

Significant Sporting Events Program

Application Guidelines

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

© State of Victoria, Department of Health and Human Services, February 2017

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

(1602002)

Minister's Foreword



Victoria lives and breathes sport. We're home to some of the biggest events in the world including the Australian Grand Prix, Australian Open, and the Melbourne Spring Racing Carnival.

Our year-round calendar is enough to delight any sports fan, with a diverse line-up of events that we're proud to call our own.

A recent \$2 million Victorian Government budget boost has injected new life into the *Significant Sporting Events Program* which secures more than 70 events for Melbourne and regional Victoria each year.

It's in addition to our \$80 million war chest to bolster the state's bid to lure more major events to Melbourne and regional Victoria.

Funding is available to help attract, deliver, stage, and promote a broad range of sporting events.

State and national sporting bodies can now also apply for funding for the development of strategies to attract future events to Victoria.

Events funded in previous rounds have included Australian Gymnastics Championships, Para World Sailing Championships, Victorian Open Golf Men's and Women's Championships, National Water Polo League Finals, and the Women's Volleyball World Grand Prix in Bendigo.

Events like these turn the international spotlight on Victoria helping to showcase the best of everything our cities and regional centres have to offer.

Hosting major and significant events also helps fill our hotels and restaurants and in doing so, stimulates local economies, job growth and tourism. That's an extra \$21 billion injected into the economy and 205,000 jobs created annually.

Importantly, showcasing the best of sport in our own backyard provides the perfect inspiration for fans to emulate their heroes by getting active and healthy through sport and recreation.

That's why the Victorian Government is a proud supporter of programs like the *Significant Sporting Events Program*.

No one does big sporting events like Victoria. Together we can strengthen Melbourne and regional Victoria's position as the sporting events capital of the world.

It is with great pleasure that I invite applications for the *Significant Sporting Events Program*, and look forward to continuing our work in bringing the best events to Victoria.

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, Tourism and Major Events

Contents

Program description and objectives	5
1 About the Significant Sporting Events Program?	5
1.1 Why is the Victorian Government funding these grants?	5
2 Who can apply?	5
3 What types of activities might be funded?	6
3.1 Event Assistance Grants	6
3.2 Event Development Grants	6
3.3 What will not be funded?	7
4 What are the funding details?	7
5 What is the application process?	8
5.1 Funding rounds	8
5.2 Application process	8
6 How will applications be assessed?	9
6.1 Criteria	9
6.2 Information you will need to provide as part of your application	9
6.3 General information	10
6.4 Privacy	10
7 Conditions that apply to applications and funding	11
7.1 Funding agreements	11
7.2 Acknowledging the government's support and promoting success	11
7.3 Payments	11

Program description and objectives

1. About the Significant Sporting Events Program

The *Significant Sporting Events Program* assists sporting, community and event organisations to deliver sporting events in Victoria. The program, through the *Event Assistance Grant* and *Event Development Grant* categories, provides funding support for events that are at a national or international level and are supported or sanctioned by a recognised sporting authority. The *Strategic Event Planning Grants* provides funding support to develop strategic plans that seek to identify future events that could be hosted in Victoria and the requirements to do so.

1.1 Why is the Victorian Government funding these grants?

The *Significant Sporting Events Program* is designed to:

- attract and retain national and international sporting events to Victoria that enhance the reputation of the state as a host of events
- showcase elite level sport
- support and provide high performance pathways
- align with and support state and national sporting bodies strategic plans
- build capacity in sports and regional communities to attract larger national and international sporting events in future years
- encourage participation and sport development programs
- strengthen a sport's position on the national and international stage
- support Victoria's visitor economy through economic benefits and branding opportunities
- provide opportunities for Victorian teams and individuals to compete on home soil.

2. Who can apply?

The following organisations can apply for funding:

- state sporting associations (must be recognised by Sport and Recreation Victoria)
- national sporting organisations (must be recognised by the Australian Sports Commission)
- private event organisations (sanctioned or supported by a national sporting organisation and/or a state sporting association)
- venues
- local government authorities
- other not-for-profit organisations (sanctioned or supported by a national sporting organisation and/or a state sporting association)
- local sporting clubs and associations (must be affiliated with the state sporting association recognised by Sport and Recreation Victoria)
- sport conference organisers.

In addition, to be eligible for funding applicants must:

- be an incorporated body, cooperative or association (including business associations)
- possess an Australian Business Number (ABN)
- be financially solvent.

3. What types of activities might be funded?

The *Significant Sporting Events Program* will support sporting events that demonstrate an international or national component, or that will assist in meeting outcomes of a state or national body's strategic plan.

Grants from this program can be used for:

- international or national open championships
- international or national youth or masters events
- international or national events for disadvantaged groups
- international or national events for culturally diverse groups
- one-off international or national sporting matches
- events that support the outcomes of a state and/or national body strategic plan.

