

# Sporting Uniforms Grants Program 2012-13

## Application Guidelines

### 1. About the Sporting Uniform Grants Program

#### 1.1 What is the Sporting Uniform Grants Program?

The *Sporting Uniform Grants Program* provides grants of up to \$1000 to assist in the purchase of sports uniforms.

#### 1.2 Why is the Victorian Government funding these grants?

Encouraging community participation in sport and active recreation is an effective way of strengthening communities across Victoria. Sport and Recreation Victoria provides grants and funding to support initiatives that help communities to get more active, more often.

The *Sporting Uniform Grants Program* contributes to the Government's Sport and Recreation policy priorities of increasing participation, supporting grass roots sport and recreation clubs to create physically active communities and nurture talent. Club sport plays a big part in the life of local communities. Being part of a club provides a socially valued role for participants, and creates a sense of community membership.

### 2. Who can apply?

This program provides funds for activities that support Victorian community-based clubs delivering sporting and active recreation opportunities. The following organisations can apply for funding:

- sporting clubs
- active recreational clubs

In addition to be eligible for funding, applicants must:

- be non-government and not-for-profit
- be affiliated with a State Sporting Association recognised by Sport and Recreation Victoria
- have not received a Sporting Uniform Grant in a funding round with a closing date within the previous twelve months
- be an incorporated body, cooperative or association (including business associations) or be auspiced by an incorporated body, cooperative or association
- possess an Australian Business Number (ABN) or can provide written advice from the Australian Tax Office that no withholding tax is required from the grant payment
- be financially solvent
- adhere to the Victorian Code of Conduct for Community Sport. Further information about this Code can be found at [www.dpcd.vic.gov.au/sport/codeofconduct](http://www.dpcd.vic.gov.au/sport/codeofconduct)
- provide a quote for the uniforms intended to be purchased; the quote must include details of item type, number and total cost of uniforms to be purchased.

Note:

- school sport and recreation clubs are only eligible to apply if players are not current students (i.e. Old Boys clubs are eligible to apply)
- each individual club can only submit one application per funding round.

Eligibility does not guarantee success of your application. The grant program is extremely competitive and may have many applicants for the funding available.

### 3. What might be funded?

Grants from this program can be used for the purchase of sporting uniforms that are essential for participation in sport, such as:

- jumpers
- tracksuits
- socks
- football boots
- shirts
- bathers
- leotards
- runners
- shorts
- skirts
- hats
- pants

Preference will be given to projects that:

- increase participation in communities with existing low levels of participation in sport and physical activity
- reduce financial barriers to participation in communities with existing high levels of socio-economic disadvantage
- provide uniforms for competitors and active participants (including umpires) rather than for non-playing officials
- maximise the benefit of the grant by providing uniforms that will be owned by club and used by multiple members/teams over time.

#### 3.1 What will not be funded?

The Sporting Uniform Grants program will not fund the following:

- uniforms or footwear that have already been purchased prior to the closing date of the funding round
- protective equipment such as mouth guards, shin guards, face masks, knee pads, helmets and wet suits
- material/s from which sporting uniforms will be made.

### 4. What is the application process?

There are two funding rounds in 2012-13 with the following key dates:

Funding round	Opening date	Closing date	Notifications anticipated by
Round 1	7 August 2012	6 September 2012	7 December 2012
Round 2	11 December 2012	30 January 2013	1 May 2013

There are some important steps to consider before submitting an application to the *Sporting Uniform Grants Program*.

#### Step 1: Check your eligibility

Check the detailed information contained in this guide to see if you and your proposed activity are eligible. Other important information about this grant program and the application process can be found at <http://www.dpcd.vic.gov.au/sporting-uniforms>

## Step 2: Apply online using My Grants

To apply, go to <http://www.dpcd.vic.gov.au/sporting-uniforms> on the DPCD website.

Make sure you have the information you need on hand, including required documents, and click on 'Apply online' to submit your application through My Grants. You will receive an Application Number when you submit an application online. Please quote your Application Number in all correspondence relating to your application.

