

2023-24 Sporting Club Grants Program Application Question and Guidance Document

Category 2: Volunteers and Officials

This document intends to assist you prepare the information required to apply for funding.

Outlined in this document are:

- the questions you will be asked on the application form
- the details you will need to provide; and
- tips to submit your application online through the DJSIR grants portal

All applicants must submit a completed online application via the DJSIR grants portal before 4pm on Wednesday 20 March 2024. Please **do not** submit this document as your application.

Starting an application

To start an application, visit the Sporting Club Grants webpage: <https://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program>

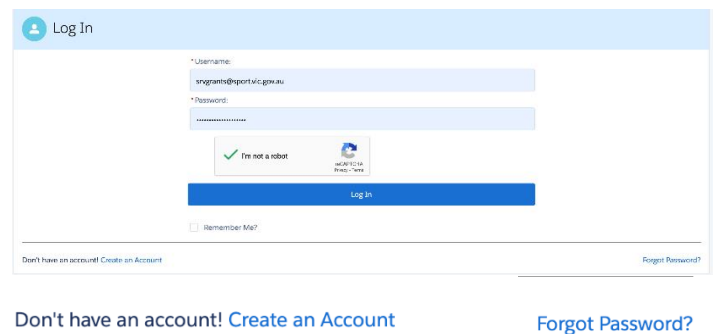
Click [Apply Now](#), then select the link of the Category that you want to apply for funding.



User Registration and Sign-in

You will need to log in to the DJSIR grants portal

- If you are already a registered user, you will be directed to enter your Username and Password
- If you have forgotten your password, you can click on the [Forgot Password](#) link on the log in page
- If you are not a registered user, you will need to [Create an Account](#)

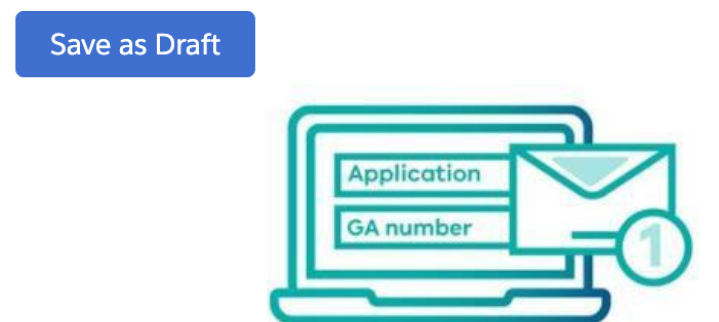


Save as Draft

Click [Save as Draft](#) before closing your web browser. Once you've saved your draft application, you will receive a confirmation email with a link to your draft application and a unique Grant Application (GA) number.

To return to your Draft, you can click on the link in the email, or log back into your portal account to see your Draft application at:

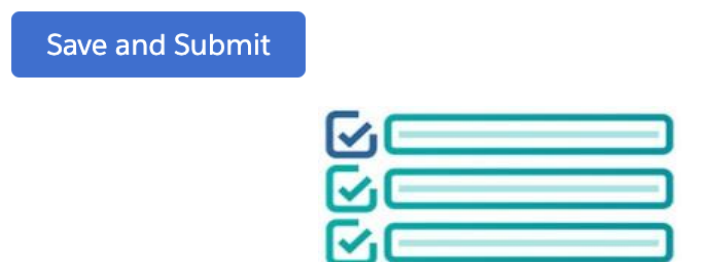
<https://businessvic.secure.force.com/GrantsPortalLogin>



Submit your application

Make sure you have provided the information and attachments required. To finish your application, click [Save and Submit](#) before 4pm on Wed 20 Mar.

Once you've saved and submitted your application, you will receive a confirmation email. For your reference, keep the email, GA-number and save a PDF copy of your application.



Category 2: Volunteers and Officials

In this category, applicants can apply for

- Up to \$2,000 for projects that provide practical improvements to strengthen volunteering and officiating.

SECTION 1: APPLICATION ELIGIBILITY & ATTESTATION

In this section, applicants will answer questions about their eligibility to apply for funding through this program. Only applicants who meet eligibility requirements will be able to progress and submit their application.

Please read the 2023-24 Sporting Club Grants Program Guidelines to check your eligibility for a grant through this program. The Program Guidelines can be accessed [here](#).

