

2018-19 Sporting Club Grants Program

Application Guidelines



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Accessibility

To receive this publication in an accessible format, please contact the Grants Information Line on 1300 366 356, using the National Relay Service 13 36 77 if required.

Available at www.sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program
(1805018)

Message from the Minister for Sport



The Victorian Government recognises the difference that sport and recreation can make to the health and wellbeing of all Victorians.

The *Sporting Club Grants Program* provides funding that will help clubs and sporting organisations offer more Victorians the opportunity to participate and learn new skills through sport and recreation.

Grants are available for clubs to buy new sports uniforms and equipment, as well as funding to expand the skills of coaches and officials, and sports organisations can also invest in initiatives that improve their operation and sustainability.

The *Sporting Club Grants Program* is part of the Victorian Government's commitment to ensure that sport and recreation organisations have the resources they need to provide more opportunities for more people to actively participate in local sport.

The program reflects the Victorian Government's major commitment to health, wellbeing, and community sport as well as boosting the capacity of communities to attract and host local and regional competitions and events.

I'm confident that by working together we can make sport more inclusive, increase local participation and accessibility, stimulate local economies and create new jobs and volunteer opportunities.

I look forward to seeing more community based sporting clubs, local participants, volunteers and passionate supporters benefitting from the *Sporting Club Grants Program*.

A handwritten signature in black ink that reads "John Eren". The signature is written in a cursive, slightly slanted style.

Hon John Eren MP

Minister for Sport

Contents

Message from the Minister for Sport, Jon Eren	3
Program description and objectives	5
1. What is the Sporting Club Grants Program?	5
1.1 Why is the Victorian Government funding these grants?	5
2. Who can apply?	6
3. What types of activities might be funded?	7
3.1 What will not be funded?	9
4. What are the funding details?	10
5. What is the application process?	11
6. How will applications be assessed?	12
6.1 Information you will need to provide as part of your application	12
6.2 What are the other assessment criteria?	13
7. Conditions that apply to applications and funding	15
7.1 Funding agreements	15
7.2 Acknowledging the government's support and promoting successes	15
7.3 Payments	15
7.4 Privacy	15
8. Resources and additional information	15

Program description and objectives

1. What is the Sporting Club Grants Program?

The *Sporting Club Grants Program* provides grants to assist in the purchase of sports uniforms and equipment and to improve the capacity and accessibility of Victorian clubs and other community sport and recreation organisations and increase the skills of their coaches, officials and managers.

The program has four funding categories:

Category 1: Uniforms or Equipment

Grants up to \$1000 to purchase uniforms or other equipment that is essential for participation.

Category 2: Skill Development

Grants up to \$2000 to improve the skills of club members by providing training for coaches, officials, administration staff and management committees.

Category 3: Club Operational Capacity

Grants up to \$5000 to improve the operational effectiveness and efficiency of clubs through strategic planning or, to increase community participation through accessible sport and active recreation opportunities such as pilot programs.

Category 4: Aboriginal Participation

Grants of up to \$1000 for uniforms and equipment, up to \$2000 for skills development training and up to \$750 for travel to competition or training.

1.1 Why is the Victorian Government funding these grants?

Sport and active recreation plays an important part in the lives of Victorians. It provides settings for social interaction, sharing common interests, achieving personal bests and community inclusion.

Sporting clubs play a big part in shaping and supporting local communities. Being part of a sporting club provides a socially valued role for participants and creates a sense of community membership.

The Sporting Club Grants Program contributes to the Victorian Government's sport and recreation policy priorities and provides a single entry point for community sport and active recreation clubs to access funding that will assist in addressing a range of barriers to community participation right across the state. A key priority is increasing the participation of Aboriginal people in sport and recreation.



2. Who can apply?

Community organisations delivering sport and active recreation programs anywhere in Victoria may apply. Applicants must:

- be non-government, not-for-profit and registered as an incorporated body at the time of application and for the project duration. If an applicant organisation is not registered as an incorporated body, it must arrange for a legally constituted organisation to manage the grant funds
- possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment
- adhere to and enforce the *Fair Play Code* (or) their relevant state sporting association code of conduct/member protection policy, which incorporates the *Fair Play Code*. Further information about this code can be found at www.sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code
- comply with the expectations of the Victorian Anti-doping Policy 2012. Further information about this policy can be found at <http://www.sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping>
- have satisfactorily met reporting requirements on any grants previously received from the Department of Health and Human Services.

