



FACILITY PLANNING GRANT

APPLICATION USER GUIDE

JULY 2026

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INTRODUCTION

Purpose

This user guide has been developed to help applicants complete the Basketball Victoria Facility Planning Grant application form. It provides step-by-step instructions, explanations of the information required, and guidance on the supporting documentation that must be submitted.

Before you get started

Before commencing your application, we recommend that you:

- Read the **Basketball Victoria Facility Planning Grant Guidelines** to ensure your organisation and project are eligible.
- Determine which application stream applies to your organisation (BV Member Organisation, Local Government Authority or Victorian School and Education Body).
- Gather all required supporting documentation before starting the application.
- Allow approximately **30–45 minutes** to complete the form (excluding time required to prepare supporting documents).
- Answers to common questions, including about how to complete the application are available on the website via the FAQ's document. These will be updated if/when new questions arise.

Follow the Form

Always follow the instructions built into the grant platform online form. Every effort is made to ensure this User Guide is up to date and correct, however there may be minor changes to the form and templates after the guide is published.

While most of the content is the same for all streams, there are some special instructions for each of them.

Documents You'll Need

To complete your application, you may be required to upload supporting documentation, including:

- Project description and scope
- Itemised consultant quote(s)
- Project budget
- Evidence of co-funding
- Evidence of land ownership or landowner approval
- Letters of support (where required)
- Organisational documentation (ABN, incorporation)

Having these documents ready before you begin will make the application process much easier.

APPLICATION PROCESS

Saving Your Application

Applications cannot be submitted until all mandatory fields have been completed. We recommend preparing your responses and supporting documentation before starting the online application.

Application Tips

- Fields marked with an asterisk (*) are mandatory.
- Upload files in PDF, Word or Excel format where possible.
- Ensure all supporting documents are current and clearly labelled.
- Review your application before submitting, as changes cannot be made after submission.

Application Form

The opening page provides an overview of the Basketball Victoria Facility Planning Grant application and important information before you begin.

Before selecting **Start Application**, please ensure you have:

- Read the **Basketball Victoria Facility Planning Grant Guidelines** to confirm your organisation and project are eligible.
- Gathered all required supporting documentation, including consultant quotes, project budgets, funding confirmations and supporting letters.
- Allowed sufficient time to complete the application in one session, as progress cannot be saved and resumed later.
- Use this **Application User Guide** for guidance on each section of the application.

When you are ready, select **Start Application** to begin.

Application Workflow

The following workflow provides an overview of the application process and identifies the sections that are completed by all applicants, as well as the stream-specific sections relevant to your organisation.

Step	Application Section	Who Completes This Section?
1	Application Information	All applicants
2	Project Overview	All applicants
3	Organisation specific stream	Complete the stream relevant to your organisation • BV Member Organisation • Local Government Authority • School/Education Body
4	Eligibility & Compliance	All applicants
5	Final Declaration & Acknowledgements	All applicants

Step 1 - Application Information

Complete all fields in this section before selecting **Next**. Ensure all information provided is accurate and that any required supporting documentation is ready for upload.

Field	Description
Organisation Name	Full registered name of organisation applying for the grant.
Registered Authority	Select the drop-down bar and select your organisation type.
Australian Business Number	Your organisations registered ABN number.
Contact Person – Full Name	The full name of the person applying for the grant. Note – This is the person BV will contact for all matters regarding the application.
Position Title	Position title within the organisation applying for the grant.
Email address	The email address that will be used for all correspondence regarding the application.
Phone Number	Australian mobile number only.

Select the applicable stream:

Stream	Description
BV Member Organisation	Associations that are currently affiliated with Basketball Victoria.
Local Government Authority	Victorian Local Government bodies with responsibility for community sport and recreation infrastructure within their municipality.
School/Education Body	Government and non-government schools, TAFE institutes, and universities located in Victoria with a demonstrated commitment to basketball participation and community access.

Select **Next**.

Step 2 - Project Overview

Complete all fields in this section before selecting **Next**. Ensure all information provided is accurate and that any required supporting documentation is ready for upload.

