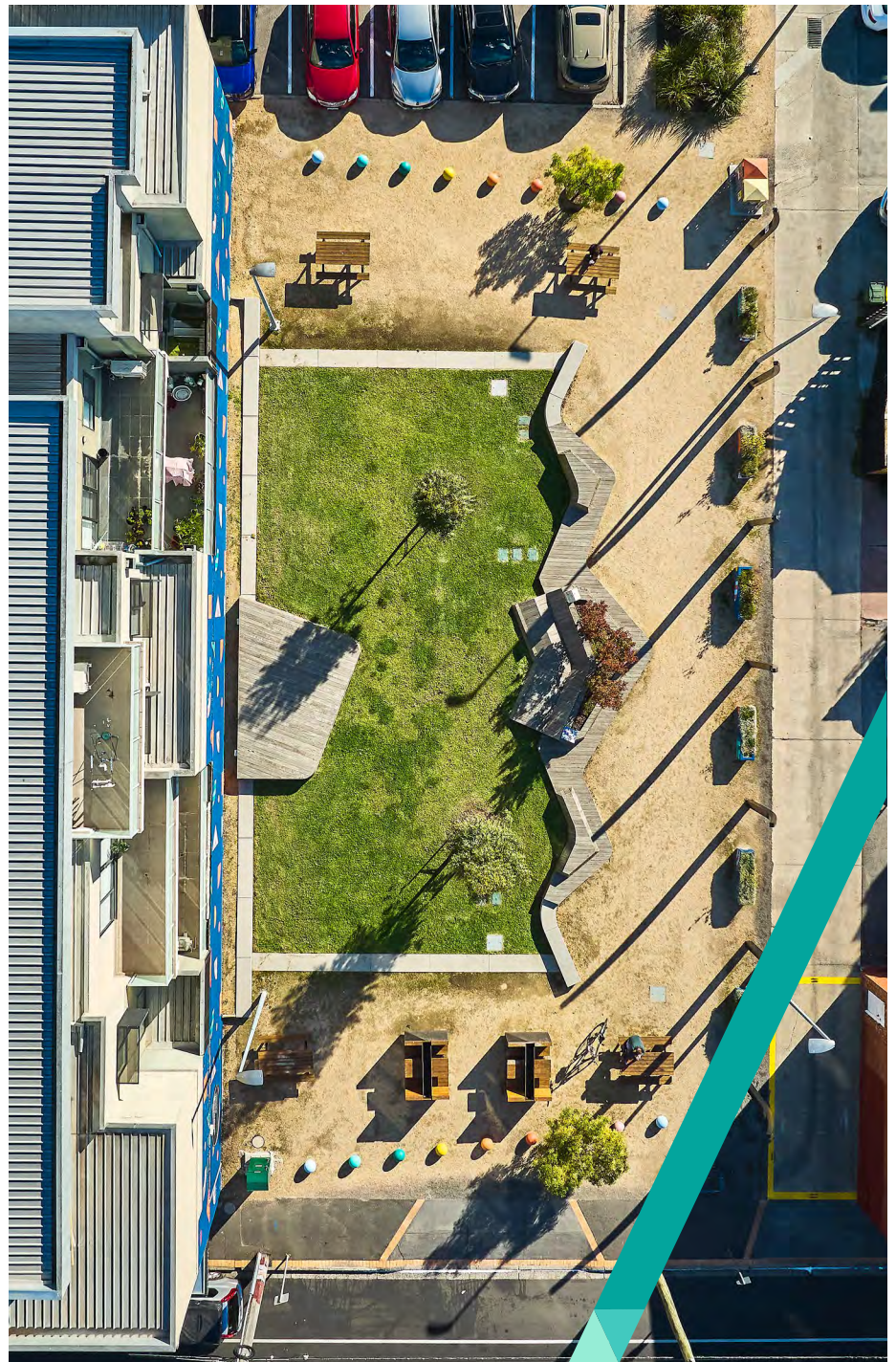




PICK MY PARK

/ PROGRAM GUIDELINES



Department
of Transport
and Planning

PICK *my*
PARK

ACKNOWLEDGEMENT OF COUNTRY

We proudly acknowledge First Peoples throughout Victoria for their ongoing strength and resilience in practising the world's oldest living culture. We acknowledge the Traditional Owners of the lands and waters on which we live and work, and their unique ability to care for Country and deep spiritual connection to it.

We pay our respects to Elders past and present whose knowledge and wisdom has ensured the continuation of spiritual and cultural practices. We acknowledge the long-lasting, far-reaching and intergenerational consequences of colonisation and dispossession. Colonisation has left entrenched systemic and structural racism and suffering, due to laws and policies of colony which had the specific intent of excluding First Peoples and their laws, lore, customs, language, and culture.

We acknowledge that the impact and structures of colonisation still exist today, and that these continue to cause harm. The Victorian Government has a responsibility to transform its systems and service delivery so that Traditional Owners and First Peoples are the ones to hold decision-making power over the matters that affect their lives.

As we work towards achieving our vision of thriving places and connected communities we recognise the contribution of First Peoples Communities to Victorian life, and how this continues to enrich our society. We also acknowledge that Aboriginal self-determination is a human right enshrined in the United Nations Declaration on the Rights of Indigenous Peoples and recognise the hard work of many generations of First Peoples who have fought for these rights to be recognised.



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To receive this publication in an accessible format, contact the DTP Call Centre on 03 9655 6666, using the National Relay Service 13 36 77 if required.

The guidelines are also available at the Pick My Park website at planning.vic.gov.au/guides-and-resources/strategies-and-initiatives/pick-my-park

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COVER PHOTOS

- / Top left-hand corner Clarke Street West Footscray – image courtesy of Maribyrnong City Council.
- / Middle left-hand corner – Station Street Mall – image courtesy of Frankston City Council.
- / Bottom left-hand corner East Ringwood shops – image courtesy of Maroondah City Council.
- / Right-hand side Carnegie Community Space – Glen Eira City Council.



/ All Abilities Playground, Ross Reserve,
Noble Park – Greater Dandenong
City Council

MESSAGE FROM THE MINISTER

On behalf of the Victorian Government, I am pleased to provide the guidelines for the Victorian Government's Pick My Park program.

The Pick My Park program is in direct response to feedback provided to the Government through engagement on the Activity Centres Program and through the development of Plan for Victoria which demonstrated that you value the connection between people and place, particularly in parks and want a say on shaping your communities.

Our engagement on Plan for Victoria has identified leafy green streets with trees, parks and open space and vibrant and social places for people to connect and thrive are top priorities for Victorians.

There is a strong desire to protect and create spaces holding significance for our communities, especially as communities grow and become denser. This includes a focus on preserving natural environments, as well as open and green spaces.

As communities grow, open space and parks become increasingly more important. With more people living in higher-density housing, often with limited private open space, existing open spaces will be more heavily used.

Parks and open spaces serve as essential functions in communities, promoting active living, offering safe environments to play, and creating opportunities for social interaction, which collectively enhance overall health and well-being.

