



# **Everyone Can Play**

**Local Government  
Grant Guidelines**

2020-21

# Acknowledgement

NSW Department of Planning, Industry and Environment acknowledges the traditional custodians of the land and pays respect to all Elders past, present and future.

To view an electronic version in PDF format, visit: [planning.nsw.gov.au](http://planning.nsw.gov.au)

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Department of Planning, Industry and Environment  
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# Introduction

The page features a solid salmon-colored background. At the top, the word "Introduction" is written in a bold, black, sans-serif font and is underlined with a thick black horizontal line. Below this, a large white graphic element is centered, consisting of a thick white line that curves from the left edge, forms a large circle, and then curves back down towards the bottom left. A smaller white circle is positioned at the top of the page, partially overlapping the top edge of the main graphic.



# Everyone Can Play

Playspaces exist at the heart of our communities and should cater for everyone – young and old, families and carers, and people of all abilities and backgrounds. Playspaces should be welcoming, accessible, safe and interesting. They should offer a range of physical play and provide opportunities to connect with others.

Our society is incredibly diverse, made up of people of all ages, abilities and needs. In our communities we have playspaces for adventure, discovery, relationship building and memory making. But many of the playspaces designed to bring people together exclude some members of our community. Play is for everyone and our playspaces should be too.

According to the *Survey of Disability, Ageing and Carers* (SDAC 2015) 1.4 million people in NSW are living with a disability. We also have a culturally diverse society and an ageing population who are increasingly involved in the everyday care of grandchildren. Playspaces should respond to this diverse population and provide an inclusive experience for all.

Playspaces are a key community asset, bringing everyone together in a fun, welcoming and comfortable environment.

The Everyone Can Play Guideline supports the creation of playspaces which invite all people to participate in a variety of play experiences, in ways that challenge, excite and promote an active and healthy lifestyle.

The Everyone Can Play Guideline is not a new standard for playspaces in NSW. The Guideline provides design principles and sets best practice recommendations for playspaces of all sizes, types and budgets. It plays a key role in ensuring inclusive play becomes the norm in NSW.

NSW Government has committed \$20 million over 5 years to creating inclusive playspaces and ensuring Everyone Can Play. So far through the Everyone Can Play grant program 71 projects have been funded with almost \$8 million dollars awarded to Councils to create and upgrade playspaces for communities to access and enjoy.



For more information, download a copy of the Everyone Can Play Guideline:

**[planning.nsw.gov.au/everyonecanplay](http://planning.nsw.gov.au/everyonecanplay)**



# A new way of thinking

The creation of inclusive playspaces requires a new way of thinking about the way playspaces are planned, designed and managed. The three principles of Everyone Can Play will guide thinking around how to create more inclusive playspaces across NSW.

When it comes to determining if a playspace is truly inclusive, it is important to consider the wider context. Look outside, around and through the playspaces and ask: Can I get there? Can I play? Can I stay?



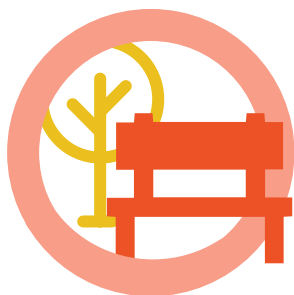
## Can I get there?

Consider location, layout, signage, wayfinding and accessibility to ensure everyone can find their way to, in and around the playspace.



## Can I play?

The play experience, including the equipment and surfacing, should enable everyone to experience a variety of challenging and engaging play opportunities in a way that suits them.



## Can I stay?

Consider safety, facilities, landscape and the wider environment to ensure everyone can stay at the playspace for as long as they would like.

# The design principles

These six guiding design principles address the intent of inclusive playspace design in greater detail. Established through a review of current theory and research into playspace design, accessibility standards and universal design, the principles are an important reference for inclusive playspace design.

The design principles extend the focus beyond accessibility to include opportunities for play and social interaction for people of all ages, abilities and cultures. The Everyone Can Play 2020-21 grant round will ask applicants to demonstrate the six design principles in their applications.



## Find

Communicate the purpose and location of play elements and facilities.



## Fit

Provide a range of play opportunities for people of all abilities and sizes.



## Choose

Enable exciting individual experiences and social interaction.



## Join In

Create opportunities for everyone to connect.



## Thrive

Challenge and involve people of all capabilities.



## Belong

Create a place that's welcoming and comfortable.

Refer to the **Design Principles Checklist** in the Everyone Can Play Guideline to help you design your next playspace project.