Field	Description
Project Type	Choose a project title that clearly identifies the proposed project and its location (e.g. <i>Ballarat Basketball Stadium Master Plan</i>).
Facility Location	Enter the full street address of the proposed project site.
Brief project description	Provide a summary of the proposed planning activity, including the purpose of the project, the issue or opportunity it seeks to address, and the intended community or basketball participation outcomes.
Type of planning activity	Select the planning activity for which you are seeking funding. If you are a Basketball Victoria Member Organisation and are unsure which option best fits your project, please consult your Local Government Authority before submitting your application.
Total project cost	Enter the total quoted cost of the proposed planning activity. This should be the full project cost, not the amount of funding being requested from Basketball Victoria.
Co-contribution amount	Enter your organisation's co-contribution amount. In accordance with the Grant Guidelines, applicants must contribute a minimum of 50% of the total project cost through cash, confirmed funding, and/or eligible in-kind contributions.

Select **Next**.

Continue to the relevant page for Stream specific instructions.

Stream	Page
BV Member Organisation	Continue to page 7
Local Government Authority	Continue to page 10
School/Education Body	Continue to page 13

Step 3 – BV Member Organisation

Complete all fields in this section before selecting **Submit section & finalise application**. Ensure all information provided is accurate and that any required supporting documentation is ready for upload.

Identify facility challenges

Field	Description
Current facility challenges	Describe the current facility challenges your organisation is experiencing. This may include court shortages, ageing infrastructure, limited court availability, scheduling constraints, or other issues that are impacting basketball participation.
Predicted population growth	Explain how projected population growth within your catchment area is expected to increase demand for basketball facilities. Where possible, reference local government planning, population forecasts, or other supporting evidence.
Current and expected participation waitlists	Provide details of any existing participation waitlists and explain how these are expected to change in the future. Include participant numbers where available and describe how additional facilities would improve capacity.
Female friendly facility gaps	Describe any gaps in existing facilities that limit participation by women and girls. This may include the availability of change rooms, amenities, accessibility, safety, or other facility features that support inclusive participation.
Lack of community access opportunities	Explain any limitations on community access to basketball facilities. This may include restricted access to existing venues, limited court availability, competing user groups, or a shortage of facilities within the local area.

Local Government Engagement

Select Yes or No

Question	Guidance
Have you engaged with your Local Government Authority (Council)?	Confirm that you have discussed the proposed project with the relevant Local Government Authority and have identified the appropriate Council officer responsible for sport, recreation, or infrastructure planning.
Has landownership been discussed?	Confirm that land ownership has been established and that the relevant landowner has been consulted regarding the proposed planning activity and their approval requirements.
Has strategic alignment been discussed?	Confirm that you have discussed how the proposed project aligns with the Council's strategic priorities, including any relevant recreation, sport, or infrastructure planning documents.
Have you confirmed with the relevant Council that they are not submitting an application for the same project?	Confirm that you have discussed the proposed project with the relevant Council and established that they are not submitting a separate application for the same project. Only one application may be submitted per project.

Correspondence Upload

File Request	Guidance
Upload any Council correspondence or support letter (if applicable).	Upload any relevant correspondence or a letter of support from your Local Government Authority that demonstrates Council has been consulted regarding the proposed project. While not mandatory, this information helps demonstrate stakeholder engagement and may strengthen your application.

Project Scope & Technical Requirements

Field	Description
Proposed Project Scope	Provide a detailed description of the proposed planning activity. Include what work will be undertaken, the key activities involved (e.g. feasibility study, master planning, concept design), and the expected deliverables. Where applicable, identify any consultants or specialist expertise that will be engaged.
Intended outcomes	Describe what the project aims to achieve and the outcomes you expect upon completion. Consider how the project will improve basketball participation, address identified facility challenges, support future infrastructure development, or position the project for future funding opportunities.
Estimated timeline	Provide an estimated timeline for completing the planning activity. Include key milestones where possible, such as consultant engagement, stakeholder consultation, draft report completion, and final project delivery. <i>Example:</i> ○ Consultant appointed – October 2026 ○ Stakeholder consultation – November–December 2026 ○ Draft Master Plan – February 2027 ○ Final Report – April 2027
Project funding sources	Identify all funding sources that will contribute to the project, including the amount requested from Basketball Victoria and any confirmed or proposed co-contributions. Include details of: ○ Organisation cash contribution ○ Local Government contribution ○ State or Federal Government funding ○ Other grant funding ○ In-kind contributions (where applicable) If funding has not yet been confirmed, please indicate this.

