

All Abilities Workforce and Sector Support Program 2024-27

Guidelines



Acknowledgement of Country

The Victorian Government proudly acknowledges Aboriginal people as the First Peoples and Traditional Owners and custodians of the land and water on which we rely. We acknowledge Aboriginal and Torres Strait Islander Victorians with disability are best placed to determine culturally safe and inclusive approaches in their communities.

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Message from the Minister for Community Sport

There are more than one million people in Victoria living with disability, and the Victorian Government is committed to increasing their participation in community sport and active recreation – both on and off the field.

Through the *All Abilities Workforce and Sector Support Program*, the Victorian Government is increasing efforts to boost workforce and sector capability, and develop and enhance pathways for people with disability into regional sport and active recreation.

Growing and enhancing participation opportunities that give more Victorians a chance to participate in sport and active recreation is a key objective of *Active Victoria 2022-2026* which forms a strategic framework for sport and active recreation in Victoria.

The new *All Abilities Workforce and Sector Support Program* is designed to support organisations increase their capability to create inclusive environments for people with disability. It aims to support partnerships that engage people with disability in sector roles including coaches, officials, team managers, administrators, and board members.

We are calling on sector leaders across a range of organisations including the disability sector, state sport and active recreation bodies and regional sports assemblies to partner with us to create opportunities for people with disability.

This Program will create change through new partnerships that improve sector capability to embed inclusive practices through training, resources and shared learning, along with new participation opportunities across regional Victoria.

The Program will also provide people with disability real job opportunities and empower people with disability to lead exciting careers in the sport and active recreation sector.

The *All Abilities Workforce and Sector Support Program* is part of our new \$40 million *All Abilities Sport Fund* that is removing barriers for people with disability to get involved in sport and active recreation in regional Victoria.

I look forward to seeing many life-changing initiatives supported through this Program.



THE HON ROS SPENCE MP
Minister for Community Sport

1. Overview

1.1. Background of the Fund

The Victorian Government established the \$40 million *All Abilities Sport Fund* to improve accessibility and inclusion for people with disability in sport and active recreation in regional Victoria.

The *All Abilities Sport Fund* extends the Victorian Government's long-standing commitment to supporting safe, inclusive and welcoming community sport and active recreation opportunities for people with disability, including recently through our *Together More Active 2023-27 Program* and *Access for All Abilities Program 2021-23*.

The benefits of sport and active recreation as a participant, employee or volunteer should be available for all Victorians to experience. However, some people do not experience equal access and opportunity, or face greater barriers to participation in sport and active recreation. This includes people with disability and those living in regional areas.

The *All Abilities Sport Fund* is informed by the following priority outcomes and action areas as set out in *Active Victoria 2022-2026*:

- **Sustained Participation** – More Victorians participate equitably in sport and active recreation
- **Infrastructure** – Victoria has inclusive, accessible, and respectful places and spaces for sport and active recreation
- **Sector capability** – The sport and active recreation workforce is highly skilled and leads a strong, sustainable industry
- **Good Governance** – Sport and active recreation is a safe, inclusive and resilient sector.

