



EVERYONE CAN PLAY

**Local Government
Grant Guidelines**

2019-20



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

© Crown Copyright 2019

Department of Planning, Industry and Environment
August 2019

Disclaimer

While every reasonable effort has been made to ensure that this document is correct at the time of printing, the State of New South Wales, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document.

Copyright Notice

In keeping with the Department of Planning, Industry and Environment's commitment to encourage the availability of information, you are welcome to reproduce the material that appears in this Guideline for personal, in-house or non-commercial use without formal permission or charge. All other rights are reserved. If you wish to reproduce, alter, store or transmit material appearing in this Guideline for any other purpose, a request for formal permission should be directed to:

Department of Planning, Industry and Environment
GPO Box 39
Sydney NSW 2001

You are required to acknowledge that the material is provided by the Department or the owner of the copyright as indicated in this Guideline and to include this copyright notice and disclaimer in any copy. You are also required to acknowledge the author (the Department of Planning, Industry and Environment) of the material as indicated in this Guideline.

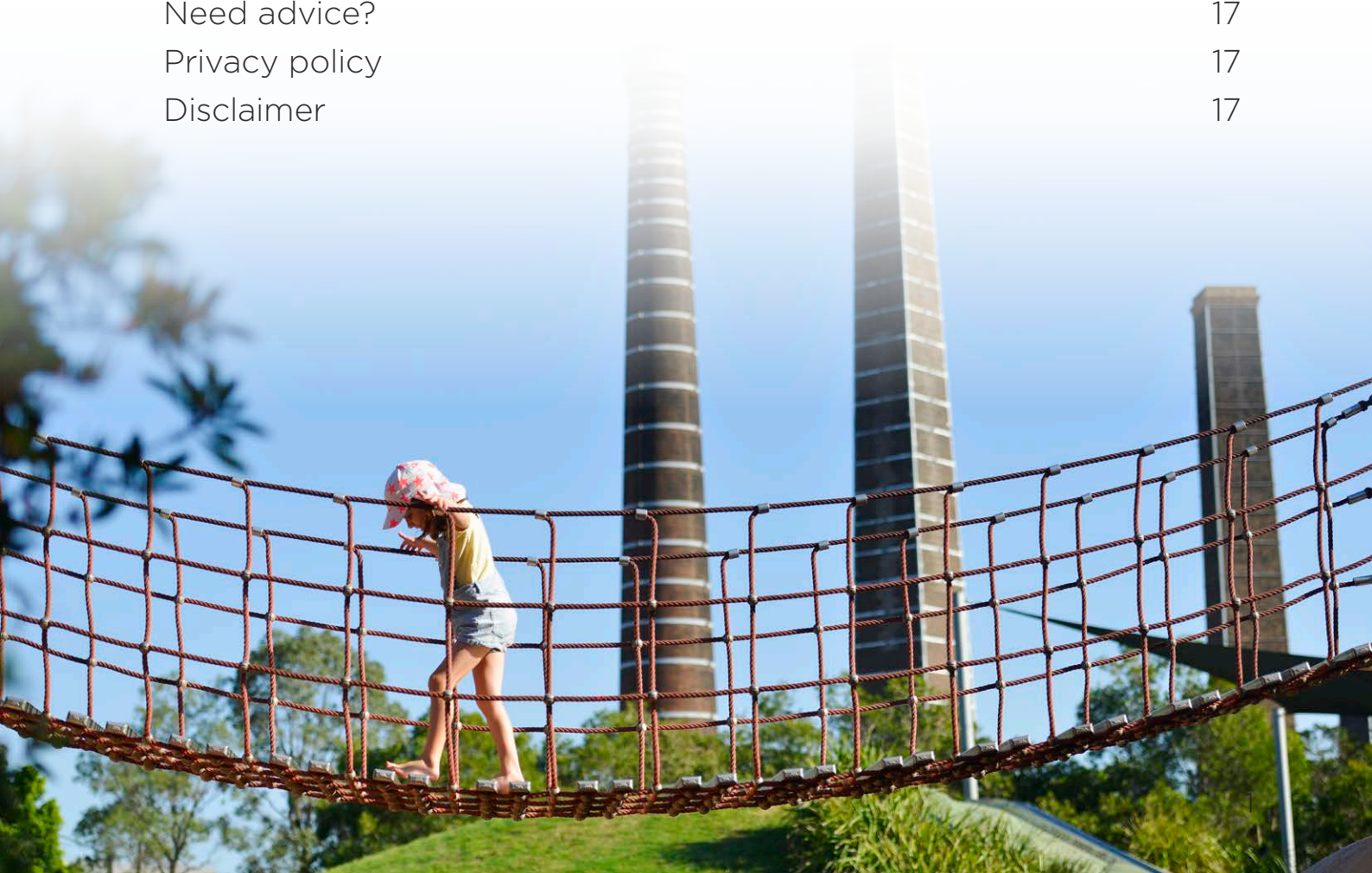
Contents

Introduction	2
Everyone Can Play	3
A new way of thinking	4
The design principles	5

Grant overview	6
Purpose of funding	7
Funding available	7
Project eligibility	8

Application process	10
Timeframes	11
Assessment	12
Successful projects	13

Your application	14
How to apply	15
Need advice?	17
Privacy policy	17
Disclaimer	17



Introduction

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 opportunities 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), with 1.4 million people in NSW living with a disability, an ageing population who is increasingly involved in the everyday care of grandchildren, and a multi-cultural society, playspaces should 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.

The NSW Government is committed to ensuring Everyone Can Play. \$20 million has been committed over 5 years 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?



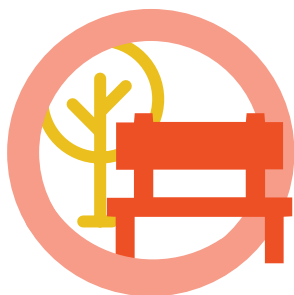
Can I get there?

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.



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

Purpose of funding

The 2019-20 Everyone Can Play program is 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. This will allow the NSW Government and councils to immediately deliver on-ground benefits to the community.

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.

Funding available

In 2019-20 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.

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

Funding is available for the following projects:

- **Inclusive Playspace**
Upgrades (up to \$50,000 per project)
- **Inclusive Playspace**
New (up to \$200,000 per project)

Successful applicants will be required to expend the funding within 18 months from the date of the funding agreement.



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. In kind contributions may be included.



2

Improving public spaces

Consideration of projects that will increase access to quality green, open and public space and increase the tree canopy.



