Dardi Munwurro has become established as a statewide specialist service delivering a range of programs aimed at breaking the cycle of intergenerational trauma in Aboriginal families and communities.

In 2022, Dardi Munwurro purchased a block of residential units to increase capacity for their Ngarra Jarranounith Place (NJP) program. NJP provides intensive, holistic healing, and supports behavioural change among Aboriginal men. A core principle of NJP is to provide clients with stable housing that facilitates their effective engagement with culturally appropriate wrap-around and enabling services such as the Dardi Munwurro's labour market programs while maintaining sobriety. Following program completion, Dardi Munwurro provides up to 18 months of follow-up support, and program participants are offered the opportunity to maintain a connection to their culture and community.

In the same year, Dardi Munwurro received a grant of \$300,000 through the Program to install new kitchens, bathrooms, floor coverings and roofing, as well as to improve car parking and landscaping prior to operation. Dardi Munwurro co-contributed significant financial resources and project management expertise to complete the project and swiftly accommodate new NJP program participants.

Notably, the majority of businesses engaged in completing the building works were local Aboriginal contractors and tradespeople, a key feature of Dardi Munwurro's approach to their enterprise. Building works were completed in May 2023.

[dardimunwurro.com.au](http://dardimunwurro.com.au)



## **The State is not liable for claims arising from an application**

The Victorian Government will not be liable for:

- any action or claim that an applicant might bring in relation to an Aboriginal Community Infrastructure Program application for funding or its assessment;
- any loss or damage, including indirect and economic loss, which an applicant might suffer in the course of applying for or accepting the provision of funding through the Aboriginal Community Infrastructure Program; and
- any personal injury suffered in the course of applying for or accepting the provision of Aboriginal Community Infrastructure Program funding.

The above does not apply to any liability that the law does not allow the Victorian Government to exclude.

### **No binding agreement**

No binding agreement, legal relationship or other understanding for the supply of funding will exist between the Victorian Government and any applicant unless and until they have signed a formal written funding agreement.

### **Guidelines subject to change**

The Victorian Government may update these Guidelines at any time at its discretion.

Applicants and users should check the Aboriginal Community Infrastructure Program platform regularly for updates to the Guidelines. If any part of these Guidelines is determined to be unlawful, void or for any reason unenforceable, that part is deemed severable from the Guidelines and does not affect the validity and enforceability of the remaining parts.

### **Funding from other sources**

Applicants should clearly identify and substantiate any additional cash funding that the organisation will contribute, has or is likely to secure from a third party to support the proposed project or any additional funding that the organisation is seeking to support the proposed project.

Additional funding secured or sought by the organisation includes, but is not limited to, funding from other Department of Premier and Cabinet (DPC) programs; other State Government agencies; and the Commonwealth

Government. Where additional funding has been secured or is sought, the applicant should provide information about key dates and contingency plans in the event of the funding being unsuccessful.

### **In-kind contributions**

Applicants should clearly identify and substantiate any in-kind contributions to the project and explain the nature of the in-kind contribution, including who is making the contribution (if not the applicant) and how the value has been calculated based on what it would cost if the applicant had to pay cash.

### **Announcements and events**

Successful applications may be the subject of funding announcements, media releases, and other disclosures. Successful applicants will be required to liaise with First Peoples - State Relations (formerly Aboriginal Victoria) to facilitate funding announcements and should be prepared to hold an event at which the Minister for Treaty and First Peoples or a delegate can announce the successful application and funding amount. Successful organisations are required to develop a communications plan to detail any Ministerial opportunities, such as a celebratory event to launch a finished project, at which the Minister for Treaty and First Peoples or a delegate can attend.

The Minister for Treaty and First Peoples should be given the opportunity to officially open or launch the completed project.

### **Funding agreements**

Successful applicants will be required to enter into a funding agreement with the Victorian Government using the [Victorian Common Funding Agreement](#). The Funding Agreement establishes the parties and outlines their commitments and obligations to each other, as well as setting out the general funding [terms and conditions](#).

The Local Jobs First Policy (LJF) applies to all projects funded under this program valued at over \$1 million in regional Victoria, or over \$3 million in metropolitan Melbourne and statewide activities.

For further information, go to the [LJF website](#).

Successful applicants are expected to acknowledge the Victorian Government's support. Acknowledgement and Publicity Guidelines will form part of the funding agreement.

## Reporting requirements

Successful applicants are required to comply with the reporting requirements outlined in the Funding Agreement with the Victorian Government. This includes participating in any program evaluation and data collection activities implemented by the Victorian Government, in particular reporting on project outcomes generated by this investment. A questionnaire about anticipated project outcomes forms part of the application process.