1.2. About the Program

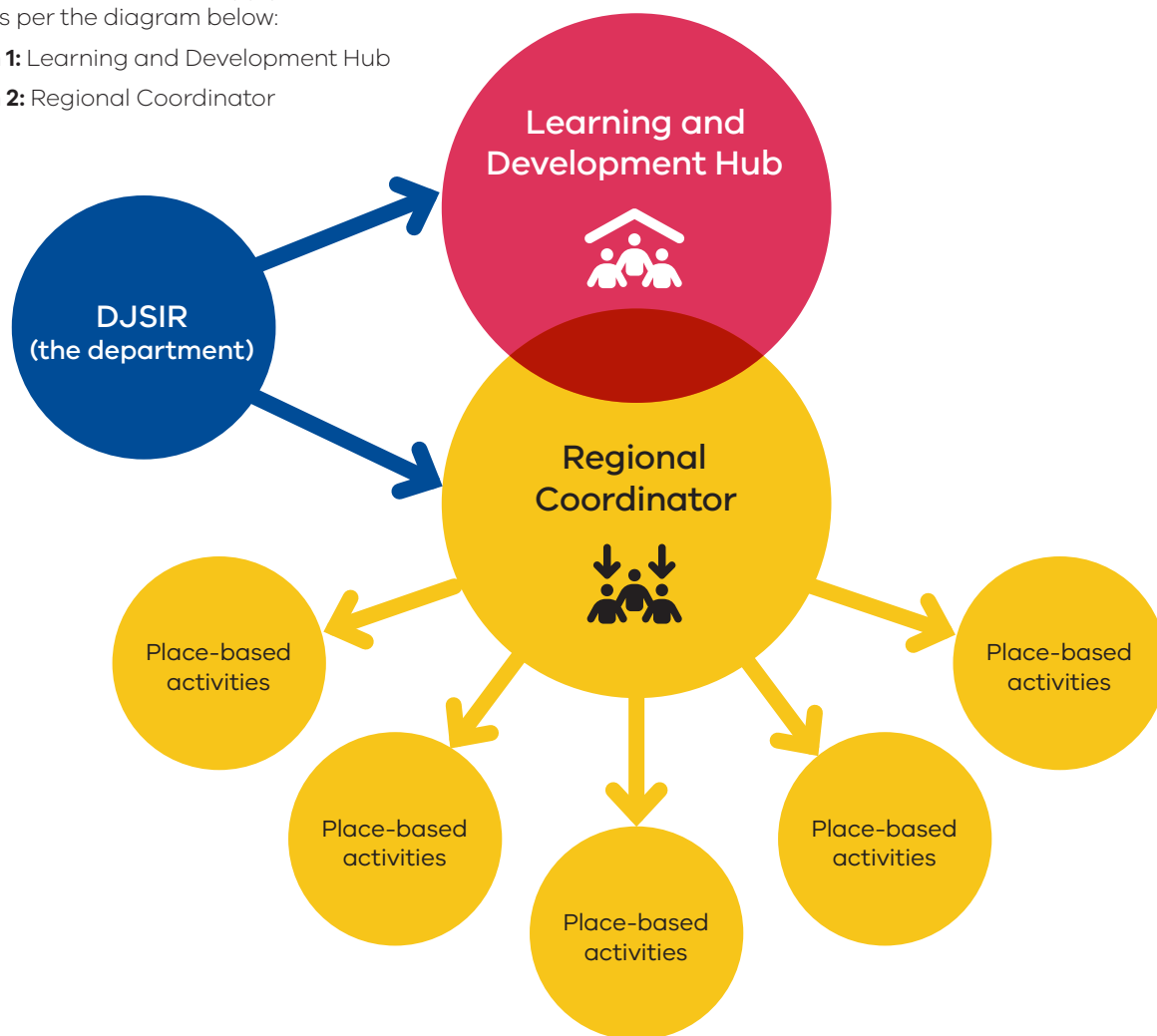
As part of the *All Abilities Sport Fund*, the Victorian Government is establishing the *Workforce and Sector Support Program 2024-27* (the Program) over 3 years to educate and upskill the sport and active recreation workforce, and provide more opportunities for people with disability to participate on and off the field.

The Program will support 2 components: establishment of a **Learning and Development Hub**, and a **Regional Coordinator** who will manage place-based activities to build workforce capability and increase opportunities for employment and participation for people with disability in sport and active recreation in regional Victoria.

1. The **Learning and Development Hub** will design, develop and deliver resources, training and learning opportunities to provide guidance and expertise on best practice disability inclusion in the sport and active recreation sector. Materials developed will be available beyond the life of the Program.
2. The **Regional Coordinator** will establish and maintain place-based networks to embed best practice disability inclusion and connect with people with disability, local disability networks, sporting clubs, active recreation providers and other community organisations. The Regional Coordinator role will manage funding for co-designed place-based projects and activities that provide greater access to sport and active recreation for people with disability (both on and off the field).

The Program will provide 2 streams of funding. Organisations can choose to apply for one of the streams as per the diagram below:

- **Stream 1:** Learning and Development Hub
- **Stream 2:** Regional Coordinator



Place-based activities will reach local communities including people with disability, sporting clubs, active recreation groups and other local networks and organisations.

The Program is managed by Sport and Recreation Victoria (SRV) within the Department of Jobs, Skills, Industry and Regions (DJSIR) (the department).

1.3. Program Objectives

The Program will be delivered exclusively in regional Victoria and aims to:

- develop resources and implement training through a co-design and partnership approach to facilitate inclusive practices and programs for the sector
- develop the regional community sport and active recreation workforce to increase their capability to deliver best practice initiatives that support inclusion for people with disability
- create innovative, sustainable and inclusive sport and active recreation environments for people with disability.

1.4. Program Outcomes

The intended outcomes of this Program are:

- improved workforce capability in regional Victoria, removing barriers for people with disability in sport and active recreation
- training and resources available for the Victorian sport and active recreation sector to support a more sustainable, resilient sport and active recreation sector beyond the life of the Program
- more people with disability participating in sport and active recreation (on and off the field, including in the workforce).

2. Available Funding

The Program has total available funding of up to \$12.58 million from 2024-25 to 2026-27 which will be distributed to the Learning and Development Hub and Regional Coordinator.

Funding stream	Learning and Development Hub	Regional Coordinator
Funding available	Up to \$2.5 million	Up to \$2.5 million* *The Regional Coordinator will be expected to manage funding for place-based projects worth up to a total of \$7.58 million.

