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
Foreword

The Victorian Government is committed to advancing self-determination by supporting Victorian Aboriginal communities to make and implement decisions that affect their lives, people and communities. The Aboriginal Community Infrastructure Program supports Aboriginal organisations across Victoria to identify, design and develop infrastructure projects of their choosing, and as a result, improve service delivery and bring greater life outcomes for Victorian Aboriginal communities.

This Program has delivered sustained economic and social outcomes for Victorian Aboriginal communities over the past three years. Since its inception in 2017-18, 38 Aboriginal organisations have received a total of $11.7 million to support various infrastructure projects across Victoria. A number of these projects are complete and are already delivering amazing results within communities, with many others nearing completion.

In overseeing this Program for the first time as Minister for Aboriginal Affairs, I look forward to seeing the continuation of great achievements, and to supporting Aboriginal organisations to deliver sustainable economic and social outcomes to their communities through knowledge, expertise and innovation.

The Hon. Gabrielle Williams MP
Minister for Aboriginal Affairs
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1. What is the Aboriginal Community Infrastructure Program?

The Aboriginal Community Infrastructure Program is a grants program which enables Aboriginal organisations to build new infrastructure or to repair, refurbish or expand existing infrastructure to meet the emerging needs of Aboriginal Victorians.

The Aboriginal Community Infrastructure Program supports organisations to:

• improve the delivery of services to communities;
• improve cultural connectedness and community safety;
• improve the health and wellbeing of communities;
• improve education and economic participation opportunities for communities.

Funding is available under two categories:

**Category 1: Repairs and Minor Works (Up to $150,000 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 ($150,000–$1,500,000 plus GST)**

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

As advised in the 2019-20 guidelines, the Feasibility Studies/Business Cases category will not be offered in this 2020-21 round of the Aboriginal Community Infrastructure Program. For more information please email ACIP@delwp.vic.gov.au

2. Why is the Victorian Government funding this Program?

The Victorian Aboriginal Affairs Framework 2018-2023 sets a clear direction for how the Victorian Government will plan, act, measure and evaluate change, address inequity and deliver stronger outcomes for and with Aboriginal Victorians.

The Framework acknowledges the right to self-determination and recognises that only when Aboriginal people are central to the decision-making processes that affect their lives, will sustained and long-term changes in health and wellbeing be achieved.

Investment in Aboriginal community infrastructure is fundamental to the pursuit of self-determination, social and economic development, cultural safety and resilience, and helping Aboriginal Victorians to thrive and live culturally rich lives.

Self-determination requires a transformation of the relationship between government and Aboriginal communities. This means supporting Aboriginal organisations to determine how, when, and why to develop community infrastructure. Renewed and strategic investment in Aboriginal community infrastructure will enable Aboriginal communities to pursue self-determination by:

• empowering Victorian Aboriginal organisations to develop and sustain a strong economic base and assets from which to pursue socio-economic development;
• capitalising on the capacity and expertise of Aboriginal organisations to deliver innovative and best practice programs and services for Aboriginal people; and
• providing an economic and physical platform to maintain, develop, and celebrate connection to culture and country.
3. Who can apply?

**Aboriginal organisations**

Applicants must be an Aboriginal organisation\(^1\) 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 (GST) tax; and
- be financially solvent.

**Auspice organisations**

Auspice organisations must be:

- a Local Council; or
- an incorporated organisation that is registered with:
  - Consumer Affairs Victoria; or
  - 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 (GST) tax;
- 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 for up to ten years;
- be able to demonstrate that the community infrastructure project is for the sole benefit of an Aboriginal community; and
- be able to demonstrate an ongoing relationship or 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.

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\(^1\) This includes incorporated associations, cooperatives, companies limited by guarantee, and companies limited by shares.
4. Who cannot apply?

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

- individuals;
- commercial organisations;
- 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);
- organisations in administration; or
- organisations in liquidation.