Question	Your Answer
Did your organisation receive a grant in any category from the Sporting Club Grants Program in 2022-23, or a grant in Category 1, 2 or 3 in Round 1 of 2023-24?	<p>Yes or No</p> <p><i>Applicants that received a grant from the 2022-23 Sporting Club Grants program, or a grant in Category 1, 2 or 3 in Round 1 of 2023-24, are not eligible to apply or receive funding in Category 2 for Round 2 of 2023-24.</i></p> <p>If unsure, please check the list of Previous Sporting Club Grant Recipients on the Sporting Club Grants webpage here.</p>
Does your organisation adhere to and enforce the Fair Play Code, or your State Sporting Association's code of conduct and/or member protection policy, which incorporates the Fair Play Code?	<p>Yes or No</p> <p><i>Applicants must meet this eligibility requirement to receive a grant through this program.</i></p> <p>Further information about the Fair Play Code can be found on our website at https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code</p>
Has your organisation implemented, and is it maintaining, policies relating to the Child Safe Standards in accordance with the Child Wellbeing and Safety Act 2004 (Vic)?	<p>Yes or No</p> <p><i>Applicants must meet this eligibility requirement to receive a grant through this program.</i></p> <p>Further information about this code can be found at https://ccyp.vic.gov.au/child-safe-standards</p>
Does your organisation have a Sport Integrity Australia approved anti-doping policy in place and comply with the National Anti-doping Scheme (where required)?	<p>Yes or No or N/A</p> <p><i>Applicants must meet this eligibility requirement to receive a grant through this program.</i></p>
Is your community sport or active recreation club or organisation affiliated with a State Sporting Association (SSA) or State Sport and Active Recreation Body (SSARB)?	<p>Yes or No</p> <p>Name your SSA or SSARB</p>
Have you accessed, read and understood the conditions applicable to the grant?	<p>Yes or No</p> <p><i>To be funded through this program, applicants must access, read and understand the Conditions of Grant.</i></p> <p>The Conditions of Grant can be accessed here.</p>

Does your organisation acknowledge and agree to be bound by the Conditions of Grant?

Yes or No

To be funded through this program, applicants must access, read and understand the Conditions of Grant.

The Conditions of Grant can be accessed [here](#).

Have you obtained quote/s, which correspond to all eligible costs and are equal to, or greater than the total amount requested for funding?

Yes or No

All applications must include quote/s which correspond to all costs. Funding is only available for projects commencing from 21 March 2024.

This program does not fund projects retrospectively or reimburse costs already spent.

Review the Program Guidelines, for the eligible costs, and costs we will not fund in Category 2, to ensure the requested costs are funded through this program.

SECTION 2: APPLICANT ORGANISATION

In this section, applicants will include details that provide an overall profile about their organisation.

Question	Your Answer
Name of Applicant Organisation	
Type of Organisation	Select one <ul style="list-style-type: none">• Incorporated Association• Company limited by guarantee• Aboriginal and Torres Strait Islander corporation• None of the above
<i>If you selected Incorporated Association</i> What is your Incorporated Association Register Number?	Provide your 9-digit Incorporated Association Register Number Letter "A" followed by 7 digits and an uppercase letter e.g. A0000000L Check your organisation's registration number on the Victorian Names Register here: https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association Your status must be Registered to apply and receive funding.
<i>If you selected Australian Company</i> What is your Australian Company Number (ACN)?	Provide your 9-digit ACN number Check your organisation's ACN on the ASIC Registers here: https://connectonline.asic.gov.au/ We only accept applications from Australian Public Companies, Limited by Guarantee .
<i>If you selected Aboriginal & Torres Strait Islander Corporation</i> What is your Aboriginal & Torres Strait Islander Corporation Number (ICN)?	Provide your 3 to 5 digit ICN number Check your organisation's ICN here: https://www.oric.gov.au/

If you selected None of the Above

Do you agree to nominate an Auspice Organisation?

If your organisation is **NOT** an incorporated association **OR** a company limited by guarantee **OR** an Aboriginal and Torres Strait Islander corporation, you must nominate an **Auspice Organisation** to receive and auspice any grant funds paid in the event of a successful application.

Agree or Do Not Agree

The details of your Auspice Organisation must be included in Section 4 of the application form.