**Regional Coordinator total funding available of up to \$2.5 million includes costs for grant administration and other Program-enabling costs (for example staffing, travel across regional Victoria and staff training).*

SRV reserves the right to negotiate a lower-than-requested funding amount for submitted applications.

3. Eligible Organisations

3.1. Who can Apply

The Program seeks applications from organisations that can deliver the activities stated in [Section 4](#). It is expected organisations will have a background in disability inclusion and community sport and active recreation, have managed significant investment across large geographical areas and have delivered place-based collaborations or partnership projects.

Eligible organisations include:

- [State sport and active recreation bodies](#) (SSARBs) recognised by SRV
- [Regional sports assemblies](#) (RSAs) recognised by SRV
- Sport and recreation, and disability peak bodies and industry groups
- A community organisation or company involved with training, working with people with disability, or
- A health service entity specialising in the provision of services to people with disability, or
- A Victorian higher education provider.

To be eligible, applicants must meet the following criteria at the time of application and if successful for the term of any funding agreement:

- a) Be an organisation operating in Victoria and
- b) Hold an active and valid Australian Business Number (ABN) and
- c) Be a legal entity (other than any legal entity listed at [3.2](#)), including without limitation:
 - i. a company registered under the *Corporations Act 2001* (Cth)
 - ii. an incorporated association registered under the *Associations Incorporation Reform Act 2012* (Vic).

3.2. Ineligible Organisations

The following are not eligible to apply:

- A Victorian local government authority
- An Australian, state or local government agency or body
- State sporting associations (SSAs)
- Victorian regional academies of sport
- A company not incorporated in Australia
- An unincorporated association
- An individual e.g. sole trader.

Interested organisations that are not eligible to apply directly for funding may consider partnering with eligible organisations to support either the Learning and Development Hub and/or Regional Coordinator. Refer to [Section 4.2](#) for more details on partnerships.

3.3. Other Conditions or Requirements of Applying

All applicants will be required to attest in their application to the conditions listed below and relevant legislative and policy requirements as outlined in [Section 12](#). If successful, all applicants will be required to maintain adherence throughout the life of the agreement.

- At the time of its application and, if successful, during the term of any grant agreement, hold a minimum of 40% women on its board or have an Office of Women in Sport and Recreation-approved work plan to meet this requirement (only applicable for applicants that are recognised organisations by SRV). Further information can be found at: changeourgame.vic.gov.au/leadership-centre/balance-the-board
- Have an inclusion action plan, disability action plan, equivalent written strategic policy or an equivalent commitment in the applicant's constitution (the adequacy of which will be determined by the department in its sole and absolute discretion)
- Reporting and delivery requirements for any grants the applicant has previously received from the Victorian Government under any grant program have been met to the satisfaction of SRV (only applicable to applicants that have previously been funded under a grant program through the Victorian Government). By applying, the applicant authorises the department to access all information in relation to such grants from any other department of the Victorian Government.

4. What is the Program?

The Program includes all activities that successful recipient/s will undertake in their role. The Program will vary depending on whether the applicant is applying under the Learning and Development Hub stream or Regional Coordinator stream.

The below sub-sections ([4.1.1](#) and [4.1.2](#)) indicate the different activities for these streams.

Applications should demonstrate how their organisation would approach these activities and any other deliverables that would contribute to the success of the Program.

It is expected the successful Learning and Development Hub and Regional Coordinator will work together to achieve Program outcomes and participate in governance arrangements at the department's request, including but not limited to a Program control group.

The department will contract one lead organisation for the Learning and Development Hub and a separate lead organisation for the Regional Coordinator. Applicants can collaborate with other organisations to support their application. Refer to [Section 4.2](#) on partnerships.

4.1. Program Streams

4.1.1 Learning and Development Hub

The aim of the Learning and Development Hub is to design, develop and deliver resources, training and learning opportunities that reflect best practice disability inclusion in community sport and active recreation to support people with disability, place-based organisations, community associations, sporting clubs and active recreation organisations. The Learning and Development Hub will work collaboratively with the Regional Coordinator.

Role activities:

- Design, develop and implement best practice training in disability inclusion for sport organisations, utilising training specialists where required
- where appropriate own the Intellectual Property (IP) to training materials and create a sustainable accessible web platform where it can be accessed beyond the funding period
- Deliver 'train the trainer' programs to key regional stakeholders including but not limited to the Regional Coordinator and place-based networks
- Consult and collaborate with a wide network of key stakeholders to inform training and decision-making, including identified Regional Coordinator and place-based networks
- Establish information sharing practices (Community of Practice, working groups etc.)
- Develop communication strategies to disseminate training and resources to the sport and active recreation sector
- Promote participation opportunities for people with disability in regional Victoria via accessible platforms e.g. AAAPlay
- Support a strategic and structured evidence-based approach to Program planning and development including data collection methods and reporting frameworks
- Participate in a Program control group with representatives from the department, the Regional Coordinator and other relevant parties
- Manage contractual arrangements required for Program delivery, which will be approved by the Minister for Community Sport
- Leverage and build partnerships to support the delivery of this Program.