As there is often limited scope to create large areas of new open space in established areas, it is important to invest in improvements to existing parks to maximise their useability and to support innovative new approaches which provide for local pocket parks, the creation of shared or multipurpose spaces and repurposing of surplus public or community organisation owned land.

The Government understands that the realisation of projects will only be achievable in partnership with land managers.

I encourage you to read the guidelines and eligibility criteria for the Pick My Park program.

Together we can deliver thriving places for Victoria's growing population to live, work and connect with one another and build stronger and better communities for us all.



◀ **The Hon. Harriet Shing MP**
Minister for the Suburban Rail Loop
Minister for Housing and Building
Minister for Development Victoria and Precincts



/ Michelle Guglielmo Park, Brunswick – Merri-bek City Council.

PICK MY PARK PROGRAM

Overview

Victoria is the fastest growing state in Australia, with the population set to hit 10.3 million by 2051. To ease the housing pressure facing Victorians, 2.24 million more homes need to be built in that time, with a target of 70 per cent of new homes to be built in established areas.

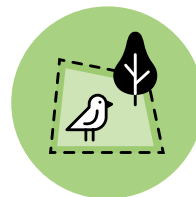
Open and green spaces are essential for community health and wellbeing, especially in growing areas building more houses. They provide opportunities for physical activity, relaxation, and socialising while offering social, environmental, and economic benefits. These spaces enhance neighbourhood character, foster intergenerational connections, and support a strong sense of place.

The Victorian Government's \$30 million Pick My Park program will support projects in the 60 Activity Centres in Melbourne outlined in pages 26-27 of Plan for Victoria¹, the 15 Priority Precincts (including Suburban Rail Loop (SRL) Precincts) as outlined on pages 24-25 of Plan for Victoria, plus the established areas of Ballarat, Bendigo and Geelong (see Appendix 1 for the full list of eligible suburbs).

Grants of between \$20,000 to \$250,000 will be available under two categories:

- **Park Upgrades** – projects that optimise and revitalise the quality, safety, amenity, shared use, accessibility and function of existing parks.
- **Innovative New Parks/Parklets**
 - projects that support innovative approaches that repurpose under-used public spaces and transform them into new green spaces where the community can relax, play or gather.

PICK *my*
PARK



Purpose and Objectives

Purpose

Provide funding towards upgraded or new parks in 60 Activity Centres in Melbourne outlined in pages 26 - 27 of Plan for Victoria, the 15 Priority Precincts (including SRL Precincts) as outlined on pages 24-25 of Plan for Victoria, plus the established areas of Ballarat, Bendigo and Geelong.

Objectives

Pick My Park aims to support the following objectives:

- Involve the community in decision-making through the community survey and voting on projects for funding
- Increase and optimise use of public land to:
 - Foster greater community connections and gathering spaces
 - Increase recreation and socialising opportunities for local communities
 - Maximise use of parks and open space by making them multi-purpose and safe, accessible and attractive for a range of age groups
 - Increase the amount of usable open space as the population grows
 - Optimise use of under-used public lands and assets to maximise their public benefit and value.

¹ planning.vic.gov.au/planforvictoria

- Contribute to urban greening, cooling and shading of local neighbourhoods.
- Inclusive design:
 - Contribute to improved gender equality in line with the Gender Equality Act 2020 by increasing the useability of parks by girls, women and non-binary people
 - Progress key priorities of the Victorian Closing the Gap implementation plan by delivering important cultural community infrastructure, and further enhancing the partnership between government sectors, First Peoples community-controlled organisations, and the wider community
 - Advance inclusive and accessible development by ensuring investments are designed using Universal Design principles and environmentally sustainable design (ESD) principles.

Desired grant outcomes

The Pick My Park program aims to achieve:

- Greater access and equity in access to quality parks and open space
- Improved physical and mental wellbeing
- Enhanced community connections
- Enhanced climate resilience through cooling and greening initiatives.

Pick My Park process

The process for the awarding of Pick My Park grants is over the following steps:

1. Survey on Engage Victoria

Community tells us their priorities and ideas for new or upgraded parks in the eligible locations.

Results are shared on Pick My Park website.



2. Applications

Eligible organisations can apply for a grant, using the community ideas to inform their application.



3. Assessment

Applications are assessed against weighted criteria, which includes alignment to the community ideas received.



4. Voting and funding

Community tells us their preferred projects via public voting.

Successful projects are announced.

Grant agreements, payments and project monitoring commences.



Examples of park and green space projects supported by the State Government

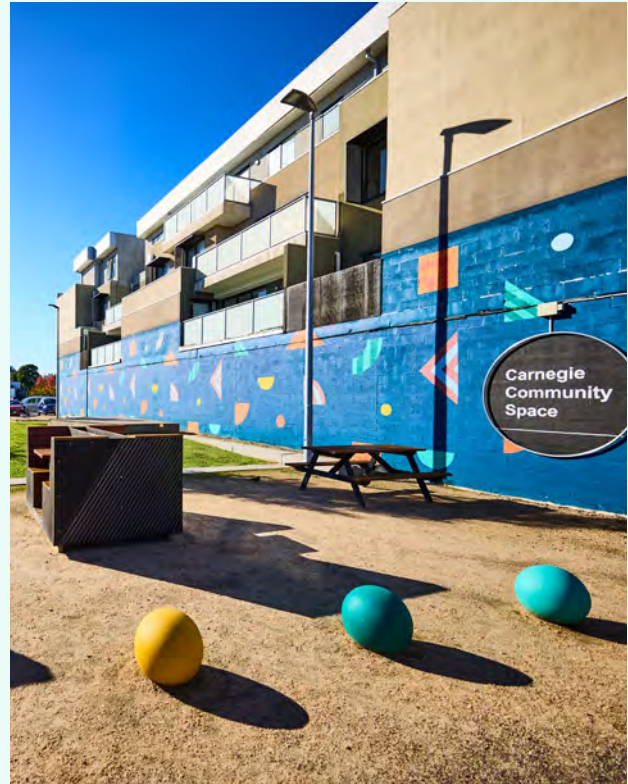


Ludwig Stamer Reserve Upgrades, South Melbourne – Port Phillip City Council

Project Value: \$353,000. Grant Received: \$175,000.

What they did: Replaced an ageing playground and made the play equipment and park more accessible for people of all abilities, as well as planting indigenous vegetation.

Key Outcomes: The improvements have encouraged more people to use the park, enhancing liveability, and increased biodiversity.