3

Inclusive Upgrades (up to \$50,000 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 \$200,000 per project)

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



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 Round 2 of the 2019-20 Everyone Can Play grant are outlined below.

Date	Milestone	Action
Open: 16 September 2019	2019-20 grants round open	<ul style="list-style-type: none">• Councils notified.• Online applications open for 6 weeks.
Close: 25 October 2019		
October – December 2019	Assessment	<ul style="list-style-type: none">• Assess projects against criteria.• Ministerial announcement of successful projects.• Councils formally advised on outcome of applications.
January 2020 onwards		<ul style="list-style-type: none">• Funding Agreements formalised with councils.• Ongoing monitoring of projects commences.



Submission of applications

The completed application must be received by:
12pm (midday), Friday 25 October 2019.

Applications must include:

- Sketch/concept plan
- General Manager support Letter

Assessment

Assessment of eligible applications

Eligible applications (including a sketch or concept plan and any supporting documentation) will be assessed by an expert assessment panel chaired by the Director Open Space.

Panel members will include representatives from:

- Department of Planning, Industry and Environment (the Department)
- The Everyone Can Play Advocacy Group
- Office of Local Government

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
- Quality of evaluation measures
- Demonstrated strong community need and strategic planning for upgraded/new playspace

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 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 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, people with special needs, culturally and linguistically diverse communities, regional and remote communities, Aboriginal and Torres Strait Islander communities.

Alignment to Government initiatives

The Everyone Can Play program aligns with the Premier's Priorities; Greener Public Spaces and Greening Our City, 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 \$2,500 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 Five Million Trees for Greater Sydney program.

Visit 5milliontrees.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.

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 provide project progress reports, using a template provided by the Department.

Evaluation

Councils will be required to collect data to help evaluate the quality of the playspace and the community's satisfaction.

Project completion

A final 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

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

How to apply

1. Visit the website

planning.nsw.gov.au/everyonecanplay

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/everyonecanplay

Provide a concept sketch or more detailed concept plan.

Provide a signed 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.

Applications will be completed at: openspace.smartygrants.com.au



Submission of applications



The completed application must be received by:

12pm (midday), Friday 25 October 2019.

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

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.