The applicant must also attach a letter to Section 9 of the application form, which confirms they agree to act as your Auspice Organisation.

Does your Organisation have an Australian Business Number (ABN)?

Yes – Provide your 11-digit ABN

Check your organisation's ABN on ABN Lookup here:
<https://www.abr.business.gov.au/>

No – If your organisation does **not** have an ABN, a completed Australian Taxation Office Statement by Supplier form is required. Please complete and sign an [Australian Taxation Office Statement by a Supplier form](#) and attach it to Section 9 of the application form.

How to fill in ATO Statement by Supplier form:

Section A: Supplier details - provide the **Organisation's Name and Address**

Section B: Declaration - provide the **Authorised Person's Name**, signature and date

What is your organisation's physical address?

This address is **where your organisation conducts its main sport or activity** – e.g. sports ground, recreation reserve, clubroom, local facility

On the application form, you will enter your address in the Physical Location Address Lookup to search for your address. Enter street address, then scroll down to select the matching address.

If your address could not be found in the Physical Location Address Lookup, you will need to click on link within the application form and enter your address manually (see below):

The entered address could not be found or of an invalid address format. Please review the input and try again.

[Alternatively, click here to enter an address manually.](#)

The details required to enter a valid address are:

- Street Address
- Suburb/Town
- State
- Postcode
- Country

Does your organisation have a postal address?

Yes or No

If your organisation has a head office or postal address that is different to your physical address, please provide these details.

SECTION 3: AUTHORISED REPRESENTATIVE

In this section, applicants must include the details of the person at your organisation selected as the Authorised Representative for your grant application.

An authorised representative means an officer of the organisation that has authorisation and capacity to enter the grant agreement on behalf of the organisation.

The Authorised Representative must be selected by your organisation to submit your application and receive an Email of Acceptance (if the application is successful).

Question	Your Answer
Who is your organisation's Authorised Representative?	<ul style="list-style-type: none">• Title• First Name• Last Name• Role with the Organisation• Telephone• Mobile• Email <p>Provide an email that is accurate and active. Sport and Recreation Victoria will communicate outcomes with you through this email.</p>

SECTION 4: AUSPICE ORGANISATION

In this section, applicants who require an Auspice Organisation, must include the details of their Auspice Organisation. These are the same details that are requested in Sections 2 and 3.

Question	Your Answer
If this application is successful, will you require an Auspice Organisation to manage the grant funds?	<p>Yes</p> <p>Applicants will require the full details of their Auspice Organisation including:</p> <ul style="list-style-type: none">• Incorporated Association OR Company limited by guarantee OR Aboriginal and Torres Strait Islander corporation• ABN• Physical Address• Postal Address; and• Authorised Representative <p>If your application is successful, the Authorised Representative of your Auspice Organisation will accept, sign and return a Grant Agreement and be responsible for receiving and managing payment.</p> <p>All applicants must upload a letter from their Auspice Organisation to confirm they agree to act as your Auspice Organisation. This must be uploaded to the form at Section 9.</p>

SECTION 5: PROJECT DETAILS

In this section, applicants will provide details about the project they are requesting funding to support.

Question	Your Answer
Project Details	<p>In 10 words or less, name your project – e.g. Volunteer recognition event, Training to up-skill coaches, First-aid training for volunteers</p>
What is the Amount Requested?	<p>Applicants can apply for up to \$2,000. The amount requested should include all GST that will be payable, regardless of your organisations GST status.</p>
<p>What is your project? Provide a brief and clear description of your project.</p>	<p>Answer in 200 words or less. Answers must include:</p> <ul style="list-style-type: none"> • who at your organisation (volunteers, umpires, coaches, committee members) and how many people will participate • the proposed start and completion date, and/or a proposed timeline • if the project is to support training, development or knowledge building, who will facilitate or deliver the course • any relevant specifics relating to what you want to do with funding
<p>Are any of the participants undertaking the project under 18 years of age?</p>	<p>Yes or No</p> <p>Child abuse insurance is required for projects under this category, if the project is being delivered on a recurring basis to persons under the age of 18.</p> <p>In such instances, the applicant must have child abuse insurance of \$5 million, exclusive of public liability insurance.</p> <p>Written advice must be provided by the insurance provider and included in this application. Please upload the whole insurance policy.</p> <p>For further clarification on insurance requirements for this program, please contact Sport and Recreation Victoria via email at svrgrant@sport.vic.gov.au prior to submitting your application.</p>
<p>Introduce your organisation. What sport or active recreation do you deliver, where are you located and what are your aims?</p>	<p>Answer in 200 words or less.</p>

SECTION 6: ASSESSMENT CRITERIA

In this section, applicants must respond to the assessment questions as noted below and in the [Program Guidelines](#)

The Sporting Club Grants program includes a competitive application process. Eligibility does not guarantee success and it is expected that more applications will be received than can be funded.