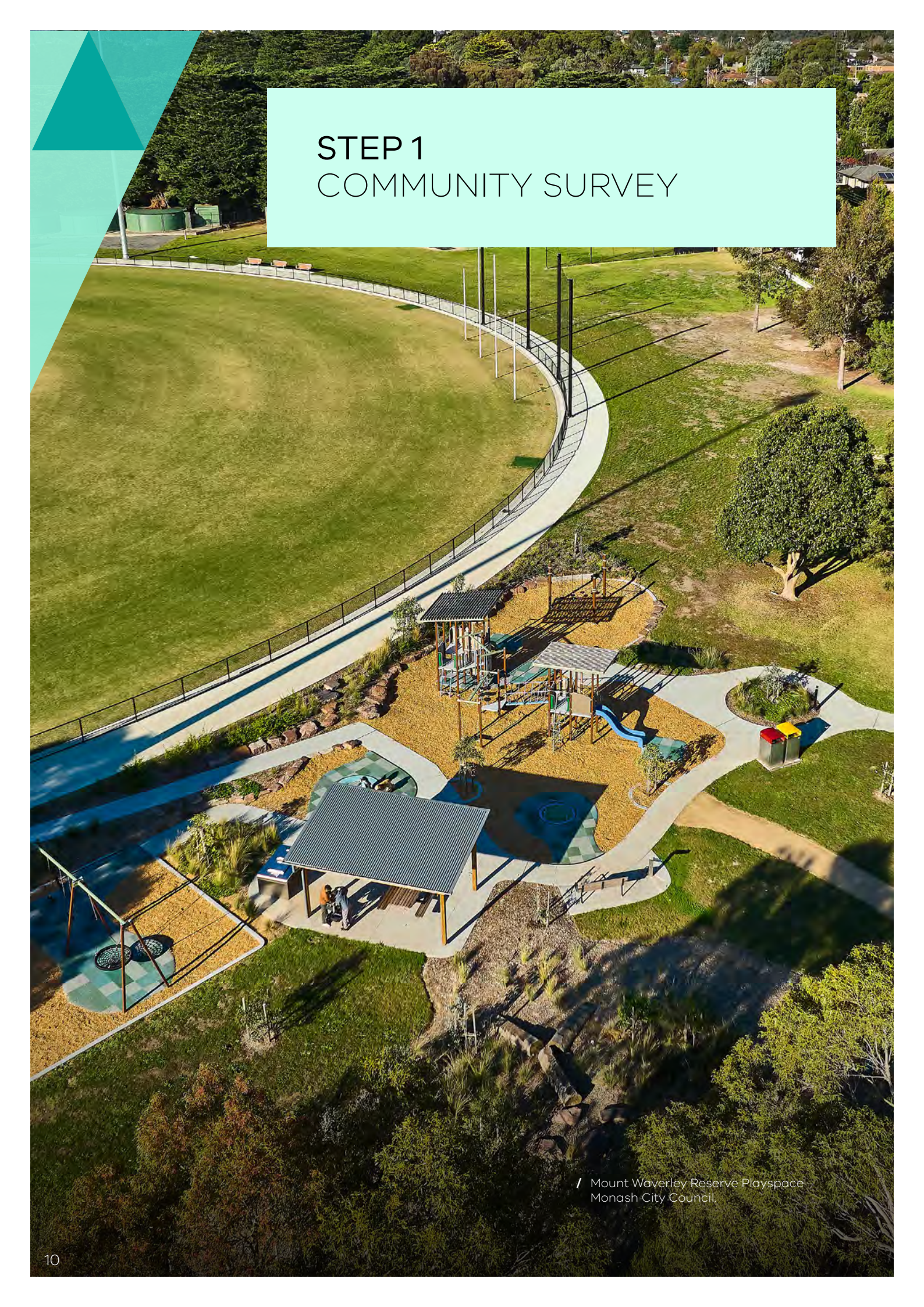


Carnegie Community Space, Carnegie – Glen Eira City Council

Project Value: \$478,000. Grant Received: \$100,000.

What they did: Reused an empty vacant commercial land to create a green community plaza, by installing seating, grass areas, plantings, a mural and lighting.

Key Outcomes: This has created a vibrant public space for community use. It has also had economic benefits, by helping to increase business confidence and driving more visitors to the shopping strip.

An aerial photograph of a park area. In the foreground, there is a playground with various equipment including a large wooden play structure with slides, a smaller play structure, and a swing set. A paved path winds through the park. In the background, there is a large green field, possibly a sports field, and a line of trees. The sky is clear and blue.

STEP 1 COMMUNITY SURVEY

/ Mount Waverley Reserve Playspace –
Monash City Council

COMMUNITY SURVEY

The Pick My Park community survey will be conducted on the Engage Victoria website.

Survey eligibility

Victorian residents aged 16 years or older can complete the survey.

Completing the survey

The survey will ask community members to identify a park or place within an eligible location area, ask them about what they value and their priorities for that place and then encourage them to add their specific ideas for the place. They will also be asked to provide some non-identifying information (confirmation the person is a Victorian resident aged over 16 years, age group, gender, postcode) for evaluation purposes. There is no limit to the number of surveys a community member can submit.

Use of survey information

The survey results will be published on the Pick My Park website. The results will be used in assessing projects against the alignment to community priorities criterion on page 21.

Further information

For further information relating to the survey process, the following is available:

- Call **136 186** (press 6)
- Frequently asked questions on the website (planning.vic.gov.au/guides-and-resources/strategies-and-initiatives/pick-my-park)
- Email pickmypark@transport.vic.gov.au

Key survey dates

Key dates

Survey opens:

28 July 2025

Survey closes:

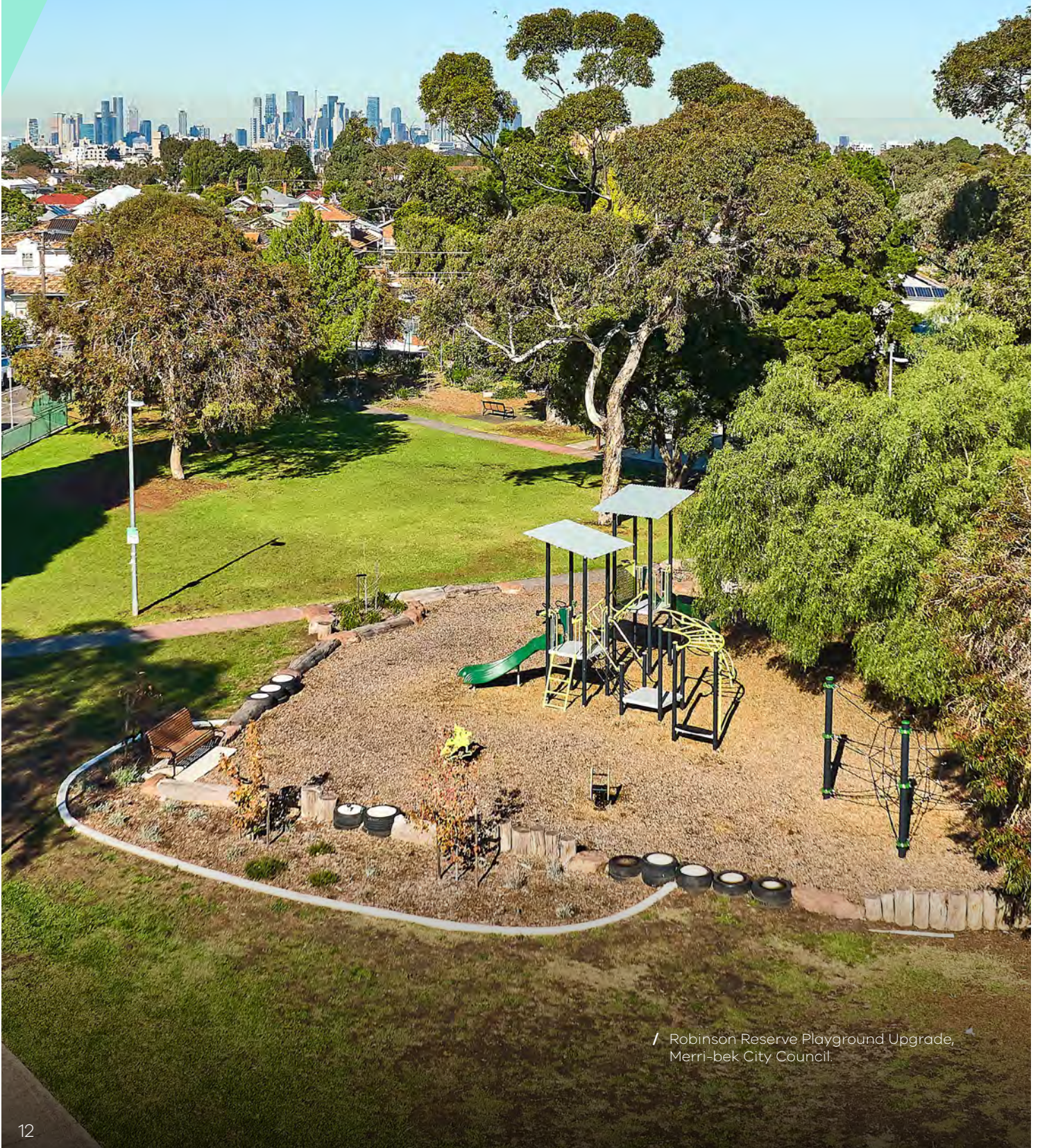
11:59pm 7 September 2025

Publish survey results:

Prior to 29 September 2025

STEP 2

APPLICATIONS FROM ELIGIBLE ORGANISATIONS



/ Robinson Reserve Playground Upgrade,
Merri-bek City Council.

ELIGIBLE ORGANISATIONS SUBMITTING PROJECT APPLICATIONS

The following sets out the eligibility requirements for organisations to submit project applications seeking funding.

The Department of Transport and Planning will make the final decision on eligibility.

Eligible applicants

Eligible applicant organisations must:

- hold an Australian Business Number (ABN)
- be one of the eligible organisation types below
- hold or manage the land in Victoria where the project will be located or provide written consent from the landholder. For example, a Council holds the land, but an incorporated community group as the land manager submits the application, with the council's written permission.

Eligible organisation types:

- an incorporated not-for-profit association
- a Victorian local government
- a Victorian Crown Land Committee of Management
- a Victorian public service department or authority (e.g. Parks Victoria, hospitals, Royal Botanic Gardens Board of Victoria, State-owned recreation facilities)
- an Australian public service department or authority
- an Australian company registered with the Australian Securities and Investment Commission (ASIC)
- an Indigenous organisation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006, a Traditional Owner group or an Aboriginal Controlled Community Organisation (ACCOs)
- a not-for-profit traders association or business chamber; or
- a co-operative, registered in Victoria under the Co-operatives National Law.

Auspice Arrangements

Organisations without incorporation or a valid ABN may apply through an auspice arrangement.

An auspice arrangement is where another organisation ('auspicing organisation/auspisor') agrees to manage the grant on behalf of the applicant ('auspicee') and ensure compliance, for example the land holder. The applicant organisation remains responsible for the project delivery. Only the auspicee can submit the application.

The auspicing organisation/auspisor must hold a valid ABN and be an eligible organisation type above.

The auspicing organisation accepts responsibility for the project and will agree to comply with all obligations under the grant agreement entered into to receive the grant.

National Redress Scheme for Institutional Child Sexual Abuse

If an applicant has been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or received notice that it was named in an application for redress to the National Redress Scheme for Institutional Child Sexual Abuse established under the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Commonwealth) (National Redress Scheme), it must join or provide advice to the Department that it intends to join, the National Redress Scheme.

Ineligible applicants

The following types of applicants are not eligible to apply:

- unincorporated organisations, unless under an auspice arrangement where the auspice entity accepts legal responsibility for the grant funds
- an individual
- a sole trader
- an individual partner on behalf of a partnership
- schools.

Eligible project locations

Projects will be eligible if they are located within the list of suburbs detailed in [Appendix 1](#).

Metropolitan locations

As part of Victoria's Housing Statement, the Victorian Government is planning for more homes in and around Activity Centres and Priority Precincts.

With updated planning controls, Activity Centres and Priority Precincts are key places to deliver more homes in established areas and improve housing affordability and choice.

The eligible Melbourne suburbs intersect with a walkable 'catchment' of each of the 60 Activity Centres included in the Activity Centres Program outlined on pages 26-27 of Plan for Victoria or with the boundaries of the 15 Priority Precincts (including SRL Precincts) outlined on pages 24-25 of Plan for Victoria.

Regional cities

The eligible regional suburbs fall within established areas of Ballarat, Bendigo and Geelong. The eligible suburbs are within the Urban Area outlined on pages 58-60 of Plan for Victoria², excluding greenfield suburbs. In Bendigo and Geelong, only the urban area within the defined settlement boundary is eligible.

Eligible activities and projects

Pick My Park will support projects that provide direct benefits to local communities across two categories: park upgrades and innovative new parks/parklets.

Funding can only be used for permanent works.

- **Park Upgrades** – projects that enhance the quality, safety, accessibility and functionality of existing parks. Examples include, but are not limited to:
 - **Accessibility improvements** – all-abilities play equipment, paths and trails, seating and mobility scooter charging stations.
 - **Play equipment** – playgrounds, nature-based play, water play, sandpits, obstacle courses, safe play surfaces, outdoor musical instruments, zip line/flying fox, multigenerational play activities such as chess tables.