**Nairm Marr Djambana**

**Repairs and minor works 2018-19**

Since formally incorporating in 2016, Frankston-based Nairm Marr Djambana has continued to nurture the vision of their founding Elders by offering a welcoming, safe and accessible place where Aboriginal and Torres Strait Islander community members can gather and connect. As a registered Neighbourhood House, the organisation offers a range of programs for babies through to Elders, and facilitates on-site allied health services.

Nairm Marr Djambana received $150,000 to install perimeter fencing to meet child safe standards, create a natural playground complete with soft-fall matting and carved native animals, and remodel their outdoor area with raised garden beds for bush tucker, native plantings and pathways.

The works have enhanced the comfort and wellbeing of members at programs and events, increased enjoyment and attendance at bush playgroup sessions, and overall strengthened connection to culture, community and country.
5. What types of projects will not be funded?

The following activities will not be funded:

- land acquisition as an isolated activity;
- landscaping as an isolated activity;
- projects that have already commenced prior to funding agreements being executed;
- projects that relate to multiple project sites, locations, or physical addresses;
- the purchase of temporary or freestanding items including but not limited to furniture, whitegoods or technical equipment;
- repair of facilities where the damage can or should have been covered by insurance;
- 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 address an identified community need;
- projects that duplicate repairs and maintenance works funded through the First Mortgage and Community Infrastructure Program;
- projects or works outside the state of Victoria;
- projects previously funded by the Program, and
- a future stage of a project where the previous stage(s) is not complete.

6. What are the different categories?

**Category 1: Repairs and Minor Works (Up to $150,000 plus GST)**

Grant funding under this category might be used to:

- repair or replace permanent fixtures and fittings;
- undertake cosmetic works, including repairs, painting, replace carpets/flooring;
- improve functionality of communal spaces such as kitchens, general amenities, meeting rooms, outdoor spaces;
- improve the environmental performance of the building through, for example, the installation of solar panels; and
- improve the safety or accessibility of the building.

It is essential for applicants to contact the ACIP team on ACIP@delwp.vic.gov.au to discuss their project proposal prior to submission.

Successful projects under Category 1 must commence within 6 months of funding agreements being executed and be completed within 18 months.
Category 2: Capital Works and Upgrades ($150,000–$1,500,000 plus GST)

Grant funding might be used to:

- expand 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 spaces for communities to gather;
- improve existing facilities to support service delivery needs; and
- construct new purpose-built facilities that respond to the needs of Aboriginal communities.

It is essential for applicants to contact the ACIP team on ACIP@delwp.vic.gov.au to discuss their project proposal prior to submission.

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

Organisations may only submit **one application** per funding round.
Organisations may only apply under **one category** per funding round.
Each application should relate to **one project site** only.
Moogji Aboriginal Council East Gippsland Incorporated

Feasibility studies/business cases 2018-19  
Capital works and upgrades 2019-20

Originally established in the 1970s as the Snowy River Cooperative, Moogji Aboriginal Council continues to provide Koories living in Snowy River country access to vital health and wellbeing services plus a range of community support programs.

In 2018-19 Moogji received $50,000 to fund a feasibility study* to determine the best approach to refurbish their existing facilities for optimal operational growth and expansion of programs and services. Moogji developed a comprehensive study which enabled them to secure $855,075 from the 2019-20 Capital Works funding round.

Critical structural changes and refurbishments to the footprint and fabric of their aging original building will commence in late 2020. The works will improve the function and layout of the facility, accommodate new – and improve amenity for – staff, and by providing new dedicated facilities for community programs and activities will enable the expansion of their adjacent medical centre.

*Please note: The Feasibility Studies/Business Cases category will not be offered in the 2020-21 round of the Aboriginal Community Infrastructure Program. This example has been included to show how a feasibility study can be used to prepare for and support organisations to apply for capital works and upgrades, under the Aboriginal Community Infrastructure Program.
7. 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 both funding streams, however, the level of detail provided in the application should be commensurate with the value of the project.