Upload Requirements

File Request	Guidance
Consultant quotes	Upload at least one itemised quote from a suitably qualified consultant. The quote should be on the consultant's business letterhead (or include business details), clearly identify the consultant, include contact details, specify the planning activity being quoted, and provide a detailed cost breakdown or total quoted amount.
Strategic plans or participant reports	Upload supporting documentation that demonstrates the need for the proposed project. This may include strategic plans, participation reports, facility studies, demand analyses, or other relevant evidence.

Final Attachments

File Request	Guidance
Co-funding evidence	Upload written confirmation of all co-funding contributions. This may include a letter from your Board, Local Government Authority, funding partner, or other contributing organisation. The letter should identify the organisation, include contact details, state the amount being contributed, and confirm the contribution has been approved or committed.
Landownership evidence	Upload documentation confirming ownership of the project site or approval from the landowner to undertake the proposed planning activity. This may include a letter from the Local Government Authority, school, landowner or other authorised body, or a copy of a lease agreement or title documentation.
Incorporation status	Upload your current Certificate of Incorporation or equivalent registration document. For incorporated associations, this is typically the Certificate of Incorporation issued by Consumer Affairs Victoria.
Project budget	Upload a detailed project budget showing the total project cost, Basketball Victoria funding requested, all co-contributions, and any other funding sources. The budget should align with the consultant quote(s) provided in your application.
Additional documents	Upload any additional documents that support your application, such as letters of support, strategic reports, participation data, feasibility studies, community consultation outcomes, or other relevant evidence.

Select **Submit section & finalise application**.

Continue to page 16 - Step 4 - Eligibility & Compliance

Step 3 – Local Government Authority

Complete all fields in this section before selecting **Submit section & finalise application**. Ensure all information provided is accurate and that any required supporting documentation is ready for upload.

Project Opportunity

Field	Description
Project alignment with Council strategies and infrastructure priorities.	Describe how the proposed project aligns with your organisations current indoor sport, recreation, infrastructure, or municipal planning strategies. Reference any relevant strategies, master plans, recreation plans, or capital works priorities where applicable.
Basketball demand analysis	Provide evidence of current and future demand for basketball within your municipality. Include participation data, facility utilisation, court shortages, waitlists, user demand, or other evidence demonstrating the need for the proposed project.
Population growth analysis	Describe how current or projected population growth is expected to influence future demand for basketball facilities. Where available, reference population forecasts, growth area plans, or other demographic information.
Regional infrastructure alignment if relevant	If applicable, explain how the proposed project aligns with regional infrastructure priorities, neighbouring municipalities, regional sports strategies, or other broader planning initiatives. If not applicable, enter 'N/A'.

Upload Requirement

File Request	Guidance
Strategic planning documents	Upload the relevant strategic planning documents that support the proposed project. This may include Council recreation strategies, indoor sport strategies, municipal infrastructure plans, capital works programs, master plans, or department-specific planning documents where applicable.

Stakeholder Engagement

Select Yes or No

Question	Guidance
Have you engaged with your local basketball association regarding this project?	Confirm that you have consulted with the relevant Basketball Victoria Member Association during the planning and development of the proposed project. This discussion should include local facility needs, participation demand and opportunities for future collaboration.
Have you engaged with Sport & Recreation Victoria?	Confirm that you have engaged with Sport & Recreation Victoria regarding the proposed project where appropriate. Discussions may include strategic alignment, funding opportunities, project readiness, or other relevant planning matters.
Have you engaged with schools or user groups?	Confirm that you have consulted with relevant schools, community organisations or key user groups that may benefit from or be impacted by the proposed project. Engagement should demonstrate that the project has considered community needs and potential shared-use opportunities.

Correspondence Upload

File Request	Guidance
Upload a letter of support from the respective Basketball Victoria member association.	Upload a letter of support from the relevant Basketball Victoria Member Association. The letter should confirm that the Association has been consulted during the development and scoping of the proposed project, supports the application, and endorses the project's alignment with local basketball participation needs.