- **Fitness and sport** – outdoor fitness equipment, basketball and netball half-court, sports courts or goals, climbing walls, pump/BMX/bike tracks, skate park facilities, table tennis tables, bocce courts.
- **Sustainability** – native plant use, climate resilient and water sensitive features, recycled materials.
- **Landscaping** – tree planting and mulching, sensory gardens, urban greening and cooling.
- **Community gardens** – formal plots or informal help-yourself fruit and vegetable gardens.
- **Seating and gathering spaces** – meeting places, picnic benches, tiered or grouped seating, tables.
- **Barbecues and picnic areas** – barbecues, picnic tables.
- **Drinking fountains** – drinking taps, fountains and bubblers.
- **Shade structures** – shade sails, pergolas and canopies, shelters, and pavilion repair or refresh.
- **Paths and trails** – walking, bike or nature trails.
- **Fencing** – protective barriers around playgrounds or near roads.
- **Dog park facilities** – fenced areas, double-gate system, agility courses, water features for dogs to play in, dog hydration stations, dog waste stations.
- **Bike facilities** – racks, e-bike charging points.
- **Artwork** – sculptures, murals, painting and other attractive design elements.
- **Lighting and signage** – lights, light installations, wayfinding signs, other safety features.
- **Performance and event spaces** – outdoor stages and performance spaces.
- **Public toilet facilities** – toilet and change rooms.
- **Bins** – Rubbish and recycling bins.
- **Innovative New Parks/Parklets** – projects that support creative approaches that repurpose under-used public spaces and transform them into new green spaces where the community can relax, play or gather.

This includes projects that encourage public use of land held by non-government organisations.

² planning.vic.gov.au/planforvictoria

Examples include, but are not limited to:

- turning an unused laneway into a pocket park with landscaping, shade and seating,
- repurposing a car bay into a new parklet with greenery and seating
- upgrading an underused public plaza or building forecourt to add seating, murals and landscaping
- constructing a play space on underused community organisation-held land.

Ineligible activities and projects

The following activities and projects are not eligible for funding under Pick My Park:

- **Retrospective funding** for projects that have already commenced construction (including but not limited to site clearing, earthworks, building works and any form of early works)
- **Temporary projects** (such as a pop-up park)
- **Land or building purchases**, or projects on land that is yet to be acquired.
- **Projects requiring zoning changes** (i.e. those proposed on land that may be subject to planning scheme amendments)
- **Remediation of contaminated land**
- Projects where **planning and administrative costs exceed 20%** of the total grant
- **Proposals with restricted access** e.g. behind a locked gate, private facilities, limited public availability
- **Fee-based locations or facilities** that require entry fees or memberships
- **Unrelated works** that do not contribute to the purpose of delivering a new or upgraded park
- **Routine maintenance or repairs** e.g. repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance.
- Construction of infrastructure that **doesn't have a direct community benefit or address an identified community need**.
- Project proposals that **don't clearly identify the scope** of the project to be delivered.

Grant funding request and GST

There is no limit to the number of applications that can be submitted by an organisation.

Applicants can apply for grant/s of between \$20,000 to \$250,000 for each project.

For organisations not registered for GST, the cost of GST **can be included** in the grant amount being requested. This means if project expenses are \$20,000 and the GST is \$2,000, the grant amount requested should be \$22,000. This is to ensure that smaller organisations that don't have to be registered for GST are not financially disadvantaged.

For organisations that are registered for GST, the cost of the GST **must be excluded** from the grant project funding amount. This means if project expenses are costed at \$22,000 including \$2,000 of GST, then the grant requested must reflect the excluded GST amount of \$20,000. The GST amount will be paid on invoice if the application is successful.

Project management, planning, design and consultation costs

Applicants may use a maximum of 20% of grant funding for:

- Project planning and approvals.
- Concept and detailed design.
- Community consultation (including engagement with Traditional Owners).
- Project management costs.

These costs must be incurred after grant approval and cannot be used to meet the supporting documentation requirements listed in the Supporting Documentation Checklist.

Co-contribution requirements

All applicants must co-contribute to their project budget in line with the requirements below.

The co-contribution may come from the applicant organisation or other sources.

The value of land put towards a project is not considered in the calculation of a co-contribution.

Organisation type	Co-contribution percentage
– Incorporated not-for-profit association – Victorian Crown Land Committee of Management (run by volunteers) – Indigenous organisation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006, Traditional Owner groups or Aboriginal Controlled Community Organisations (ACCOS) – Not-for-profit traders' association or business chambers; or – Co-operative, registered in Victoria under the Co-operatives National Law	– Minimum contribution of 15 per cent of the grant being sought (cash and in-kind) – Total contributions may consist of up to 25 per cent of in-kind contributions
– Eligible Victorian Local Government – Victorian public service department or authority, such as Parks Victoria, hospitals, Royal Botanic Gardens Board of Victoria, State-owned recreation facilities – Australian public service department or authority	– Minimum matching (\$1: \$1) contribution (cash and in-kind) of the grant being sought. – Total contributions may consist of up to 25 per cent of in-kind contributions
– Australian company registered with ASIC	– Minimum (\$2: \$1) contribution (cash) of the grant amount being sought – Cannot include in-kind contributions

In-kind contributions

An in-kind contribution is a contribution of a good or a service in lieu of a cash contribution.

Applicants (other than an Australian company registered with ASIC) can provide in-kind contributions towards project funding up to 25% of the applicant's total contribution and at the following rates:

- professionals costed at \$80-\$150 per hour
- skilled labour costed at \$45 per hour
- unskilled labour costed at \$20 per hour, and/or
- equipment costed at standard commercial hire rates.

Supporting documentation required from funding applicants

The table below outlines the mandatory and desirable supporting documentation required for each project proposal. The documentation required varies according to the type of organisation.

Submit all documentation along with the application to ensure eligibility and demonstrate project readiness. Desirable supporting documentation are encouraged as they will further demonstrate project readiness, if applicable.

Organisation type – Group 1

- Eligible Victorian local governments
- Victorian public service departments and authorities, such as Parks Victoria, hospitals, Royal Botanic Gardens Board of Victoria, State-owned recreation facilities
- Australian public service departments and authorities
- An Australian company registered with ASIC.

For grant funding requests above \$50,000, applicant organisations will be required to undergo a Probity Check and Financial Risk Assessment and supporting documentation must be submitted as part of the application. Local, State and Commonwealth Governments, Universities and Government Authorities or Entities are exempt from this requirement.

Supporting documentation checklist	Requirement
Draft project plan outlining the project's timeline and activities (e.g. Gantt chart, project management/delivery plan)	Mandatory
The location of the proposed project. Either the street address or GPS coordinates are required. Instructions to find GPS coordinates in Google Maps: tinyurl.com/yc28c2ec	Mandatory
Images, plans or map showing the location of proposed project	Mandatory
Current project costing as documented in, for example a cost plan and/or Quantity Surveyor (QS) report, depending on the stage of the project	Mandatory
Asset (park) condition report or description	Mandatory for upgrade of existing parks
Confirmation of other funding sources (including cash co-contribution)	Mandatory
Evidence of support from the appropriate government authority, facility owner or landholder to use or upgrade the land/facility for the project if the organisation is not the holder of the land/facility	Mandatory
Identification of any permissions, permits, consents, licences, plans, certificates and approvals that are required or desirable to obtain to commence, carry out and complete the project and the expected time frame for obtaining them	Mandatory
Evidence that the <u>Aboriginal Heritage Regulations Planning Tool</u> (<i>Aboriginal Heritage Act 2006</i>) has been completed	Mandatory
A Preliminary Site Investigation (PSI) that demonstrates the land is not contaminated or potentially contaminated	Desirable
Evidence of stakeholder and community consultation that demonstrates that the project addresses community priorities, including the Pick My Park community survey results, and outlines how the community will benefit from it	Mandatory
A strategy, business case, feasibility study or cost benefit analysis that may have been completed for the project	Desirable
For Probity Check and Financial Risk Assessment – Audited Financial Reports for the last three financial years (2024/2025, 2023/24, 2022/23) – Organisation Strategic Plan with financial projections	Mandatory unless exempted entity

Organisation type – Group 2

- Incorporated not-for-profit association
- Victorian Crown Land Committee of Management (run by volunteers)
- Indigenous organisation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006, Traditional Owner groups or Aboriginal Controlled Community Organisations (ACCOs)
- Not-for-profit traders association or business chambers

- Co-operative, registered in Victoria under the Co-operatives National Law.