Note:

- school sport and recreation clubs are only eligible to apply if players are not current students
- university sport clubs that participate in inter-varsity competitions are not eligible
- any club or organisation can only submit one application in Category 1 or 2 and one in Category 3 in each funding round
- if any club or organisation is considering applying for a Category 1 or 2 grant, they must not have received a Sporting Club Grant in Category 1 or 2 in the previous funding round
- if any club or organisation is considering applying for a Category 3 grant, they must not have received a Sporting Club Grant in Category 3 in the previous funding round
- priority will be given to any club or organisation that has not previously received a Sporting Club Grant in any Category.



3. What types of activities might be funded?

Category 1

The purchase of sporting uniforms or equipment that is essential for participation, safety, or first aid equipment for immediate attention to injury that may occur participating in sport or active recreation.

Eligible items may include but are not limited to:

Uniforms, for example:

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

OR

Equipment, for example:

- bats
- racquets
- nets
- equestrian jumps
- goal post padding
- match balls
- badminton
- team equipment kits
- first aid equipment
- protective equipment including gloves, helmets and batting pads

Priorities

- projects that will increase participation in communities or population groups with existing low levels of participation in sport and physical activity, eg. Aboriginal people, LGTBI or culturally and linguistically diverse communities
- reducing financial barriers to participation in communities with existing high levels of socio-economic disadvantage
- providing uniforms for competitors and active participants (including umpires) rather than for non-playing officials eg team manager, coaches
- maximising the benefit of the grant by providing uniforms and equipment that will be owned by clubs and used by multiple members/teams over time.

Category 2

Initiatives to improve the skills of club members through training for coaches, officials, administration staff and management committee members.

Examples of initiatives may include but are not limited to:

- participation in courses (coaching or umpiring accreditation, first aid, etc)
- workshops for administrators and committee members in financial management, governance or information technology.

This does not include initiatives to improve the skills of players/participants to play their chosen sport or activity.

Priorities

- projects that will increase participation in communities or population groups with existing low levels of participation in sport and physical activity, eg. Aboriginal people, LGTBI or culturally and linguistically diverse communities
- reducing financial barriers to participation in communities with existing high levels of socio-economic disadvantage
- training courses that provide certified accreditation
- maximising the benefit of the grant by providing opportunities to several members to develop skills and participate in training courses

Category 3

Initiatives to improve the operational effectiveness and efficiency of organisations.

For example:

- preparation of a business plan
- development of policy and procedure manual(s)
- development of a club or organisation website.

Initiatives, such as a pilot program, to increase community participation through accessible sport and active recreation opportunities.

For example:

- start-up costs associated with the development of sport and active recreation programs, such as a pilot program, that aim to increase the equity, diversity and inclusiveness of sport and recreation for low participation groups. This can include, promotional material, equipment, uniforms, training.
- promotional materials, such as aboriginal-specific club information flyers or information in other languages

Priorities

- projects that involve collaboration between community organisations, across localities, and include different sport and active recreation activities
- applicants from areas identified as disadvantaged
- projects involving people with a disability, women and girls, aboriginal people, school-aged children, culturally and linguistically diverse communities, LGBTI and older adults.

Category 4

- the purchase of equipment that is essential to participation in sport or active recreation or required to develop programs that will provide opportunities for Aboriginal Victorians to participate in sport and active recreation
- travel and accommodation costs over a 12-month period for athletes, coaches, officials or teams that are required to travel to train or compete. For example, an athlete or team that is regularly required to travel to train, or a regional club that is required to travel to a number of other towns in order to compete in their local competition or carnivals
- initiatives to improve the skills of the Aboriginal community members/volunteers of an organisation that is targeting increasing participation in sport and active recreation for Aboriginal Victorians. For example, coaching, administration and committee management.