In addition, the Victorian Government has a focus on hosting events in regional Victoria. Favourable consideration will be given to applicants who host national and international sporting events in regional Victoria.

Consideration may also be given to events that are not at a national or international level, but are held in regional Victoria and attract large numbers of participants; have demonstrable impacts on the local economy; and generate significant media coverage and publicity for the region in outlets that are external to that region.

Applications may relate to single sport or multi-sport events.

Funding is now available for a limited number of national and international sport conferences held in Victoria. Event organisers should contact the Manager, Events, Sport and Recreation Victoria on 9096 9864 to discuss their event and receive a copy of the application form.

What is a significant event?

A significant sporting event is typically one that:

- attracts international or interstate participation of greater than 30 per cent of total participants
- provides opportunities for elite state and national level competitors in the sport or category (such as age group)
- delivers state-level profile to a region due to the scale of the event
- is the highest class of event for the sport and category that is being held in Victoria, as opposed to being one of several events of similar standing staged in Victoria
- is recognised by, and delivered under the rules and laws of the national or international sporting organisation of the specific sport.

3.1 Event Assistance Grants

Grants of up to \$20,000 are available under the *Event Assistance Grant* category. This category is for event organisers seeking funding support to assist with the general operational costs associated with hosting events.

3.2 Event Development Grants

Grants are available under the *Event Development Grant* category. Grants under this category can be used for developing or expanding events, or for events seeking funding to assist with high operational costs (more than \$200,000). Typically, funding of up to \$150,000 per event will be available to event organisers. Higher amounts will be considered on a case by case basis.

3.3 Strategic Event Planning Grants

Grants of up to \$20,000 are available under the *Strategic Event Planning Grant* category. Grants under this category will be provided to state and national sporting bodies to develop strategic event plans that seek to identify future events that could be hosted in Victoria and the requirements for doing so. Strategic event plans produced under this category must be consistent with the sport's strategic plan.

A funding ratio of SRV\$1:Applicants\$1 will apply.

3.4 What will not be funded?

The *Significant Sporting Events Program* will not fund:

- events that have received funding through the government's *Major Events Fund*
- cost of event bids
- events that conclude after 30 June 2018
- events that do not have the support of the recognised state and national sporting associations, or applicable international body (where relevant)
- events staged outside of Victoria
- purchase of assets (including buildings and vehicles)
- appearance fees
- travel by teams or individuals to events
- direct funding of individuals or organisations that do not have an appropriate legal status, such as being incorporated
- organisations that have failed to complete any previous projects funded by Sport and Recreation Victoria, without demonstrating sufficient cause

- purchase of land (any underlying asset created by a funded activity is to be owned by the Federal, state or local governments or a non-profit community organisation)
- routine or ongoing maintenance activities
- events that have already started at the time of the application, or events that will commence less than six months after an application is received (subject to the discretion of Sport and Recreation Victoria)
- recurrent operating costs, for example rent and utility costs
- events that do not meet the criteria of a significant sporting event as defined in section 3.

4. What are the funding details?

Category	Funding available	Funding Use
Event Assistance Grant	Up to \$20,000	To assist with the general operational costs associated with hosting events.
Event Development Grant	No set maximum, typically up to \$150,000	To develop or expand events and assist with high operational costs.
Strategic Event Planning Grant	Up to \$20,000	To assist with the development of strategic event plans.

5. What is the application process?

5.1 Funding rounds

Applications for both categories of the *Significant Sporting Events Program* are now open.

Applications must be received a minimum of six months prior to the commencement of the event (subject to the discretion of Sport and Recreation Victoria).

Please note that the assessment process takes up to eight weeks.

Applicants are encouraged to submit their applications at the earliest possible opportunity and take into consideration the following timelines:

Applications received by:	Will be assessed in:
31 July 2017	August
30 September 2017	October
30 November 2017	December

Applications will be considered outside these timelines on a case by case basis, including for applications received after 31 December 2017 for events held prior to 30 June 2018.

5.2 Application process

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

Step 1: Stakeholder consultation

Organisations seeking to access funds are encouraged to discuss their event proposal with agencies such as venues, local council and sporting associations. Applicants should demonstrate the support of stakeholders in their applications.

Step 2: Talk to Sport and Recreation Victoria

Applicants **MUST** discuss their event proposal with the Events Unit of Sport and Recreation Victoria prior to submitting their application. Please call the Events Unit on 9096 9864 or email events@sport.vic.gov.au (include *Significant Sporting Events Program* as the subject line) to discuss your event. National sporting associations should demonstrate how the state sporting association will be involved in and benefit from the hosting of the event.