For grant funding requests above \$50,000, applicant organisations will be required to undergo a Probity Check and Financial Risk Assessment and supporting documentation must be submitted as part of the application. Local, State and Commonwealth Governments, Universities and Government Authorities or Entities are exempt from this requirement.

Supporting documentation checklist	Requirement
Draft project plan outlining the project's timeline and activities (e.g. Gantt chart, project management/delivery plan)	Mandatory
The location of the proposed project. At minimum GPS coordinates are required. Instructions to find these in Google Maps: tinyurl.com/yc28c2ec	Mandatory (GPS coordinates)
Images, plans or map showing the location of proposed project	Mandatory
Current project costing as documented in for example a cost plan and/or Quantity Surveyor (QS) report depending on the stage of the project	Mandatory
Confirmation of other funding sources (including cash co-contribution)	Mandatory
Evidence of support from the appropriate government authority, facility owner or landholder to use or upgrade the land/facility for the project if the organisation is not the owner of the land/facility	Mandatory
Identification of any permissions, permits, consents, licences, plans, certificates and approvals that are required or desirable to obtain to commence, carry out and complete the Project and the expected time frame for obtaining them	Mandatory
Evidence that the Aboriginal Heritage Regulations Planning Tool (Aboriginal Heritage Act 2006) has been completed	Mandatory
A Preliminary Site Investigation (PSI) that demonstrates the land is not contaminated or potentially contaminated	Desirable
Evidence of stakeholder and community consultation that demonstrates that the project addresses community priorities, including the Pick My Park community survey results, and outlines how the community will benefit from it	Mandatory
For Probity Check and Financial Capacity Assessment – Audited Financial Reports for the last three financial years (2024/2025, 2023/24, 2022/23) – Organisation Strategic Plan with financial projections	Mandatory unless exempted entity

Application process and conditions

Information sessions

Applicants can attend an information session/s that will be conducted following the opening of the survey and of applications. Exact dates and times of these sessions will be provided on the Pick My Park website planning.vic.gov.au/guides-and-resources/strategies-and-initiatives/pick-my-park.

Applicants may consult the Pick My Park team within DTP before the applications closing date to discuss their project proposals. This will provide an opportunity to discuss the eligibility of the proposed project/s and their alignment with the program objectives.

Preparing an application

Applicants should undertake the following steps to apply:

- Carefully read these Program Guidelines and 'Frequently Asked Questions', including eligibility, funding available and co-contributions expectations.
- Compile the necessary supporting documents to apply as detailed in the 'Supporting documentation' table.
- Apply online via the 'Apply now' button on the Pick My Park website. This will be available on the website when applications open on 29 September 2025.
- Ensure an email confirmation of application submission is received by checking the email account used. Check the spam/junk mail folder if a confirmation email cannot be found in the inbox.

Applications that are still in 'draft' and have not been submitted by the closing date will not be assessed.

The Department must receive applications no later than 11.59pm on 10 November 2025.

Department staff may contact applicants to seek further details. Applicants may be requested to submit further information following initial assessment of applications.

For queries, contact the Pick My Park team at pickmypark@transport.vic.gov.au

Number of applications

There is no limit to the number of applications that an applicant can submit for consideration.

Funding from other programs

Projects that receive funding from multiple programs must comply with the conditions of each of the relevant programs.

Applications must identify any additional funding sources sought, including State and Commonwealth government programs, as well as eligibility for contributions from developers (if applicable).

Applications must identify the unfunded element/s to be delivered through Pick My Park funding.

Project conditions

Project delivery dates

Projects must be completed within 24 months from the execution of the grant agreement.

Applicants will be required to supply project start and end dates and proposed milestone due dates and key deliverables as part of their application.

Project location ownership

Applicants must provide evidence of land ownership of the proposed project location. If a third party holds the land, the applicant must provide written consent from the landholder allowing the delivery of the project. Projects located on land that is in the process of or yet to be acquired will not be eligible for funding.

Permits and approvals

Applicants must disclose any land use planning implications that may impact the delivery of the project in a timely manner, such as: permits, authorities' approvals and reports/plans that will be required to be obtained or completed to deliver the project (e.g., building and planning permits, heritage permits, Water Authority permit, Biodiversity Assessment, Environmental Management Plan, Land Contamination report).

Cultural Heritage Management Plan

Applicants are required to complete the [Aboriginal Heritage Regulations Planning Tool](https://firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans) to determine if a Cultural Heritage Management Plan (CHMP) is required for their applied project. Further information about the CHMP can be found here: firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans.



Assessment process and criteria

DTP will conduct merit assessments to evaluate applications and recommend the top-ranking shortlisted projects to the Minister for Development Victoria and Precincts for inclusion in the public voting.

Assessment criteria

Applications will be assessed based on their responses to the criteria below and supporting documents.

The top-ranked projects will proceed to public voting.

The decisions on all matters on recommending and selecting projects for inclusion in public voting is at the absolute discretion of the Department and the Minister for Development Victoria and Precincts.

The points allocated to each criterion show the relative weighting in the assessment process.

Due diligence

During the application assessment period, the Department may perform due diligence checks to gain a better understanding of the applicant, which may include:

- the potential for a reputational risk to the State
- the applicant's past performance in relation to delivering other grant agreements between the applicant and the Department or other State Government Departments.

Outcomes from such checks may determine the decision on whether to progress an application to the public voting step or award a grant to applicants.