# **Grant overview**

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# Purpose of funding

The 2020-21 Everyone Can Play program remains focused on funding inclusive playspaces across NSW by partnering with councils to design and construct new playspaces and upgrade existing playspaces in line with the Everyone Can Play Guideline.

In response to the Premier's Priorities announced in June 2019, the Everyone Can Play program will make an important contribution to achieving Greener Public Spaces and Greening Our City. Applications will be considered for their advancement of these priorities, where applicable.

# Recovery and regeneration focus

The 2020-21 funding round will give special focus and consideration to applications for quality, inclusive playspaces by the Local Government Areas (LGAs) who were officially declared to be impacted by the drought and bushfires of late 2019 and early 2020. Please refer to the **Resources on page 21** for the links to see your LGA's bushfire and drought classification. We know that inclusive playspaces will contribute to the rebuilding and recovery process for communities. Through the Everyone Can Play program, we can ensure provision of playspaces that are available for all to enjoy.

# Funding available

In the 2020-21 round, \$7 million in funding has been allocated for the Everyone Can Play program. As with previous grant rounds, \$4 million of grant funding will be open to applications from all NSW LGAs. An additional accelerated \$3 million of program funding will also be made available to prioritise suitable applications from bushfire and drought affected LGAs that demonstrate benefits to affected communities. This funding will be available to councils across NSW via a competitive grant process where councils will be required to match the funding granted on a dollar for dollar basis. The exception will be if the applicant can demonstrate that they are from a declared bushfire impacted or drought affected LGA, in which case they will be required to demonstrate matching funding from council in the form of a minimum 25% cash contribution from council plus confirmed funding from other State and Commonwealth grants programs.

Funds obtained through the program will be eligible for use towards building new playspaces in communities that currently do not have them, while also funding upgrades to existing playspaces to ensure they create a space that offers inclusive play opportunities for people of all ages and abilities.

## Funding is available for the following projects:

- **Inclusive Playspace**  
Upgrades (up to \$75,000 per project)
- **Inclusive Playspace**  
New (up to \$300,000 per project)

These categories will be open to applications from all NSW LGAs. Successful applicants will be required to expend the funding within eighteen months from the date of the Funding Agreement.

The entire grant process will be managed in SmartyGrants, the Departments secure online grants management portal. This includes the application, the assessment, the progress reporting and the acquittal.

# Bushfire and Drought Recovery Demonstration Projects

The Everyone Can Play 2020-21 accelerated \$3 million program allocation for eligible bushfire and drought recovery projects will include a sub-category for a small selection of Bushfire and Drought Recovery Demonstration Projects.

Each Demonstration Project will receive a significant strategic State Government investment of up to \$700,000 for the **Inclusive Playspace - New** category, the recommended amount to be determined by the assessment panel. The purpose of the Demonstration Projects will be to deliver exemplar, regional scale playspaces in a partnership between directly impacted bushfire or drought affected councils and the Department.

## What is a Demonstration Project?

Using the six design principles within the Everyone Can Play guideline the selected projects will demonstrate an inclusive response that supports community recovery and resilience. Proposals will show how a new project can bring a community together and to ultimately provide a new space for everyone within the community. Applications should identify and engage with a diverse range of stakeholders to show full representation across the affected and broader community. The playspace should provide a range of play and recreation activities that ensures there is truly something for everyone.

## How will these projects be assessed?

A commitment to design excellence should be demonstrated with a concept/vision that celebrates your area's landscape and unique identity and shows a commitment to engage and design with Country.

The completed projects will be destination spaces for locals and tourists alike.

The Demonstration Projects will show how a collaborative approach between council, community and other government agencies can deliver a truly inclusive space for the community and visitors alike. The project aims are to go beyond recovery and resilience to prosperity.

## How will these projects be selected?

Eligible projects applying under the **Inclusive Playspace - New** category will be asked on the application form if they wish to be considered for the Everyone Can Play 2020-21 Bushfire and Drought Recovery Demonstration Project Program.

Applicants will be asked to demonstrate an expanded scope that clearly articulates their vision for the expanded project and addresses additional assessment criteria.

The Everyone Can Play 2020-21 Demonstration Projects will require at least matched funding from Councils in the form of a minimum 25% cash contribution from council, plus other confirmed State and Federal grants, and other Council-led partnerships. Assessment and recommendation for the **Everyone Can Play 2020-21 Bushfire and Drought Recovery Demonstration Projects** will be made by the assessment panel and will be based on design excellence, the project potential, community and regional benefit and impact and financial viability.