4.1.2 Regional Coordinator

The aim of the Regional Coordinator is to establish and maintain place-based networks across all areas of regional Victoria, manage project funding and coordinate training and inclusive approaches to benefit people with disability, community associations, sporting clubs and active recreation organisations. The Regional Coordinator will work collaboratively with the Learning and Development Hub.

The Regional Coordinator will manage all place-based projects and activities, including:

- guideline development and administration of place-based project funding which will be approved by the Minister for Community Sport
- participating in a program control group with representatives from the Learning and Development Hub, the department and other relevant parties
- coordinating and supporting design of place-based projects with key stakeholders for innovative initiatives that represent best practice disability inclusion in community sport and active recreation
- establishing and maintaining networks* (it is anticipated a minimum of 5 regionally based organisations will be required to collectively cover all of regional Victoria)
- supporting the employment of place-based inclusion officers as required to work with sporting clubs and local networks to embed best practice disability inclusion
- implementing communication strategies to coordinate and disseminate training, resources and project funding through established networks
- supporting efficient reporting and data collation to monitor and measure Program outcomes
- leveraging and building partnerships to support the delivery of this Program
- managing contractual arrangements with successful place-based projects and any others required for Program delivery.

*The networks will:

- engage with key stakeholders to identify opportunities for improved disability inclusion outcomes, for example, disability networks, disability service providers, local government, health services, clubs, leagues, regional sport assemblies (RSAs), state sport associations (SSAs) and state sport and recreation bodies (SSARBs)
- participate in training and community of practice sessions for the Program
- report outcomes and progress of activities regularly through the Regional Coordinator
- apply for funding for place-based projects
- disseminate training and resources to local sport and active recreation workforce (paid and volunteer)
- promote participation opportunities for people with disability in community sport and active recreation (to ensure co-design approach).

Place-based Projects

The Regional Coordinator will administer place-based project and activity funding to local stakeholders e.g. local clubs, disability providers, community organisations. Examples of place-based projects may include:

- training for coaches and volunteers in inclusive practices
- co-design of programs with people with lived experience of disability
- participation programs for people with disability
- design or implement modified programs
- accessibility audits (this includes internal organisational requirements not infrastructure audits).

4.2. Partnerships

Partnerships are encouraged to support Program activities for both the Learning and Development Hub and Regional Coordinator. Applications may consider the role and suitability of partner organisations to deliver activities detailed under [Sections 4.1.1](#) and [4.1.2](#).

For the successful lead organisations, formalised partnership arrangements such as a memorandum of understanding will need to be implemented. Refer to ineligible organisations under [Section 3.2](#) for further consideration of potential partner organisations.

4.3. Beneficiaries

The Program activities are intended to benefit people with disability living in regional Victoria through a range of organisations. Specifically:

- people with disability through employment and/or volunteer opportunities
- people with disability through increased inclusive participation opportunities
- regional sport and active recreation workforce, both paid and volunteers through increased capacity
- community clubs and organisations (and their workforces) through disability inclusion skill development, training opportunities, resourcing projects, increased participation and networking
- place-based organisations and key stakeholders including but not limited to local sporting and active recreation clubs and leagues, disability networks, SSAs, RSAs and SSARBs.

4.4. Eligible Program Costs

- Staffing costs /salaries for the Program (these may be new staff or an extension of roles/ hours for existing staff – evidence of extensions of existing roles is required)
- Equipment hire or lease
- IT software and related infrastructure, web costs directly related to the Program
- Outsourced program delivery costs
- Travel and accommodation
- Advertising and promotion
- Other approved Program related costs, for example, venue hire, catering, events.

The department reserves the right to determine and/or negotiate eligible activities and expenditure in alignment with Program objectives.

4.5. Ineligible Activities and Expenses

The grant amount may **not** be spent on ineligible activities and expenditure.

Ineligible activities and expenditure include:

- activities that are already funded or partially funded by other government funding
- retrospective funding for activities that have already begun
- usual operational expenditure that is not Program-related, including existing staff costs, communications, travel, accommodation and office computing equipment
- routine replacement or minor upgrade of plant and equipment
- basic and routine professional services including legal and accounting fees
- any amount paid for goods and services tax
- costs related to preparing the grant application, any reports and preparing any variation requests
- building websites, sales and promotional activities, marketing or communications campaigns not related to the Program
- capital expenditure
- regulatory and intellectual property fees and charges associated with registering domestic or international patents or other intellectual property enforcement expenses.