Key application dates

Key dates

Applications open:

29 September 2025

Applications close:

11.59pm 10 November 2025

Assessment of applications and shortlisting for voting:

Commencing 11 November 2025

Assessment criteria

Criterion and weighting	Description / Questions
Project Objectives and Outcomes (15%)	Applications must demonstrate how the project aligns with the program objectives as outlined on pages 7-8 of these guidelines and the desired outcomes as outlined on page 8.
Community Priorities (40%)	Applications must demonstrate: – How the project aligns to Pick My Park community survey results – How the project responds to local community priorities – How the applicant will or has consulted the community on the project design elements
Project Benefits and Needs (15%)	Applications must demonstrate: – How the project will address identified gaps in infrastructure – How the project will meet the needs of a growing and/or changing population in an established area, including any community engagement that has occurred – How the project design and delivery will promote gender equality and inclusivity for diverse communities and age groups – The intended benefits including social, cultural, economic, and environmental improvements.
Project deliverability (15%)	Applications must demonstrate: – A clear and realistic delivery plan, including timeframes, cost estimates and financial viability and value for money – Well-defined project scope and parameters to ensure feasibility – Proposed funding contributions, detailing sources and amounts – Applicants must identify whether an application has been made to an additional funding body or program, and the status of this application's outcomes: – applications must clearly identify how the concurrent funding agreements, timelines, and milestone deliverables will be managed – applications must also identify how the applicant will fund the difference if applications for other funding contributions are unsuccessful.
Capability and expertise (15%)	Applications must demonstrate: – Staffing and/or volunteer capacity to implement, and/or source expertise to manage the project – Project governance arrangements, including processes, tools and methodologies to successfully deliver the project – How the proposed infrastructure will be managed, and its benefits sustained once the infrastructure is delivered – Meet all the financial capacity assessment requirements, where applicable.

STEP 3 COMMUNITY VOTING



/ Noble Park Station, Greater Dandenong City Council.

COMMUNITY VOTING ON ELIGIBLE PROJECT PROPOSALS

The program encourages community participation by giving the community an opportunity to vote on their preferred projects.

Eligibility

The following are eligible to vote:

- Be a Victorian resident, and
- Be 16 years or older.

Submission of Votes

Votes can be submitted via the Pick My Park Page on the Engage Victoria Website that can be accessed when voting opens. The opening date of the voting period will be published on planning.vic.gov.au/guides-and-resources/strategies-and-initiatives/pick-my-park

Voters will need to register with Engage Victoria to be able to vote.

Online voting support

Victorians needing assistance with the online voting can call **136 186** (press 6) or email pickmypark@transport.vic.gov.au

Analysis of votes and funding distribution

Votes will be compiled and projects ranked accordingly. Geographical quotas will apply so all growing areas share in funding.

15% of funding will be prioritised for projects across the regional cities of Ballarat, Bendigo and Geelong, providing sufficient eligible project applications are received in these areas.

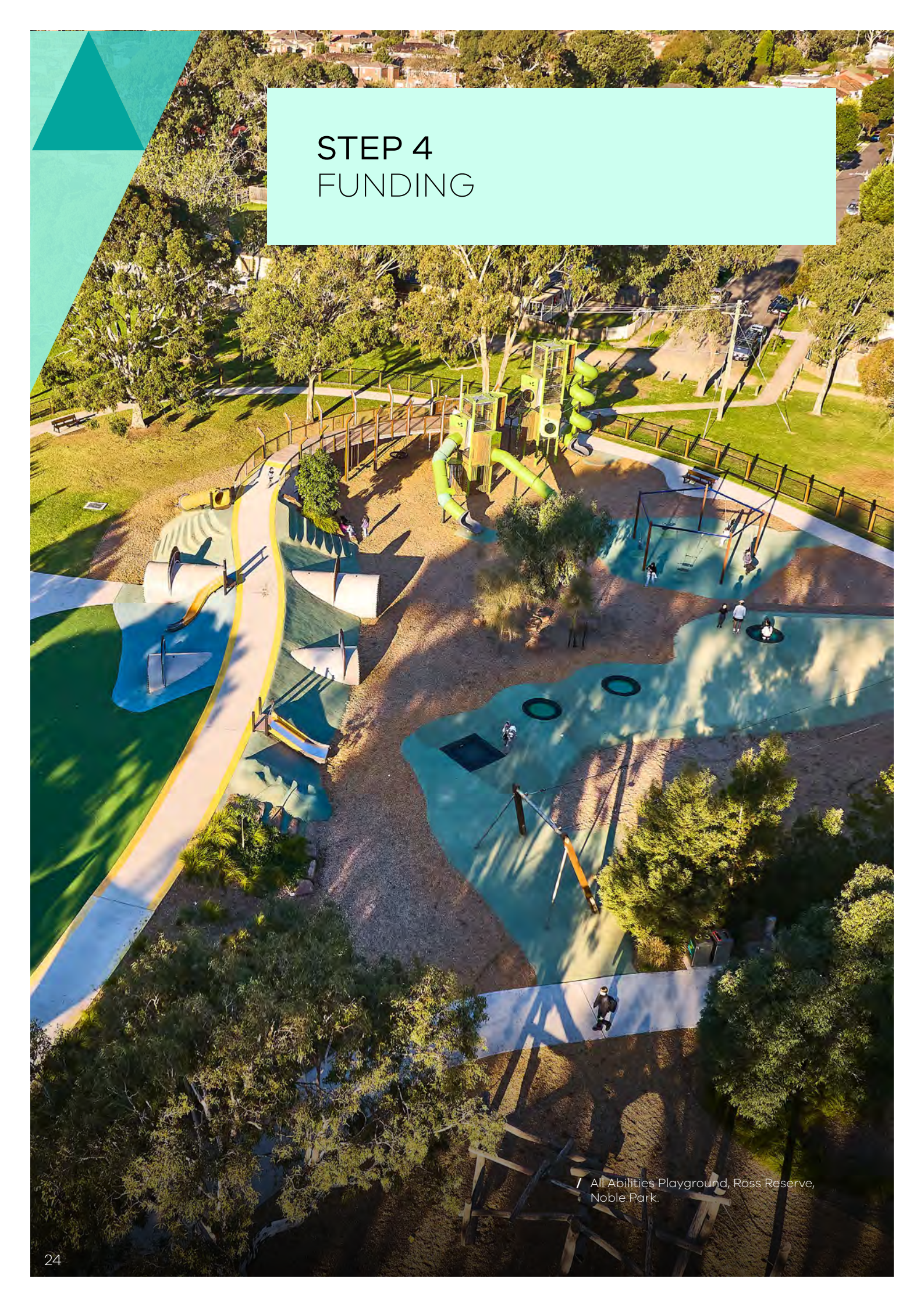
In alignment with the geographical quotas, the projects with the highest votes will be prioritised for funding.

A project must have a minimum of one vote to be eligible to be selected for funding.

The decisions on all matters on recommending and awarding of the grant funding is at the absolute discretion of the Department and the Minister for Development Victoria and Precincts.

Key voting dates

The opening date of the voting period will be published on planning.vic.gov.au/guides-and-resources/strategies-and-initiatives/pick-my-park



STEP 4 FUNDING

/ All Abilities Playground, Ross Reserve,
Noble Park.

FUNDING ARRANGEMENTS

Funding Agreement

Successful applicants must sign a Funding Agreement with the Department.

Funding Agreements are legally binding agreements that outline the obligations of both parties, protect the Victorian Government's interests, ensure responsible use of public funds and the proper acknowledgement of Victorian Government support in media and promotional materials.