# Project eligibility

To be eligible for funding, applications must demonstrate the following:

1

## Matched funding

Grant funding must be matched dollar for dollar with cash funding by Council, **with the exception of applicants in bushfire and drought affected LGAs who are required to match with minimum 25% cash from council plus other confirmed funding from other State and Commonwealth grants programs as part of their matched bid.**

2

## Improving public spaces

Consideration of projects that will increase access to quality green, open and public space and increase the tree canopy (Greater Sydney only). Greater Sydney based projects will be required to meet a tree planting quota directly linked to the funding received at the rate of one tree for every \$5,000 of funding.

3

## Inclusive Upgrades (up to \$75,000 per project)

Upgrade of existing playspaces, where the focus for improvements will be on the Everyone Can Play principles. Upgrades could include: installation of additional play equipment, shade sails, new pathways or seating within an existing playspace.

or

## New Inclusive Playspaces (up to \$300,000 per project)

Creation of new playspaces, that align to the six principles of Everyone Can Play, in communities where there is currently inadequate playspace provision. This can include projects where an existing playspace is being replaced.

## Bushfire and Drought Recovery Demonstration Projects

In 2020-21 the Bushfire and Drought Recovery Demonstration Projects will be selected from eligible applications in the **New Inclusive Playspaces** category.

## Eligibility

The grant is open to all NSW councils. The land on which the playspace is located must be land owned or managed by the Council.

### The following organisations are **not eligible** to apply for program funding:

- Individuals, groups of individuals and unincorporated organisations
- Incorporated not-for-profit organisations
- For-profit organisations
- Organisations limited by shares
- State or federal government departments and agencies
- Educational institutions including schools and their Parents & Citizens Associations, Universities, TAFE, Colleges and child care centres

### The following works are **not eligible** for funding under this program:

- Projects outside of NSW
- Purchase or lease of land
- Funding of personnel or staff positions
- Buying or upgrading non-fixed equipment
- Events, marketing, branding, advertising or product promotion
- Projects requiring ongoing funding from the NSW Government
- Retrospective funding to cover any project component that is already complete/underway

## Insurance requirements

Councils applying for funding via this program are required to have a minimum Public Liability Insurance cover of \$20 million.

It is recommended, but not a condition of funding, that applicant councils have Personal Accident and Professional Indemnity insurance. Councils that employ staff must comply with the *Workplace Injury Management and Workers Compensation Act 1998 (NSW)*.



# **Application process**





# Timeframes

The assessment process and timeframes for the 2020-21 round of the Everyone Can Play grant are outlined below.

Date	Milestone	Action
<b>Open:</b> <b>September 2020</b> <b>Close:</b> <b>November 2020</b>	2020-21 Round 3 of Everyone Can Play opens	<ul style="list-style-type: none"><li>• Councils notified.</li><li>• Online applications open for 6 weeks.</li></ul>
<b>December 2020</b>	Assessment	<ul style="list-style-type: none"><li>• Independent Assessment Panel meets.</li></ul>
<b>January 2021</b>	Announcements and notifications	<ul style="list-style-type: none"><li>• Councils formally advised on outcome of applications.</li><li>• Ministerial announcement of successful projects.</li></ul>
<b>February 2021</b>	Contracting and projects commence	<ul style="list-style-type: none"><li>• Funding Agreements formalised with councils.</li><li>• Ongoing monitoring of projects commences.</li></ul>



## Submission of applications

The completed application must be submitted in SmartyGrants by:

**12pm (midday), Tuesday 3 November 2020.**

Applications must include supporting information as identified by application form.

# Assessment

## Assessment of eligible applications

Eligible applications (including a sketch or concept plan and any supporting documentation) will be assessed via the SmartyGrants platform by an expert assessment panel.

## Ineligible Applications

The Department will perform a pre-eligibility check of received applications and will assess and where appropriate seek to remedy eligibility issues with Council. Where an application is still deemed ineligible, the applicant will be notified by the Department within 21 days of the application closing following the assessment pre-eligibility checks. Any late or incomplete applications will be deemed ineligible. It is at the Department's discretion to accept late applications if there are extenuating circumstances.