<table>
<thead>
<tr>
<th>Repairs and Minor Works</th>
<th>WHY (30%)</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WHAT (30%)</td>
<td>Applications must clearly articulate what works will be undertaken and how these improvements will deliver outcomes, such as safer access to or improved services for the Aboriginal community.</td>
</tr>
<tr>
<td></td>
<td>WHO (30%)</td>
<td>Applications must clearly articulate who will benefit from the repairs and minor works and be supported by relevant statistical data.</td>
</tr>
<tr>
<td></td>
<td>HOW (10%)</td>
<td>Applications must describe how the project will be delivered including key steps, an overview of the project timeline, and details of who will oversee and manage the repairs and minor works.</td>
</tr>
</tbody>
</table>

Supporting material

- 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 or tenancy agreements).
- Applications must provide current (no older than 90 days) quotes/cost estimates for all proposed works.
- Letters of support from partner organisations or key stakeholders.
- Overview of any governance arrangements and strategic plans.
- Project delivery plan (a template can be provided on request).
- Budget with detailed breakdown of anticipated income and expenditure (a template can be provided upon request).
- Project timeline or Gantt chart.
- Letter of support from both parties (e.g. the Aboriginal organisation and auspice organisation) if an auspice arrangement is in place.

2 For guidance on how to obtain a certificate of title, please refer to Annexure A of the Guidelines.
### Assessment Criteria continued

<table>
<thead>
<tr>
<th>Capital Works and Upgrades</th>
<th>WHY (30%)</th>
<th>Applications must clearly demonstrate why the infrastructure project is needed. Applications should 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.</th>
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<tbody>
<tr>
<td></td>
<td>WHAT (30%)</td>
<td>Applications must clearly describe the purpose and function of the proposed infrastructure project, including other contributions being made from stakeholders and a summary of anticipated benefits and outcomes. These may be qualitative and quantitative.</td>
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<td></td>
<td>WHO (30%)</td>
<td>Applications must articulate who will benefit from the proposed project, how the infrastructure will support the target community, and provide relevant statistical data about the population served and how this project will benefit them.</td>
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<td></td>
<td>HOW (10%)</td>
<td>Applications must articulate how the project will be successfully delivered including details of governance arrangements, who will oversee the project, such as a steering group or committee, and who will project manage each key component.</td>
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</tbody>
</table>

**Supporting material**

- Evidence of owning the project site or having the right to use the project site for a minimum of ten years (e.g. certificates of title or tenancy agreements).
- Applications must provide a feasibility study/business case containing a detailed description of the proposed infrastructure, evidence of addressing community and organisational needs, building options considered, expected project benefits and outcomes, planning and building considerations such as land zoning, planning schemes, compliance and standards, financial forecasts and assumptions, cost benefit and risk analysis, and details of research and community consultation/engagement undertaken to develop and support the proposal.
- Concept designs, architectural drawings and schematic plans for the project.
- Relevant quantity surveyor reports, where appropriate or detailed quotes/cost estimates.
- Budget with breakdown of anticipated income and expenditure.
- Confirmation of, or information about unconfirmed funding sources, if applicable.
- Evidence of deliverability, such as organisational and project governance arrangements (e.g. terms of reference for the board or steering committee) and reporting provisions.
- Letters of support from partner organisations or key stakeholders.
- Strategic plans and annual reports.
- Applicable permits, if available.
- Letter of support from both parties (e.g. the Aboriginal organisation and auspice organisation) if an auspice arrangement is in place.

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3 For guidance on how to obtain a certificate of title, please refer to Annexure A of the Guidelines.
Budja Budja Aboriginal Cooperative Limited

Capital works and upgrades 2017-18

Budja Budja Aboriginal Cooperative is an initiative of the local Djab Wurrung Aboriginal community. Established in 1999, Budja Budja (the traditional Aboriginal name for Halls Gap) is the primary GP and community healthcare facility in Halls Gap and surrounds. The Cooperative delivers a range of cultural, medical, health and wellbeing services including dental, GP and physiotherapy, as well as diabetes education, Neighbourhood House and cultural programs.