Administrative costs incurred prior to a funding agreement being executed may not be claimed as part of the grant.

## Project delivery

Funded recipients are required to establish appropriate governance and financial management structures and processes for the duration of the project, and appoint a suitably qualified project manager/superintendent to manage the delivery of the project within budget and against agreed deliverable milestones and outputs. If project delivery is unreasonably delayed, substantial changes to the project scope are made, or a project is not delivered as agreed, the Victorian Government reserves the right to cancel the funding agreement and recover any unspent funds.

Project management and other costs associated with the delivery of the project should be commensurate to the project's total value, geographical location and complexity of delivery. The Victorian Government reserves the right to impose a cap on project management fees claimed as part of the grant at its discretion.

If an underspend is identified at project completion, approval to expand the scope of the project will be made on a case-by-case basis.

In procuring services, the funded recipient will need to demonstrate how it is limiting commercial and contractual risk. For example, depending on the scale and stage of the project, a suitably qualified project manager/superintendent, quantity surveyor and lead consultant should be appointed directly by the organisation, with all other consultants engaged under the lead consultant.

## Signage

Recipients of funding over \$250,000 are required to acknowledge the investment from the Aboriginal Community Infrastructure Program by placing temporary signage at the project site during construction. The [Victorian Government capital works signage guidelines](#) must be followed. Templates are available.

## No guarantee of future funding support

Securing funding under this Program does not guarantee future funding support from the Victorian Government under this Program or any other program administered by the Victorian Government.

# 10. Resources for applicants

The following resources have been provided to assist and guide applicants.

- Resources about project planning, building design and development
  - [Office of the Victorian Government Architect](#)
  - [Australian Institute of Architects: Procurement of Architectural Services](#)
  - [Office of Projects Victoria](#)
  - [Victorian Building Authority](#)
  - [A Framework for Place-Based Approaches](#)
- Resources about property zoning and planning information
  - [Mapshare: VicPlan](#)
  - [Mapshare: Victoria Unearthed](#)
- Resources about sustainable buildings
  - [Built Environment Sustainability Scorecard](#)
  - [Council Alliance for a Sustainable Built Environment \(CASBE\)](#)
  - [Sustainability Victoria: Find an Energy Auditor](#)
  - [National Australian Built Environment Rating System \(NABERS\)](#)
- Information for regional applicants
  - [Regional Development Victoria: Regional Economic Strategies](#)
- Resources about managing cultural heritage places
  - [The Burra Charter Practice Notes](#)

## 11. Program administration

Local Government Victoria at Department of Government Services (DGS) is engaged to administer the Aboriginal Community Infrastructure Program on behalf of **First Peoples-State Relations** at DPC. A project control group consisting of representatives from both Departments oversees the Program.

## 12. Privacy

Information provided to DGS and DPC in Program applications will be used to assist DGS and DPC to assess eligibility and suitability for the Program and to prepare funding agreements. Any personal information that is provided will be handled in accordance with the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

DGS or DPC, its officers, employees, agents and sub-contractors may use and disclose any of the information provided with the application to Victorian Government departments,

agencies or bodies, non-government organisations and/or the Commonwealth, states or territories for any purpose in connection with the administration of the Program.

Successful applications may also be the subject of media releases and disclosure as otherwise provided in the 'Terms and Conditions' of the Funding Agreement.

Prospective applicants may access a copy of DPC's Privacy Policy in relation to the management of personal information collected by contacting 1300 366 356.

## 13. Accessibility

If you would like to receive this publication in an accessible format, please email [Aboriginalaffairs@dpc.vic.gov.au](mailto:Aboriginalaffairs@dpc.vic.gov.au)

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

For more information on this grant program please email [ACIP@ecodev.vic.gov.au](mailto:ACIP@ecodev.vic.gov.au)



## Annexure A – Guidance on Obtaining Certificates of Title

- i. Visit [www.landata.vic.gov.au](http://www.landata.vic.gov.au).
- ii. Register an account by selecting 'Register' in the top right-hand corner of the home page. Fill in your organisation's or personal details to complete registration.
- iii. On the home page, select; 'I want to' and 'Order a copy of a title'.
- iv. To proceed with ordering, you will need to know the property's:
  - a. street address;
  - b. folio number;
  - c. lot on plan;
  - d. council property number;
  - e. standard parcel identifier; or
  - f. crown allotment;
- v. Complete these details and confirm the property.
- vi. Select the certificates you seek to order. Fees are listed on the right-side column.
- vii. Confirm your delivery and billing details and select 'Purchase'.
- viii. Following payment, Landata will issue a receipt which should be saved for your records.