## Criteria used to assess applications includes:

### Merit and Alignment to Program Objectives

- Established clear vision and need for the project
- Demonstrated alignment with the principles of the Everyone Can Play Guideline
- Demonstrated application of the six design principles

### Engagement

- Clear strategies for ongoing engagement of the community, participants and / or audience
- Consideration of the needs and expectations of targeted groups and community, and identification of how these needs will be met

## Viability and risk

- Evidence the project and budget is supported by Council, Executive and stakeholders
- Evidence the project scope, resourcing and schedule is realistic and Council has the capacity to deliver

## Value for money

- Provision of a detailed and accurate budget
- Evidence that the project provides value for money and budget is realistic for the scale and impact of the project
- Evidence of appropriate provision for contingencies
- Evidence of insurance and other liabilities

## Socio-economic and diversity

- Projects that demonstrate benefit to disadvantaged communities (low SEIFA), people with disability, culturally and linguistically diverse communities (CALD), regional and remote communities, First Nations communities.

## Additional criteria used to assess Demonstration Projects includes:

### Design excellence

- Expanded adoption of six design principles clearly demonstrating provision of a range of play and recreation activities ensuring something for everybody within the community through the principles of Find, Fit, Choose, Join in, Thrive, Belong
- Demonstrated with a concept/vision that celebrates your area's landscape and unique identity
- Demonstrated commitment to engage and design with Country

## Project potential

- Demonstrated vision for how a collaborative approach between council, community and other government agencies can deliver a truly inclusive space for the community and visitors
- Project potential that delivers beyond recovery and resilience to prosperity

## Community and regional benefit and impact

- Applications should identify and engage with a diverse range of stakeholders to show full representation across the affected and broader community
- Proposed projects will be destinations spaces for locals and tourists
- Demonstrated inclusive response that supports community recovery and resilience
- Demonstrate how a new project can bring a community together

## Financial viability

- A detailed budget
- Risk management plan
- Evidence of confirmed partnerships and confirmed funding from other State and Commonwealth programs
- A detailed program plan
- Demonstration Projects require matched funds in the form of a minimum 25% cash contribution from council and the remainder of the matched funds in the form of other confirmed State or Commonwealth grants or council-led partnerships.

## Alignment to Government policy

### Organisational Context

The NSW Department of Planning, Industry and Environment brings together specialists in urban and regional planning, natural resources, industry, environment, heritage, Aboriginal and social housing, and regional New South Wales. We share a common goal to maximise the long-term wellbeing of New South Wales.

We do this by protecting and improving; prosperity; environmental sustainability; safety and security; social inclusion and cohesion; and attractiveness as a place for recreation and relaxation.

We bring together the economy, environment, work and play, industry and recreation. This helps to ensure economic growth and job security considers the environment and character of our neighbourhoods and communities. We make decisions based on advice and analysis that are transparent, efficient and reflective of the diversity of New South Wales. We strive to be a global leader in the planning and management of resources, environmental and socio-economic security, financial affordability, land use and carbon emissions. In our workplace we value collaboration, humility, accountability, kindness and reflect the diversity of our communities.

The Place Design and Public Spaces (PDPS) division sits within the NSW Department of Planning, Industry and Environment (DPIE). Place, Design and Public Spaces includes the Government Architect NSW (GANSW) and Heritage Stoneworks. As part of the new focus on public space, the Division also brings together the Western Sydney Parklands Trust, Parramatta Park Trust, Royal Botanic Gardens & Domain Trust & Centennial Park & Moore Park Trust, Callan Park Trust and Luna Park Trust. Minister Rob Stokes is the Minister for Planning and Public Spaces.

## Premiers Priorities

The PDPS division is guided by the Premiers Priorities 11 and 12; 'Greening Our City' and 'Greener Public Spaces'. All work in the division reports back to these Priorities and the Everyone Can Play grant program has both priorities embedded in its objectives by enabling increased access to quality green, open and public spaces to help create healthier, happier and more resilient communities. All applicants will be required to provide guidance as to how their application aligns, where required, with the Premier's Priorities.

Successful applicants within Greater Sydney Projects will have a minimum requirement to provide shade to the playspace and immediate surrounds at the rate of one tree for every \$5,000 of funding. Any attempt to exceed this minimum rate will be supported. All trees planted in Greater Sydney will be required to be registered as part of the Greening our City Premier's Priority which aims to increase the tree canopy and green cover across Greater Sydney by planting one million trees by 2022.

Visit [dpie.nsw.gov.au/premiers-priorities/greening-our-city](https://dpie.nsw.gov.au/premiers-priorities/greening-our-city)

## Complaints Procedure

Any complaints about a grant process must be provided in writing. Any questions you have about grant decisions for this grant opportunity should be sent to **[everyonecanplay@planning.nsw.gov.au](mailto:everyonecanplay@planning.nsw.gov.au)**. If you do not agree with the way the Department has handled your complaint, you may complain to the NSW Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Department. Visit the NSW Ombudsman at **[ombo.nsw.gov.au](https://ombo.nsw.gov.au)**





# Successful projects

## Project management

Councils are asked to nominate a project manager for each application and to notify the Department in writing of any changes in project management. Councils are responsible for project management and budgetary control.