Budja Budja received $1,000,000 to upgrade and extend its 80-year-old clinic building, providing a fit-for-purpose layout and facilities to further address the needs of its significantly growing Aboriginal community. The clinic space has doubled, with the addition of purpose designed consultation rooms and improvements to the existing building, ensuring patient privacy and increased staff productivity.

“Our employee GP, locum and mental health specialist can now work within their own purpose-designed consultation rooms to service clients with general health, chronic disease, mental health or social and emotional well-being conditions”

“We can now provide health promotion and education in face-to-face consultations for individuals, or family groups and expand the range of services we offer our Aboriginal patients” - Roman Zwolak, Services Coordinator

Photo credit (after shots): Preston Rowe Paterson
8. How do I apply?

Visit https://www.aboriginalvictoria.vic.gov.au/aboriginal-community-infrastructure-program or click on one of the buttons below:

APPLY FOR REPAIRS AND MINOR WORKS

APPLY FOR CAPITAL WORKS AND UPGRADES

It is essential for applicants to contact the ACIP team on ACIP@delwp.vic.gov.au to discuss their project proposal prior to submission.

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

All applications must be submitted by 2.00pm on Monday 14 September 2020. No hard copy applications will be accepted.
9. 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 State of Victoria in its absolute discretion.

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

- the State 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 State 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;
- the State may extend, cancel, or amend the process for applying for funding at any time without an applicant's consent; and
- the State of Victoria will not negotiate its decision in relation to funding applications or the conditions of any funding that is granted.

The State is not liable for claims arising from an application

The State of Victoria 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 State of Victoria to exclude.

No binding agreement

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

Guidelines subject to change

The State 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 any additional funding that the organisation has secured 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 denied.
Cash and in-kind contributions

Applicants should clearly describe any cash or 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 should liaise with Aboriginal Victoria to facilitate funding announcements and should be prepared to hold an event at which the Minister for Aboriginal Affairs or 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 Aboriginal Affairs or delegate can attend. The Minister for Aboriginal Affairs 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 grants awarded 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.

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

Project delivery

Funding recipients are responsible for project delivery against agreed deliverables or milestones and payment amounts. If project delivery is unreasonably delayed, substantial changes to the project scope are made, or a project is not delivered as agreed, the Department of Jobs Precincts and Regions (DJPR) reserves the right to cancel the funding agreement and recover any unspent funds.

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.
Aboriginal Housing Victoria

Capital works and upgrades 2018-19

Since 1995 Narrandjeri House has been home to Aboriginal Housing Victoria, a not-for-profit registered Housing Association, the largest Aboriginal housing organisation in Australia, which assists Aboriginal Victorians to secure appropriate affordable housing.

AHV received $719,130 to completely redesign and optimise the existing space at Narrandjeri House creating a contemporary, open plan and all-inclusive facility that enables growth and productivity, improves operational efficiency and effectiveness, and enhances community engagement and wellbeing.

The refurbishment includes design work by artist Vicki Couzens, incorporating a truly unique, welcoming and culturally appropriate space for staff to support service delivery, and drive improved client outcomes for the Victorian Aboriginal community.

Artist credit: Vicki Couzens
Photo credit (after shots): Chris Sanos
10. Program administration

DJPR is engaged to administer the Aboriginal Community Infrastructure Program on behalf of DPC. A project control group consisting of representatives from both Departments oversees the Program.

11. Privacy

Information provided to DJPR and DPC in Program applications will be used to assist DJPR 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.

DJPR 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 or agencies, Victorian Government 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.

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

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

12. Accessibility

If you would like to receive this publication in an accessible format, please email ACIP@delwp.vic.gov.au.

For More Information

For more information on this grant program please email ACIP@delwp.vic.gov.au
Annexure A – Guidance on Obtaining Certificates of Title

i. Visit 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 ‘Order a copy of title or plan’.

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;
   g. Complete these details and confirm the property.

v. Select the certificates you seek to order. Fees are listed on the right-side column.

vi. Confirm your delivery and billing details and select ‘Purchase’.

vii. Following payment, Landata will issue a receipt which should be saved for your records.