4.6. Costings of Expenses and GST

The cost of GST must be excluded from the proposed budget. This means if the Program expenses are costed at \$1,100,000 including \$100,000 of GST, then the cost must reflect the excluded GST amount and be stated as \$1,000,000.

4.7. Program Timing

Programs will be expected to commence within an agreed timeframe of execution of the grant agreement.

Programs must be completed by 30 June 2027.

5. How to Apply

STEP 1: Check your eligibility

Check the detailed information contained in these guidelines ([Section 3](#)) to see if your organisation is eligible. Also refer to the FAQs on the [SRV website](#) before committing significant resources in developing an application. Contact sportprograms@sport.vic.gov.au if you would like to discuss further.

STEP 2: Register your interest and attend an online information session

Register your interest on the [SRV website](#) from 6 June 2024 until the application close date on 18 July 2024. You will receive an email detailing the application process. This will include application templates and a link to apply through the Grants Online portal.

Prospective applicants **are encouraged** to attend the online information session scheduled for 20 June 2024. This session will provide an opportunity to hear more about the Program, and to ask any questions before applying.

There will be an opportunity for you to submit any questions you may have prior to the session. These will be answered at the information session and added to the FAQ document on SRV's webpage.

STEP 3: Apply online

Please ensure you have the information required on hand, including all relevant documentation, and click on 'Start new application' to submit your application through Grants Online. You will receive an application number when you apply 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 SRV immediately and can be processed in the most efficient way.
- If you require assistance with applying online, please contact sportprograms@sport.vic.gov.au

General submission of application rules

- On submission of an application, the applicant accepts, and agrees to be bound by, the terms and conditions of this Program as set out in these guidelines, the Program application form and grant application attestation and declaration.
- All applications must be submitted by an authorised representative from the applicant organisation.

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 generic responses to questions in the application may negatively impact the application during the assessment stage
- the department 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
- a declaration letter acknowledging that applicants have reviewed and accept the content of the application submitted must be attached to the application.

Application considerations

- Ensure you receive an email confirmation of application submission. Please check spam/junk mail if you do not receive a confirmation email in your inbox. Only final applications that are lodged with the department will be considered and assessed. Applications that are still in 'draft' and have not been submitted upon Program close will not be assessed.
- Before applying for funding, applicants should seek advice from their legal, business, or financial advisers to determine their eligibility, and any implications to their organisation resulting from the terms and conditions of the funding, if the application is successful.
- Any costs or risks associated with an application are the sole responsibility of the applicant.

5.1. Open and Close Dates

Applications open on 6 June 2024 and close at 11.59pm on 18 July 2024 and must be submitted via the Grants Online portal on SRV's website.

Application Timelines

Applications and Registrations of Interest open	6 June 2024
Information session for prospective applicants	20 June 2024
Applications close	18 July 2024
Applicants notified of outcome	October 2024
Grant Agreement signed	October 2024

Applications submitted after the closing date may not be considered eligible unless an extension has been requested and approved in writing by Sport and Recreation Victoria before the closing date. Approval will only be granted under exceptional circumstances (for example, significant technology disruptions or impacts from natural disasters).

5.2. Documentation and Information Requirements

Information provided should be concise, relevant and directly support the proposal.

Supporting material should be provided through links to public websites or non-editable platforms.

Please note there are size restrictions on what can be attached to the application.

- Attached files can be no more than 5MB in size each
- It may be necessary to combine supporting material into one document in some instances, i.e. multiple images or letters of support may be compiled into one PDF or PowerPoint file
- If required, the department may contact the applicant to obtain further information.

Mandatory documentation

Detailed Program plan as per role activities outlined at [Section 4](#) with the following elements:

- Implementation strategy
 - Timeline
 - Partner responsibilities (if relevant)
 - Measures and key milestones
 - Risk management and contingency considerations (including how your organisation will manage and resource the Program identifying any existing gaps in skills or experience and resources to be allocated)
 - Examples of the existing capability of staff and any Program partners (bios or CVs)
 - Detailed Program costs and key budget items over Program timeframe (department template to be provided)
 - How the Program will embed equity and inclusion principles throughout including applying an intersectional framework and co-design with people with disability.
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- Copies of any current organisational plans including Disability Action Plan, Inclusion Plan, Reconciliation Action Plan or Gender Equity Plan
 - **Specific for SRV-recognised organisations:** Evidence of your organisation's demonstrated actions and commitment to a minimum of 40% women on your organisation's board or equivalent e.g. executive management or organisational plan to achieve this minimum.

Financial accounts including:

- audited financial reports for the last 3 financial years. This should be the 'final accounts' with a directors' report and declaration, and should include profit & loss statement, balance sheet, cash flows, and notes to the accounts. If accounts are not audited, unaudited accounts from an Accountant will be accepted
- if the latest financial report is more than 6 months old, up-to-date management or interim accounts for the current year including profit & loss statement and balance sheet, and, in the case of public listed corporations, a half yearly financial report
- the company's financial projections for the next 3 financial years, including profit & loss and cash flow.