The project must commence within eight months of execution of the funding agreement. Grant funding will lapse after 18 months unless there is prior approval for extension.

Within six months the recipient must provide an updated concept plan (to that provided at the application stage) and complete a design review. This is to satisfy the Department that the project continues to align with the program objectives. The project must not commence until the Department has confirmed in writing its acceptance of the concept plan. The project must be conducted in accordance with the accepted concept plan.

## Monitoring and reporting

Grant recipients are required to complete quarterly progress reports via SmartyGrants.

## Evaluation

Councils will be required to collect data both before and after project delivery such as survey and catchment figures to help evaluate the quality of the playspace and the community's satisfaction.

## Project completion

A final acquittal report is required at the completion of projects and is to be included with the submission of final payment claims. This report should be accompanied by photographs, a project launch and evidence of project completion.

## Project opening event and promotion

A communication pack will be provided to grant recipients to provide approved key messages, branding, logos and multimedia to help you promote the project and Everyone Can Play Program and acknowledge the funding contribution.

It is a condition of grant funding that the Minister for Planning and Public Spaces, NSW Government and officials from the Department be:

- invited to attend any formal launch event (including commencement and completion ceremonies).
- provided no less than 30 business days' notice prior to any formal event.
- acknowledged of their funding contribution in all communications and media for the project.

To make the invitation, Council should access the Minister's web form at:

**[nsw.gov.au/your-government/ministers/minister-for-planning-and-public-spaces](https://nsw.gov.au/your-government/ministers/minister-for-planning-and-public-spaces)**

It is for Council to decide if there is to be an opening event. Once a final date has been scheduled Council should invite the Minister, the Department and other dignitaries. If the invitation is accepted a Department media officer will work with Council on the arrangements and media protocols.

## Payment of grants

Successful applicants will submit a payment request and invoices as per the project milestones and payment schedule set out in the funding agreement.

A financial acquittal and project report will be required within three months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future funding.

Successful applications will also need to provide photographs of the completed project.

Projects must be completed within 18 months of the date of accepting the funding terms and conditions.

# **Your application**

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# How to apply

## 1. Visit the website



**[planning.nsw.gov.au/everyonecanplaygrant](https://planning.nsw.gov.au/everyonecanplaygrant)**

Read the information about the grant program to determine if you are eligible.

## 2. Read the guidelines



Familiarise yourself with the program requirements and determine your application project type.

## 3. Complete and submit the application



Follow instructions at: **[planning.nsw.gov.au/everyonecanplaygrant](https://planning.nsw.gov.au/everyonecanplaygrant)**

Provide a concept sketch or more detailed concept plan that highlights the six design principles.

Provide a recent, signed, project specific cover letter of support from Council's General Manager, to confirm that the match funding will be committed in Council's Delivery Program/Operational Plan.

Only attach the relevant pages/sections of supporting evidence in your application.

## Submission of applications



The completed application must be received in SmartyGrants by:

**12pm (midday), Tuesday 3 November 2020.**

Acknowledgement of receipt of application will be via return email.







# Need advice?

The Department is available to provide information to potential applicants on interpretation of these guidelines, including types of projects eligible for funding. The Department can also provide advice on the online application process.



For inquiries or more information email:

**everyonecanplay@planning.nsw.gov.au**

## Resources

Resources to help strengthen your application are available on the Everyone Can Play website. This includes FAQs, educational videos and webinars designed to help you to address the Everyone Can Play Guideline in your project.

Please refer to the Resilience NSW website for a list of declared bushfire impacted LGAs **emergency.nsw.gov.au/Pages/publications/natural-disaster-declarations/2019-2020.aspx**

Please refer to the Department of Primary Industries website for a list of declared drought impacted LGAs **edis.dpi.nsw.gov.au**

Please note upcoming webinar, 'Everyone Can Play 2020-21 Grant Application Guide', scheduled for 25 September 2020, 1-2pm. This webinar will be recorded and available on the website **everyonecanplay.nsw.gov.au**

## Privacy policy

The Department is required to comply with the *Privacy and Personal Information Protection Act 1988*. The Department collects the minimum personal information you voluntarily provide to enable it to contact an organisation and to assess the merits of an application.

Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Applicants must ensure that people whose personal details are supplied with applications are aware that the Department is being supplied with this information and how this information will be used.

## Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.