Step 3: Apply online using Grants Online

To apply for funding under the *Event Assistance Grant* and *Event Development Grant* categories, go to www.sport.vic.gov.au/grants-and-programs/significant-sporting-events-program on the Sport and Recreation Victoria website. 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.

Applications can remain in Grants Online as a draft as you collate the required information.

Applications for funding under the *Strategic Event Planning* category and for sport conferences should be emailed directly to events@sport.vic.gov.au

Applying online

Submitting your application online through Grants Online ensures it is received by the department 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.

Required documentation

All items listed under section 6.2 must be emailed to events@sport.vic.gov.au

6. How will applications be assessed?

Eligible applications will be assessed using the information given as answers to each question in the application form, as well as the required supporting documentation. Applicants should answer each question and ensure they have provided the appropriate supporting documentation. Applicants that do not address each question adequately may not be considered.

6.1 Criteria

Applications under the *Event Assistance Grant* and *Event Development Grant* categories will need to demonstrate how the event meets some or all of the following criteria:

- showcases elite level sport
- supports or provides high performance pathways
- aligns with or assists in meeting outcomes of a state or national body's strategic plan
- builds capacity within the sport
- raises awareness of the sport
- provides participation and sport development opportunities
- improves liveability, particularly in regional Victoria
- contributes to the Victorian visitor economy through economic benefit and branding opportunities.

Applications for funding under the *Strategic Event Planning* category need to address the following:

- proposed project timelines (noting that projects must be complete by 30 June 2018)
- project scope, methodology and outcomes
- budget, including confirmation of funding available
- identify key stakeholders to be consulted during the project.

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

Please submit the following documents as required, with your application.

Event Assistance and Development Grant applications

- Event budget (draft budgets will be accepted)
- Evidence of support from a recognised state, national or international sporting association
- Previous event reports or evaluations
- Statement outlining how hosting the event meets strategic plan objectives

When supplying evidence of support, state sporting associations are required to provide evidence from a national body recognised by the Australian Sports Commission. National sporting organisations are required to provide evidence from an international governing body recognised by the International Olympic Council that the event is sanctioned. All other applicants are required to supply evidence to our satisfaction from a state sporting association recognised by Sport and Recreation Victoria and from a national body recognised by the Australian Sports Commission that the event is sanctioned.

6.3 General information

Demand for support through the *Significant Sporting Events Program* is high. Applicants must not assume they will be successful, or enter into commitments based on that assumption before receiving formal notification of the outcome of their funding application. Nor should applicants assume that if they are successful once, they will be successful again in the future.

All applicants are encouraged to plan for contingencies and consider other funding sources and options should their application be unsuccessful.

Multi-year funding agreements will be available, however these will be determined on a case by case basis and significant consideration will be given to the presentation of long term plans for financial sustainability.

Event organisers should demonstrate the use of the principles of Universal Design when developing and selecting a venue for their event to enable as many people as possible to participate in or attend the event.

6.4 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 *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

Department of Health and Human Services is committed to protecting the privacy of personal information. You can find the Department of Health and Human Services Privacy Policy online at www.dhhs.vic.gov.au/privacy/

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 dhsfoi@dhs.vic.gov.au

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 and Human Services. For each event, an Activity Schedule is negotiated. It sets out:
 - o event details
 - o funding amounts
 - o agreed actions and payments
 - o activity budget
 - o reporting requirements
 - o acknowledgement and publicity requirements
 - o other activity-specific requirements
 - o notices.
- Funds must be spent on the event as described in the application and as outlined in the funding agreement.
- Events are to be completed by the end of June 2018.
- A request to vary an approved event, and the subsequent funding agreement, must be submitted to the Department of Health and Human Services for approval prior to implementation.
- Event organisations must inform partnering organisations (where applicable) of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded event does not commence within six months of the department receiving the application.
- Event organisations are expected to liaise with the department officers on the planning and delivery of funded events as outlined in the funding agreement.
- Event organisations must provide financial information, including cash flow and budgets to the department, and provide a Final Event Report (including a final budget) using the department's template within 60 days of the completion of the event.
- Event organisations must underwrite the financial risk of the event.
- Events must be held in an appropriate venue in Victoria, including consideration of the principles of Universal Design.
- Event organisers are expected to comply with any applicable policies of the relevant national sporting organisation in relation to match fixing, gambling and anti-doping.

7.2 Acknowledging the government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Significant Sporting Events 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 event site(s).

Successful applicants are required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials.

7.3 Payments

Advance payments will be made in stages as long as:

- the funding agreement has been signed by both parties
- grant recipients provide reports as required, or otherwise demonstrate that the event is progressing as expected
- other terms and conditions of funding continue to be met
- a valid tax invoice is received by the Department of Health and Human Services.

For all grants over \$10,000, ten per cent of the total funding is paid on provision and acceptance of a Final Event Report, which will be due 60 days after the completion of the event.