Other legislative and policy requirements (refer [Section 12](#)):

- Evidence (if relevant) for compliance in providing services to children including:
 - incorporation as separate legal entities
 - appropriate insurance against child abuse, and
 - appropriate Working with Children Checks and any other relevant screening checks of all staff who will be delivering direct engagement activities to young people.

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- Letter of support from your organisation's, board, executive leadership or CEO
 - Copy of your organisation's strategic plan
 - Names and contact details of 2 referees from organisations who have previously provided funding or worked in partnership with your organisation for similar size and or type of program
 - Letters of support providing evidence of commitment from any partners.

Other supporting documentation (not mandatory)

- Examples such as evaluation or program reports detailing the organisation's experience in developing and delivering programs of this scale to a high standard
- Evidence of existing network and partnership leadership and/or involvement including organisation membership lists, website link/s to networks or letters of support
- Other evidence of support for your proposed program where relevant, for example consultation with relevant community or stakeholder organisation, education providers, regional bodies or local councils
- Further detail of your organisation's experience engaging people with lived experience of disability in co-designing activities or programs.

6. Assessment Process

The following assessment processes will be followed:

6.1. Assessment Process

1. Applications will be assessed and scored by a department assessment panel against the application assessment criteria ([Section 6.2](#)).
2. Financial risk assessments and other due diligence may be undertaken, and outcomes considered as part of the recommendation.
3. Final recommendations will be made considering the scored panel assessment result, financial risk assessment and due diligence outcomes.

4. Recommendations will then be submitted to the Minister for Community Sport for consideration and approval.

Decisions regarding funding by the Minister for Community Sport are final and no further correspondence shall be entered into regarding such decisions.

6.2. Assessment Criteria

Applications will be assessed on how well they meet the assessment criteria as outlined below.

All supplementary attachments and information provided as part of the application will be taken into consideration as part of this assessment.

Assessment criteria	Considerations	Weighting
Program detail and value for money	<p>How well the application demonstrates:</p> <ul style="list-style-type: none"> • detail and planning of how the Program activities will be delivered • appropriate Program deliverables to meet Program objectives and outcomes • Program deliverables reaching people with disability in regional Victoria • sustainability through an ongoing program, improvement or activity independent of further government funding • that Program milestones have been clearly identified and align with Program timelines and scope • a well-developed and suitable budget for the Program. <p>Specific for Learning and Development Hub:</p> <ul style="list-style-type: none"> • a plan for the longer-term use and/or sustainability of training and resources has been considered. <p>Specific for Regional Coordinator:</p> <ul style="list-style-type: none"> • how the place-based networks will be delivered is clearly articulated (see Section 4.1.2). 	25%
Networks/ Partnerships	<p>Extent to which the application demonstrates:</p> <ul style="list-style-type: none"> • a clear strategy for engaging and working with key stakeholders to undertake program activities • evidence of any consultation with partners to support delivery in regional Victoria (through support letters and other documents as submitted). <p>Specific for Learning and Development Hub:</p> <ul style="list-style-type: none"> • appropriate and well-defined partnerships confirmed. <p>Specific for Regional Coordinator:</p> <ul style="list-style-type: none"> • access to regional networks in the sport and active recreation sector • clear indication of place-based networks to effectively reach the beneficiaries (refer Section 4.3). 	25%

Assessment criteria	Considerations	Weighting
Organisation Capability and Capacity	<p>Extent to which the application demonstrates:</p> <ul style="list-style-type: none"> • a proven track record in developing and successfully delivering similar programs to this funding level on time and on budget • evidence of board or CEO/executive support for the Program and alignment with the organisation’s strategic plan • sufficient capacity to be able to deliver the Program through existing resources or recruitment to ensure the staff with the right expertise skills, capabilities and experience are in place to support Program delivery (including contingency plans) • appropriate internal governance arrangements have been proposed to support the Program • appropriate risk and mitigation planning. 	25%
Equity and Inclusion	<p>Extent to which the application demonstrates:</p> <ul style="list-style-type: none"> • evidence of a commitment to equity and inclusion within strategy or specific inclusion focussed plans, for example: Disability Action Plan • commitment to prioritising employment of people with disability within the project • experience and commitment to applying an intersectional framework and engaging people with lived experience of disability in co-designing activities or programs • awareness of key issues facing people with disability and regional/ rural issues • understanding of the sport and active recreation sector workforce and sector capability issues, challenges, and opportunities to engage people with disability (in particular within regional Victoria). 	25%

6.3. Applicant Checks

Applicants may be subject to due diligence checks to enable the department to assess financial and other non-financial risks associated with the application, including the delivery performance of other grants funded by the Victorian Government and whether the applicant has achieved or failed to meet key contractual obligations. Outcomes from such checks may be considered in any decision to recommend or award a grant and in contracting with successful applicants.