**All applications including required documents must be received by DPCD no later than 11:59pm on the closing date of the funding round.**

Late, incomplete or handwritten applications will not be considered.

Receipt of applications will be acknowledged in writing.

### Applying online

Submitting your application online through My Grants ensures it is received by DPCD immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am – 5pm weekdays.

### Attaching required information

You can attach documents to your online application as long as they are in an acceptable file type and don't exceed the maximum file size. Remember these tips:

- Attached files must not be larger than 2mb in size (for help on attachments, see <http://www.dpcd.vic.gov.au/home/grants/my-grants/my-grants-help-index>)
- When you submit your application online check carefully to ensure all your attachments have been uploaded.

Alternatively, you can download the application form from <http://www.dpcd.vic.gov.au/sporting-uniforms>, complete it and email it to us, along with any required documents to [grantapplications@dpcd.vic.gov.au](mailto:grantapplications@dpcd.vic.gov.au).

## 5. How will applications be assessed?

Eligible applications will be assessed using the assessment criteria questions listed below. Responses provided in the Activity Overview (Section 2) and Describing the benefits (Section 3) will also be used in assessing applications. Applications should address all assessment criteria questions.

### 5.1 What are the assessment criteria?

#### Why - Why is this grant needed?

In your response, please describe:

- the need for the new uniforms (i.e uniforms are inadequate/old, the club cannot compete without the uniforms, the club/team is new, uniform requirements have changed outside the control of the club, etc)
- the need for a government grant to purchase the uniforms (i.e. why the club/participants cannot fund the uniforms themselves)

#### What - What benefits will the grant provide?

In your response, please describe:

- who in your club will benefit from the grant and purchase of new uniforms (i.e. one team or multiple teams over time)
- how the grant/uniforms will benefit the club (i.e. what getting the grant would mean to the club and its members)
- specifically how the uniforms will help increase participation within your club, and/or reduce financial barriers to participation at your club

## **5.2 Information you will need to provide as part of your application**

All applications must provide a quote for the uniforms intended to be purchased; the quote must include details of item type, number and total cost of uniforms to be purchased. The Sporting Uniform Grants program will not fund uniforms that have already been purchased prior to the closing date of the funding round.

## **6. Conditions that apply to applications and funding**

### **6.1 Funding agreements**

Successful applicants must enter into a funding agreement with DPCD.

- Funding agreements establish the parties and their commitments and obligations to each other and set out as the general terms and conditions of funding. It is recommended that you view the DPCD standard terms and conditions. These are accessible via the program page <http://www.dpcd.vic.gov.au/sporting-uniforms>. Different terms and conditions apply to different types of grants and grant recipients. These terms and conditions are not negotiable.

### **6.2 Acknowledging the Government's support and promoting successes**

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the Sporting Uniform Grants Program. Promotional guidelines form part of the Funding Agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity related publications, media releases and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the Departments marketing materials.

### **6.3 Privacy**

Any personal information about you or a third party in your application will be collected by the Department or a body within the Department, for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Information Privacy Act 2000 (Vic) and other applicable laws.

The Department is committed to protecting the privacy of personal information. You can find the DPCD Privacy Policy online at <http://www.dpcd.vic.gov.au/privacy>. Click on the Privacy Statement link at the bottom of the page and then click on Department's Privacy Policy. Enquiries about access to information about you held by DPCD should be directed to the Department's Freedom of Information unit by phone (03) 9208 3112 or email <mailto:foi@dpcd.vic.gov.au>.

## Accessibility

If you would like to receive this publication in an accessible format, such as large print or audio, please contact the Grants Information Line on 1300 366 356, or email [information@dpcd.vic.gov.au](mailto:information@dpcd.vic.gov.au)

This publication is also published in PDF and Word formats on [\*\*http://www.dpcd.vic.gov.au/sporting-uniforms\*\*](http://www.dpcd.vic.gov.au/sporting-uniforms)

For preliminary information on this or any other grant program please contact the Grants Information Line on 1300 366 356 for the cost of a local call (except from a mobile phone) on any weekday between 8:30am and 5:00pm (except for public holidays).