Scope & Delivery Planning

Field	Description
Procurement approach	Describe how the consultant or service provider will be engaged to undertake the proposed planning activity. Include details of the intended procurement process, such as obtaining quotations, using an existing panel contract, or conducting a public tender, and confirm that Council procurement policies will be followed.
Intended outcomes	Describe the intended outcomes of the proposed planning activity. Explain how the project will improve future basketball infrastructure planning, support community participation, address identified facility needs and position the project for future funding or delivery.
Estimated timeline	Provide an estimated timeline for the planning activity, including key project milestones such as procurement, consultant engagement, stakeholder consultation, draft report completion, and final project delivery. <i>Example:</i> ○ Procurement completed – October 2026 ○ Consultant appointed – November 2026 ○ Community consultation – January–February 2027 ○ Final Master Plan – April 2027
Projected funding sources	Identify all funding sources contributing to the project, including the amount requested from Basketball Victoria and any Council, State Government, Federal Government, or other funding contributions. Please indicate whether each funding source has been confirmed or is pending approval.

Upload Requirements

File Request	Guidance
Consultant quotes	Upload at least one itemised quote from a suitably qualified consultant. The quote should clearly identify the consultant or business, include contact details, describe the planning activity being quoted, and provide a detailed cost breakdown or total quoted amount. Where Council intends to engage a consultant through an existing procurement panel or contract, supporting procurement documentation may be provided in place of a quotation.

Final Attachments

File Request	Guidance
Co-funding evidence	Upload written confirmation of all co-funding contributions. This may include an endorsed Council resolution, approved budget allocation, internal funding approval, or a letter from any external funding partner. Documentation should identify the contributing organisation, include relevant contact details where applicable, state the funding amount, and confirm that the contribution has been approved or committed.
Evidence of landownership	Upload documentation confirming that Council owns the project site or has the landowner's approval to undertake the proposed planning activity. This may include a Council land ownership record, title documentation, lease agreement, or written approval from the relevant landowner where Council is not the landowner.

Select **Submit section & finalise application.**

Continue to page 16 - Step 4 - Eligibility & Compliance

Step 3 – School / Education Body

Complete all fields in this section before selecting **Submit section & finalise application**. Ensure all information provided is accurate and that any required supporting documentation is ready for upload.

Facility Need & Community Benefit

Field	Description
Local basketball association partnership opportunities	Describe how your organisation has engaged with the relevant Basketball Victoria Member Association and outline any existing or proposed partnerships. Explain how the project will support basketball participation, shared programming or future collaboration between your organisation and the local basketball community.
Community access opportunities	Explain how the proposed project will improve community access to the facility outside of school hours. Include details of any proposed shared use arrangements, community programming, or opportunities for local sporting organisations to access the facility.
Shared use outcomes	Describe how the proposed planning activity will support shared use of the facility by students, community groups, and the local basketball association. Include any anticipated social, participation, or community benefits.
Student participation growth	Describe current student participation in basketball and explain how the proposed project will support future growth. Include participation data, curriculum delivery, school programs, extra-curricular activities, or other evidence where available.

Stakeholder Engagement

Select Yes or No

Question	Guidance
Confirm you have consulted with your local basketball association	Confirm that you have consulted with the relevant Basketball Victoria Member Association during the development of the proposed project. Discussions should include local basketball participation, community needs, and opportunities for shared use of the facility.
Confirm you have consulted with your School Council	Confirm that the proposed project has been discussed with your School Council or equivalent governing body and that they are aware of, and support, the proposed planning activity.
Confirm if you have consulted with the Victorian School Building Authority (if applicable)	Where applicable, confirm that you have engaged with the Victorian School Building Authority regarding the proposed project, particularly where VSBA approval, funding or future infrastructure planning may be required.
Confirm you have consulted with Local Government (if applicable)	Where applicable, confirm that you have engaged with the relevant Local Government Authority regarding the proposed project. Discussions may include community partnerships, shared-use opportunities, land ownership, strategic alignment, or future funding opportunities.

Correspondence Upload

File Request	Guidance
Upload letters of support	Upload a letter of support from the relevant Basketball Victoria Member Association and/or council if relevant. The letter should confirm that the Association/Council has been consulted during the planning and development of the proposed project, supports the application, and acknowledges the community benefits and shared-use opportunities the project will provide.