Funding will not be released until:

- The agreement is fully executed
- Milestone evidence outlined in the agreement has been provided
- It is confirmed that construction is scheduled to be completed within 24-months.

Project monitoring and delivery

Successful applicants must actively manage and deliver projects and provide progress and final reports to the Department.

The Department will manage Funding Agreements and the payment of funds for approved projects.

Acknowledgement

Acknowledgement and Publicity Requirements

Funding Agreements will require successful applicants to acknowledge the Victorian Government and Pick My Park support for funded projects, in accordance with the Department's guidelines. This may include the use of logos or similar on any project related publications, media releases and promotional material.

Guidelines for the acknowledgement of the Victorian Government and use of logos can be found on the Pick My Park website.

Successful applicants must liaise with the Department's program area to coordinate any public events or announcements related to the project.

Project Signage Requirements

Capital works signage is not required for projects with Victorian Government funding under \$250,000.

However, if a project sign is erected, the government's contribution should be acknowledged and any use of Victorian Government branding should comply with the [Brand Victoria Guidelines](#).

All plaque design proofs must be submitted for approval before being displayed at public events and must contain the Victorian Government logo. Requests for approval are to be submitted to pickmypark@transport.vic.gov.au.

Privacy

Information provided by the Applicant for the purpose of this application will be used by Department and State Departments and Agencies for the assessment of the application, program administration and program evaluation or review.

In making an application the Applicant consents to the provision of their information, including personal information and supporting evidence to State Departments and Agencies for the purpose of assessing their application and to verify, confirm or audit information provided.

If there is an intention to include personal information about third parties in the application, ensure they are aware of and consent to the contents of this privacy statement.

Funding approvals require the Department to share applicants and/or third-party personal information with the Minister of Development Victoria and Precincts and their office staff supporting this initiative.

To administer your application effectively and efficiently, we may need to disclose your personal details with others for the purpose of assessment, consultation, and reporting. This can include departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments.

/ Reynard Street Community Garden, Robinson Reserve, Coburg – Merribek City Council and the Reynard Street Neighbourhood House.



Privacy – continued

Demographic information is collected by the Department for reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.

The Department will publish a list of successful grants on the Pick My Park website.

Any personal information about the Applicant or about a third party will be collected, held, managed, used, securely store, disclosed or shared in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

Enquires about access to personal information or for other concerns regarding the privacy of personal information can be emailed to the Department's Privacy unit by emailing privacy@transport.vic.gov.au.

The Department's privacy policy can be obtained from the Department's website at vic.gov.au/department-of-transport-and-planning-privacy or by emailing the Privacy Unit.

FREEDOM OF INFORMATION

Applications to the Pick My Park Program and associated documentation may be subject to requests under the *Freedom of Information Act 1982 (Vic)*. Enquiries about access to information held by DTP should be directed to:

Privacy and Information Access Branch

Department of Transport and Planning
GPO Box 2392
Melbourne, VIC, 3001
Email foi@transport.vic.gov.au

TERMS OF APPLYING

The decisions on all matters on recommending and awarding of the grant funding is at the absolute discretion of the Department and the Minister for Development Victoria and Precincts.

The Department reserves the right to request the applicant to provide further information on their application, should it be deemed necessary.

The Department reserves the right to amend these guidelines and the application terms at any time as it deems appropriate.

APPENDIX 1 – LIST OF ELIGIBLE SUBURBS

Melbourne

Abbotsford	Clayton	Huntingdale	Port Melbourne
Airport West	Clayton South	Ivanhoe	Prahran
Albion	Clifton Hill	Jacana	Preston
Armadale	Coburg	Kensington	Princes Hill
Ashburton	Coburg North	Kew	Reservoir
Ashwood	Collingwood	Keysborough	Richmond
Beaumaris	Cremorne	Kingsbury	Ringwood
Bellfield	Dallas	Kingsville	Ringwood East
Bentleigh	Dandenong	Kooyong	Ripponlea
Bentleigh East	Docklands	Lalor	Rosanna
Blackburn	Eaglemont	Macleod	Sandringham
Blackburn North	East Melbourne	Maidstone	Seddon
Box Hill	Elsternwick	Malvern	South Melbourne
Box Hill North	Elwood	Malvern East	South Wharf
Box Hill South	Epping	McKinnon	South Yarra
Braybrook	Essendon	Melbourne	Southbank
Brighton	Essendon North	Mentone	Springvale
Brighton East	Fitzroy	Mill Park	Springvale South
Broadmeadows	Fitzroy North	Mitcham	St Kilda
Brunswick	Flemington	Mont Albert	St Kilda East
Brunswick East	Footscray	Moorabbin	Strathmore
Bundoora	Frankston	Mount Waverley	Sunshine
Burnley	Gardenvale	Mulgrave	Sunshine North
Burwood	Gladstone Park	Murrumbeena	Sunshine West
Camberwell	Glen Huntly	Niddrie	Thornbury
Canterbury	Glen Iris	Noble Park	Toorak
Carlton	Glen Waverley	Northcote	Tottenham
Carlton North	Hampton	North Melbourne	Werribee
Carnegie	Hampton East	Notting Hill	Werribee South
Caulfield	Hawthorn	Nunawading	West Footscray
Caulfield East	Hawthorn East	Oakleigh	Westmeadows
Caulfield North	Heidelberg	Oakleigh East	West Melbourne
Caulfield South	Heidelberg Heights	Oakleigh South	Windsor
Chadstone	Heidelberg West	Ormond	Yarraville
Cheltenham	Highett	Parkdale	
Clarinda	Hughesdale	Parkville	

Ballarat

Alfredton
Bakery Hill
Ballarat Central
Ballarat East
Ballarat North
Alfredton
Bakery Hill

Ballarat Central
Ballarat East
Ballarat North
Golden Point (Ballarat)
Invermay Park
Lake Gardens
Lake Wendouree

Miners Rest
Mitchell Park
Mount Clear
Mount Pleasant
Nerrina
Newington
Redan

Sebastopol
Soldiers Hill
Wendouree

Bendigo

Ascot (Bendigo)
Bendigo
California Gully
Eaglehawk
East Bendigo
Epsom

Flora Hill
Golden Gully
Golden Square
Huntly Ironbark
Jackass Flat
Junortoun

Kangaroo Flat
Kennington
Long Gully
Maiden Gully
North Bendigo
Quarry Hill

Sailors Gully
Spring Gully
Strathdale
Strathfieldsaye
West Bendigo
White Hills

Geelong

Bell Park
Bell Post Hill
Belmont
Breakwater
Corio
Drumcondra
East Geelong
Geelong

Geelong West
Grovedale
Hamlyn Heights
Herne Hill
Highton
Lara
Lovely Banks
Manifold Heights

Marshall
Newcomb
Newtown (Geelong)
Norlane
North Geelong
North Shore
Rippleside
South Geelong

St Albans Park
Thomson (Geelong)
Wandana Heights
Waurin Ponds
Whittington



Department
of Transport
and Planning

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