3.1 What will not be funded?

The *Sporting Club Grants Program* will not fund the following:

- project activity beginning, or uniforms or equipment purchased, prior to the closing date of each round
- personal protective equipment such as mouth guards
- personal flotation devices
- defibrillators
- material/s from which sporting uniforms will be made
- fixed playing surfaces and structures (for example, synthetic pitch, goal posts)
- capital expenditure including the purchase of land (for example, permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets, ramps and other permanent structures)
- repair of equipment, structures and playing surfaces (for example, golf course, turf wicket pitch)
- non-playing/participation equipment (for example, public address systems, banners, trophies, videos, sunshades, gazebos, carpet/lino, clubroom items, wicket covers, scoreboards, GPS, computers and IT equipment)
- canteen items (for example, microwave ovens, soft drink, food, alcohol, cooking utensils)
- maintenance equipment (for example, lawn mowers, rollers, line marker, hose, compressors)
- purchase or leasing of vehicles (for example, boats, bikes, golf carts, jet-ski, go-kart), trailers and accessories
- firearms (for example, rifles, pistols), scopes and ammunition
- applications from schools, hospitals, or individuals
- courses that don't provide a direct participation outcome eg responsible service of alcohol training
- ongoing operational costs (for example, salaries for ongoing positions, rent, electricity and other utilities)
- requests for existing activities (only new projects will be considered)
- applications under Category 1 or 2 from clubs or organisations that have received a grant under Category 1 or 2 in the previous funding round
- applications under Category 3 from clubs or organisations that have received a grant under Category 3 in the previous funding round
- applications under Category 4 from clubs or organisations that have received a grant under Category 4 in the previous funding round
- projects considered the responsibility of other agencies, including those that currently receive significant financial support from other funding bodies or programs at local, state or federal government level
- training courses to enhance the physical skills of participants
- catering costs for hosting training courses
- equipment aimed at enhancing the physical skills of participants (for example, agility ladders, bowling machines).



4. What are the funding details?

The following conditions will apply to activities that receive a grant:

- the grant recipient (or funds manager) must enter into a funding agreement with the Department of Health and Human Services which sets out the conditions and reporting requirements
- sports clubs, leagues or associations who are grant recipients must adhere to the *Fair Play Code* (or) their relevant state sporting association code of conduct/member protection policy, which incorporates the *Fair Play Code*. Grant recipients must adhere to the code during the life of the project and agree to carry out its requirements
- the project must be completed within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department of Health and Human Services
- funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to the Department of Health and Human Services for approval prior to implementation
- grant recipients (or fund managers) without an Australian Business Number (ABN) must provide a completed Statement by a supplier form so that no tax is withheld from any grant payments.
- grants to recipients (or fund managers) not registered for GST will be made exclusive of GST.



5. What is the application process?

Applications will be considered in two assessment rounds each year as detailed in the table below

Funding round	Applications open	Applications close
2018-19 Round 1	22 May 2018	27 June 2018
2018-19 Round 2	19 December 2018	20 January 2019

There are some important steps to consider before submitting an application.

Step 1: Check your eligibility

Check the detailed information contained in this guide to see if your organisation and your proposed activity is eligible. Other important information about this grant program and the application process can be found at www.sport.vic.gov.au/grants

We highly recommend you contact your Sport and Recreation Victoria regional contact to discuss projects under Category 3. Contact details can be found at www.sport.vic.gov.au/grants-and-programs/sporting-club-grants-program under the eligibility section.

Step 2: Apply online using My Grants

To apply, go to www.sport.vic.gov.au/grants

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

Advantages of applying online

Submitting your application online through Grants Online ensures it is received by Sport and Recreation Victoria 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 and 5pm, Monday to Friday.

Attaching required information

You can attach documents to your online application as long as they are in an acceptable file type (e.g. Word, Excel, PDF, or JPEG) and don't exceed the maximum file size. Remember these tips:

- attached files must not be larger than 5MB in size

Third Party Grant Writers

If a third party grant writer is used:

- Applicants are reminded that they are responsible for ensuring all information in the application is accurate and correct
- Any ambiguous responses to questions in the application form may detract from the application in assessment
- The Department of Health and Human Services reserves the right to seek proof of any data or information provided in the application

No part of any approved grant amount can be applied to the costs of a third party grant writer.

6. How will applications be assessed?

Eligible applications will be assessed based on responses provided in the application form.

Eligibility does not guarantee success. It is expected that more applications will be received than can be funded.