The department will undertake a financial assessment of the applicant to assess the ability of the applicant to deliver the proposed Program. Outcomes from the financial assessment may be taken into consideration in any decision to recommend and award a grant.

The department may, at any time, remove an applicant from the application and assessment process, if in the department’s opinion, association with the applicant may bring the department, a minister or the State of Victoria into disrepute.

7. Notification of Outcomes

Applicants will be advised of the outcome of their grant application via email.

The department will endeavour to notify applicants of the outcome of their application within 12 weeks from submission. Unsuccessful applicants are welcome to seek feedback from the department.

8. Conditions of Funding

8.1. Funding Offer

Successful applicants will be sent a letter of offer which will need to be accepted within 14 days of issue.

The letter of offer needs to be accepted and signed by the successful applicant before proceeding to a legally binding grant agreement with the department on its terms and conditions.

An offer of funding is not binding on the department unless and until both the department and the applicant execute the grant agreement.

The program and any expenditure of funds associated with the Program must not commence until the grant agreement has been executed (signed) by both the department and the applicant.

8.2. Grant Agreements

Successful applicants will be invited to enter into a legally-binding grant agreement with the department.

The applicant will be required to sign the grant agreement in 28 days from acceptance of the letter of offer. The offer may be withdrawn if the grant agreement is not signed within the timeframe given.

The Program, and any expenditure of funds associated with the Program, must not commence until the grant agreement has been executed. Agreement execution means the grant agreement has been signed by both the department and the applicant.

Once the agreement has been executed, the grant recipient (successful applicant) will be required to commence the Program within the agreed timeframe. If a recipient does not commence the Program by the commencement date, the department has at its absolute discretion the option of terminating the agreement.

The grant agreement details all funding obligations and conditions such as:

- payments
- funding use
- grant activity deliverables and due dates
- monitoring and milestones

- program outcomes
- reporting and accounting
- evaluation requirements
- audit
- publicity and acknowledgment
- termination.

8.3. Grant Payment Structure/ Payment Instalments

Payments will be set out in instalments over the course of the Program based on key program milestones completed and on submission of appropriate progress documentation.

8.4. Publicity/Acknowledgement of Support

The department requires grant recipients to acknowledge the Victorian Government's support on marketing and promotional materials, which must be approved in advance by the department. Acknowledgement of the Victorian Government's support in marketing and promotional material will depend on the grant given and should be specified in the grant agreement, e.g. required representation on channels or collateral such as websites, signage, advertisements and brochures. The department will supply the grant recipient with a logo suite and associated brand guidelines, as well as a guide on how to acknowledge government support.

Grant recipients must obtain written approval from the department before making public announcements about receiving the grant.

The department may publicise the benefits accruing to a grant recipient associated with the grant and the state's support for the Program, and recipients must cooperate with the department in promoting the Program. These requirements are currently outlined in the grant agreement. The department may include the name of the grant recipient and the amount of funding granted in any publicity material and in the department's annual report.

8.5. Program Evaluation

As a condition of funding, grant recipients will be required to participate in any monitoring and evaluation activities initiated by the department including an interim and final Program evaluation. This may include data collection or survey completion throughout the Program and for a nominated period after Program completion to measure progress to achieving outcomes.

Evaluation is critical to the department in understanding Program impact, supporting continuous improvement in Program design and delivery, and delivering effective Program outcomes for regional Victoria.

The Learning and Development Hub lead will be required to establish an evaluation and monitoring approach in conjunction with DJSIR and work with a DJSIR-appointed evaluator measure against Program outcomes.

9. Privacy Statement

Any personal information provided for this Program will be collected and used by the department for the purposes of assessing eligibility, Program administration, Program review and evaluation.

The department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This is part of our auditing and monitoring processes and for confirming eligibility across this Program.

In the assessment of an application for the Program, it may be necessary to share personal information with state and Australian Government departments and agencies, as well as other external experts. If personal information about a third party is included in the application, the applicant must ensure the third party is aware of and consents to the contents of this privacy statement.

The department collects demographic information for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.

Any personal information about the applicant or a third party 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.

Enquiries about access or correction to your personal information can be emailed to sportprograms@sport.vic.gov.au

Other concerns regarding the privacy of personal information can be emailed to the department's Privacy Unit at privacy@ecodev.vic.gov.au. The department's privacy policy is also available [here](#) or by emailing the department's Privacy Unit.

10. Terms of Applying

10.1. Probity and Decision-making

The Victorian Government makes every effort to ensure the grant application and assessment process is fair and undertaken in line with the published Program guidelines.