Make sure you include all the information required, as applications are assessed on the details submitted and you will not be contacted during the assessment phase to clarify or request further details.

Question	Your Answer
1. How do volunteers and/or officials currently contribute to your organisation? Who are they, what are their current needs and how have they been consulted to identify these needs?	Answer in 200 words or less
2. What do you expect to achieve from funding? Why is your project critical to your organisation, community, and sport/active recreation?	Answer in 200 words or less
3. Will funding be used to attract, recruit and support a broad base of volunteers and/or officials? How? What is your vision or commitment to break down barriers to volunteering, or increase the diversity of volunteers and officials at your organisation?	Answer in 200 words or less

SECTION 7: DESCRIBING THE GRANT BENEFICIARIES

In this section, your organisation can indicate who are the groups that will directly benefit from receiving the requested grant. People can belong to more than one of the listed groups. This section is not mandatory to complete.

Question	Your Answer
Who are the groups that will directly benefit from receiving this grant to fund your uniforms and/or equipment?	<p>Answer by putting a number in the applicable boxes.</p> <p>You do not need to put a zero in boxes that not applicable to your application.</p> <p>Gender</p> <ul style="list-style-type: none"> • Woman • Man • Self-described <p>Diversity</p> <ul style="list-style-type: none"> • People with disabilities • People who are Aboriginal and/or Torres Strait Islander • People from culturally and linguistically diverse backgrounds • People who are refugees • People who are socio-economically disadvantaged • People who reside in Regional Victoria



	<ul style="list-style-type: none"> • People who identify as LGBTIQ+ (Lesbian, Gay, Bisexual, Trans and gender diverse, Intersex, Queer and questioning) <p>Volunteers</p> <ul style="list-style-type: none"> • Committee/decision making • Other
<p>What are the three main sport or active recreation activities that relates to this application?</p>	<p>Select your three main activities only. Use the arrows to add your selections.</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 300px;"> <p>Unselected Items</p> <ul style="list-style-type: none"> Table Sports Table Tennis <li style="background-color: #e0f0ff;">Taekwondo Tennis Tenpin Bowling Touch Football Tracks/Trails Transplant Sports Triathlon Underwater Hockey </div> <div style="margin: 0 10px; text-align: center;"> <p>Add</p> <p>Remove</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 200px; height: 100px;"> <p>Selected Items</p> </div> </div>

SECTION 8: PROJECT BUDGET

In this section you will provide a financial overview, including both income and expenditure that relates to this grant. \$2,000 is the maximum grant amount you can request.

- **Income** = the grant amount requested + other financial contributions or income sources
- **Expenditure** = the total cost of the uniforms and/or equipment + any other relevant expenses

You will need to enter the full amount as indicated by your quote/s, including cents e.g. 985.50. Please do not round up, use the dollar symbol (\$) or use commas.

Applicants requesting funding for projects greater than \$2,000 will need to include your organisations' contributions or other income streams that will support the full delivery of the project.

Grant payments made under this program will be provided exclusive of GST. This means, regardless of your organisations' GST status, if funding will be used to pay expenses attracting GST, the amount requested should include all GST that will be payable for that supply.

PROJECT INCOME	
Amount Requested from the Sporting Club Grants Program \$	
Contributions (Your Organisation) \$	
Contributions (Other Organisation) \$	Name of Other Organisation
Other Income \$	Other Income Description If you have used 'Other Income,' provide a breakdown including the description and dollar amount
TOTAL PROJECT INCOME \$	

PROJECT EXPENDITURE

Provide an expenditure breakdown, including the dollar amount and description of how the grant funds will be spent.

If planning a volunteer event, the purchases of capital assets, new operational and administrative expenses, event costs, venue hire or equipment that directly relate to this event, will only be funded if reasonably attributable to the delivery of the project.