Applications will be assessed against the criteria listed in 6.2.

Please note that the assessment process may take at least three months from the closing date. Applicants will receive written notification of the outcome of the assessment process.

6.1 Information you will need to provide as part of your application

Category 1

All applications must provide a quote prepared within the past 12 months for the uniforms or equipment intended to be purchased. The quote must include:

- details of item type
- number of items to be purchased
- individual and total cost of items to be purchased.

Applications submitted without an adequately detailed quote, will not be recommended for funding. Detailed information on how to provide a quote can be found at www.sport.vic.gov.au/grants

The program will not fund uniforms or equipment that have already been purchased prior to the closing date of each funding round as outlined in these guidelines.

Category 2

All applicants must document the cost of courses and workshops in the form of a quote to verify the project costings including:

- details of training course/s to be undertaken
- number of people participate in course
- individual and total cost of course/s

Category 3

All applicants must document costs associated with the project in the form of a quote to verify the project costings.

Consider providing the following as part of your application if applicable:

- letter(s) of support from organisation(s) involved in the proposed project

Category 4

All applicants must provide a quote prepared within the past 12 months for the uniforms or equipment intended to be purchased.

All applications must document the cost of courses and workshops in the form of a quote to verify the project costings.

6.2 What are the other assessment criteria?

Category 1

Why is this grant needed?

In your response, please describe:

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

What benefits will the grant provide?

In your response, please describe:

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

Applicants can provide up to 100 words in response to each assessment criteria. This is a guide as to how much information is required to provide sufficient detail to support your application.

Category 2

Why is this grant needed?

In your response, please describe:

- the need for the members to undertake the course (for example, they are new to coaching and have not done a course, it is a league requirement that all coaches have participated in the community coaching course, the club/team is new, etc)
- the need for a government grant to assist with the training costs (for example why the club/participants cannot fund the training themselves).

What benefits will the grant provide?

In your response, please describe:

- how the grant will benefit the club (for example, what receiving the grant would mean to the club and its members)
- who in your club will benefit from the grant and training courses (for example, one team or multiple teams over time)
- specifically how members participating in the training courses will help increase participation within your club, and/or reduce financial barriers to participation at your club.

Applicants can provide up to 100 words in response to each assessment criteria. This is a guide as to how much information is required to provide sufficient detail to support your application.

Category 3

Why is this grant needed?

In your response, please describe the demonstrated need for the project including:

- how it will improve operational effectiveness and efficiency or improve the skills of club members or increase participation in your clubs activities.

What benefits will the grant provide?

In your response, please describe specific outcomes of the project including:

- how the grant will benefit the club
- how many club members will be involved
- how many community members are expected to participate and how will they benefit
- what planning has been undertaken to successfully implement the project.

Applicants can provide up to 250 words in response to each assessment criteria. This is a guide as to how much information is required to provide sufficient detail to support your application

Category 4

Why is this grant needed?

In your response, please describe the demonstrated need and benefits, including:

- the demand for the uniforms, equipment, travel or skill development training for Aboriginal Victorians involved in relevant programs
- reasons for travel to training and competition
- who in the club will benefit (for example, who will be travelling for training or competition)

Applicants can provide up to 100 words in response to each assessment criteria. This is a guide as to how much information is required to provide sufficient detail to support your application.

7. Conditions that apply to applications and funding

7.1 Funding agreements

Successful applicants must enter into a funding agreement with the Department of Health & Human Services. Funding agreements establish the parties and their commitments and obligations to each other and set out the general terms and conditions of funding.

Different terms and conditions apply to different types of grants and grant recipients. These terms and conditions are not negotiable.

7.2 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 Club 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 department's marketing materials.

7.3 Payments

Payments will be made as long as:

- the funding agreement has been signed by both parties
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

7.4 Privacy

The department is committed to protecting your privacy. We collect and handle any personal or health information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal or health information 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. 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 *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

The department's Privacy Policy is now online at www.dhhs.vic.gov.au/department-health-and-human-services-privacy-policy.

Enquiries about access to information about you held by Department of Health and Human Services should be directed to the department's Freedom of Information unit by phone **(03) 9096 8449** or email Freedom of Information foi@dhhs.vic.gov.au.

8. Resources and additional information

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 5pm (except for public holidays).