Scope & Cost Estimates

Field	Description
Planning activity scope	Provide a detailed description of the proposed planning activity. Include the work to be undertaken (e.g. feasibility study, master plan, concept design, or detailed design), the key deliverables, and any consultants or specialist expertise that will be engaged. Explain how the planning activity will support future facility development.
Intended outcomes	Describe the intended outcomes of the proposed planning activity. Explain how the project will improve opportunities for student participation, support community access and shared use, strengthen partnerships with the local basketball association, and position the project for future funding or delivery.
Estimated timeline	Provide an estimated timeline for completing the planning activity. Include key milestones such as consultant engagement, stakeholder consultation, preparation of draft documentation and final project completion. <i>Example:</i> ○ Consultant appointed – October 2026 ○ Stakeholder consultation – November–December 2026 ○ Draft Master Plan – February 2027 ○ Final Report – April 2027
Project funding sources	Identify all funding sources contributing to the project, including the amount requested from Basketball Victoria and any contributions from the school, governing body, Local Government, State or Federal Government, or other funding partners. Please indicate whether each funding source has been confirmed or is pending approval.

Final Attachments

File Request	Guidance
Co-funding evidence	Upload written confirmation of all co-funding contributions. This may include an approved school budget allocation, governing body approval, School Council resolution, funding commitment from a partner organisation, or a letter from an external funding provider. Documentation should identify the contributing organisation, include relevant contact details where applicable, state the funding amount, and confirm the contribution has been approved or committed.
Evidence of land ownership	Upload documentation confirming ownership of the project site or approval from the landowner to undertake the proposed planning activity. This may include documentation from the school, Victorian School Building Authority, governing body, Local Government Authority, lease agreement, or written approval from the relevant landowner.
Schools official certificate of registration	Upload your school's current Certificate of Registration or equivalent registration documentation issued by the relevant education authority. TAFE institutes and universities should upload their equivalent registration or accreditation documentation.
Project budget	Upload a detailed project budget showing the total project cost, Basketball Victoria funding requested, all co-contributions, and any other funding sources. The budget should align with the consultant quote(s) and funding information provided within your application.

Select **Submit section & finalise application**.

Continue to page 16 - Step 4 - Eligibility & Compliance

Step 4 – Eligibility & Compliance

Before continuing, please ensure your project meets the eligibility requirements of the Basketball Victoria Facility Planning Grant. The following questions confirm that your proposed project is eligible to proceed to assessment.

Landowner Approval Confirmation	Confirm that your organisation owns the project site or has obtained approval from the relevant landowner to undertake the proposed planning activity.
Outstanding Acquittals Declaration	Confirm that your organisation has no outstanding acquittals or compliance obligations relating to previous Basketball Victoria or Government grant funding.
Financial Viability Declaration	Confirm that your organisation has the financial capacity to deliver the proposed planning activity and meet the required co-contribution.
Confirmation Project has not commenced	Confirm that the proposed planning activity has not commenced prior to submitting this application. Retrospective funding is not available under this program.
Acknowledgement of Funding Conditions	Confirm that you have read the Basketball Victoria Facility Planning Grant Guidelines and understand the funding conditions that apply to successful applicants.

Select **Submit section & proceed**.

Step 5 – Final Declaration & Acknowledgements

Before submitting your application, please review the declarations below. By selecting each checkbox, you confirm that the information provided in this application is true and correct to the best of your knowledge, that your organisation meets the eligibility requirements of the Basketball Victoria Facility Planning Grant, and that you understand the funding conditions outlined in the Grant Guidelines. False or misleading information may result in your application being deemed ineligible or withdrawn from assessment.

I confirm that the information is accurate	You confirm that all information provided within this application and any supporting documentation is true, complete, and accurate to the best of your knowledge.
I confirm all eligibility requirements are met	You confirm that your organisation and proposed project satisfy the eligibility requirements outlined in the Basketball Victoria Facility Planning Grant Guidelines.
I accept the grant conditions	You confirm that you have read and understood the Basketball Victoria Facility Planning Grant Guidelines and agree to comply with the grant conditions and reporting requirements should your application be successful.

Once submitted, applications cannot be amended unless requested by Basketball Victoria during the assessment process. Please ensure all information and supporting documentation is complete before submitting your application.

Select **Submit Application**.