This includes:

- Event and project management staff: short-term, specialised, or program staffing
- Promotion: advertising, publicity, marketing, stationery, printing, and publishing
- Digital capability: website or development costs that directly relate to the event

Expenditure 1 \$ e.g: 1000.50	Expenditure 1 Description e.g: First aid training cost for three coaches
Expenditure 2 \$	Expenditure 2 Description
Expenditure 3 \$	Expenditure 3 Description
Expenditure 4 \$	Expenditure 4 Description
Expenditure 5 \$	Expenditure 5 Description
Expenditure 6 \$	Expenditure 6 Description
TOTAL PROJECT EXPENDITURE \$ Total Income minus Total Expenditure must equal \$0.00 before you can proceed with your application.	

SECTION 9: ATTACHMENTS

In this section, you will upload all mandatory support documentation to accompany your application.

Your application must include quote/s which correspond to all items to be funded.

Quotes must:

- be dated from 1 October 2023
- be equal to, or greater than the total amount requested for funding
- include details: name, description, quantity, unit and total costs
- include the supplier's business/company details (business name, ABN and/or website)

Provided they contain all of the above information, acceptable quotes can include:

- website shopping carts
- unpaid invoices
- screen shots

If applicable, other attachments that are necessary to include are:

- ATO Statement by Supplier Form, for organisations that do not have an ABN
- Letter from the applicant's Auspice Organisation, that confirms they agree to act as your Auspice Organisation.
- Insurance Policy relating to child abuse insurance

The acceptable file types for all attachments are: Word, Excel, PDF or JPEG only. Please ensure attachments are under 5MB.

You must upload at least one attachment to proceed with your application.

*Quotes

ATO Statement by Supplier Form (if required)

Supporting letter from Auspice Organisation (if applicable)

Insurance Policy relating to child abuse insurance

Other attachment (if required)

Other attachment (if required)

 Select File

max size 5 MB

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SECTION 10: BANK ACCOUNT DETAILS

In this section you will provide your organisations bank account details and declare the details provided to be true, complete and accurate. You will be required to confirm your answers twice to ensure accuracy.

Personal bank account details must not be provided. We will only pay grant funds into the account of the organisation.

A remittance advice will be sent to the nominated email address provided in this section. You do not need to create an invoice in relation to this transaction.

Question	Your Answer
What is your bank account name?	Provide the name of your bank account NOT the name of your bank or financial institution
What is your BSB number?	Provide your 6-digit number without dashes, spaces or commas
What is your account number?	Provide number with a maximum of 9-digits, without dashes, spaces or commas
What is your email?	Provide the email address where remittance advice will be sent
Declaration	Your Answer
I/We declare that the details provided in this application are true, complete and accurate, Including the Australian bank account details (BSB and Account Number). I acknowledge and accept that the provision of incorrect details will delay the processing of my application and/or not receiving payment as a result of the provision of incorrect bank account details.	<input type="checkbox"/> <i>You must check the box to accept the declaration and be able to proceed with the application.</i>

SECTION 11: DECLARATION

In this section you will be presented with information relating to:

1. PRIVACY AND USE OF INFORMATION CONSENT
2. CONDITIONS OF GRANT; and
3. DECLARATION AND ACKNOWLEDGEMENT

Applicants must read and accept the declarations, prior to submitting their application.

Declaration	Your Answer
By checking this box, I/We as the authorised representative of the Applicant confirm the accuracy of all details in this Application and make each of the declarations set out above on behalf of the Applicant in the knowledge the Department is receiving this information and will rely on it when making decisions about this application and any payment of the grant to the Applicant.	<input type="checkbox"/> <i>You must check the box to accept the declaration and be able to proceed with the application.</i>
By checking this box, I/We as the authorised representative(s) of the Applicant confirm the Conditions of Grant have been accessed, read and are understood by the Applicant (through each of its officers and representatives) and if an Agreement (as defined in the Conditions of Grant is formed), the Applicant agrees to be bound by the Agreement.	<input type="checkbox"/> <i>You must check the box to accept the declaration and be able to proceed with the application.</i>
Question	Your Answer
What is your name, position and the date?	
Save and Submit	Click Save and Submit A confirmation message will be displayed and emailed. If you do not receive this message, contact us at: svgrants@sport.vic.gov.au