Decisions in recommending and awarding grant funding under this Program are at the minister's and department discretion. This includes not making any funding available or approving a lesser amount than that applied for.

These guidelines and application terms may be changed from time to time, as appropriate.

The department may request the applicant provide further information should it be necessary to assess an application to the Program's policy objectives.

The department makes no representation that a grant of funds will be made to any applicant and reserves the right to amend, suspend or withdraw the Program.

10.2. Conflict of Interest

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations. A conflict of interest may arise where a grant applicant:

- has a professional, commercial or personal relationship with a party who is able to, or may be perceived to, influence the application assessment process, such as a Victorian Government staff member, or
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicant from carrying out the proposed activities fairly and independently.

Applicants must advise the department of any actual, potential or perceived conflicts of interest relating to a project for which it has applied for funding.

Victorian Government staff are required to act in accord with the Code of Conduct for Victorian Public Sector Employees (Section 61) issued under the *Public Administration Act 2004* (Vic). This includes an obligation to avoid conflicts of interest wherever possible and declare and manage any conflicts of interest that cannot be avoided.

10.3. Complaints and Feedback

Applicants may request feedback on their unsuccessful application by directing their request in writing to the Program team sportprograms@sport.vic.gov.au

If an applicant wants to lodge a complaint about the process for a grant application, requests can be made to the department by sending a written request to:

Participation and Sector Development
Level 31, 121 Exhibition Street
Melbourne, VIC 3000.

Requests can be made in relation to any of the following:

- Dissatisfaction with the process and/or timeliness of the process
- Communication provided by the department
- Adherence to the published Program guidelines.

The department aims to respond to all complaints within 28 days.

Re-assessment of an application or overturning of a funding decision for a merit-based grant will not be considered through the complaints process.

11. Payment of GST on Grant Funding

Applicants registered for GST should supply their Program costings excluding GST. Applicants **not** registered for GST should supply their Program costings including GST.

Example: If the approved funding is \$100,000 GST exclusive, the department will process payments totalling \$110,000 (\$100,000 GST exclusive funding + \$10,000 GST).

Grants to successful applicants not registered for GST are exempt from GST.

Example: If the approved funding is \$100,000 GST exclusive, the department will only process payments totalling \$100,000 GST exclusive.

12. Legislation and Policy

All applicants will be required to attest in their application compliance with the legislative and policy requirements listed below and conditions as outlined in [Section 3.3](#). If successful, recipients will be required to maintain adherence throughout the life of the agreement.

Services to Children

If your proposal is targeted specifically at and/or includes engagement activities which are to be delivered directly to children or young people (under the age of 18), the following will apply:

- a) In accordance with the Victorian Funding Guideline for Services to Children, applicants must:
 - be incorporated as a separate legal entity
 - hold appropriate insurance against child abuse.
- b) In accordance with the Child Safe Standards (CSS), applicants must:
 - provide evidence of current Working with Children Checks and any other relevant screening checks conducted on staff who intend to participate in engagement activities delivered directly to children or young people, and
 - for applicants that are relevant entities under Schedule 1 of the *Child Wellbeing and Safety Act 2005* and required to comply with the CSS – provide evidence of adherence to the CSS, such as any child abuse prevention policies or procedures, Child Safe statement, code of conduct or similar instrument.
 - for applicants that are not relevant entities under Schedule 1 of the *Child Wellbeing and Safety Act 2005* and not required to comply with the CSS – commit to the CSS and DJSIR's Child Safe-related policies and procedures during the course of the funded activity.
- c) In accordance with the National Redress Scheme (NRS), applicants must provide evidence of having joined, or an intention to join, the NRS (where applicable).

Please note, applicants who are required to participate in the NRS but are unable to do so will not be eligible for funding.

Further information:

- **Child Safe Standards:** CCYP | The 11 Child Safe Standards
- **Victorian Funding Guideline for Services to Children:** Organisations providing services to children - new funding requirements | Department of Justice and Community Safety Victoria
- **National Redress Scheme:** Home | National Redress Scheme.

For SRV recognised organisations, implementation and maintenance of policies relating to member or client protection as it pertains to the Victorian Child Safe Standards is required. Further information about Child Safe Standards in sporting environments can be found [here](#).

Fair Play Code

The Victorian Government is committed to promoting the Victorian Government's [Fair Play Code](#) and expects that the Fair Play Code will be actively promoted and adhered to by all sporting associations, clubs and other organisations, including the organisations which receive funding from the department. Fair Play Code promotional material can be found at on the Fair Play Code webpage [here](#).

Anti-Doping

The Recipient must comply with all requirements and expectations of the Australian National Anti-Doping Scheme and Australian National Anti-Doping Policy. Where the National Anti-Doping Policy is not applicable, compliance with the [Victorian Anti-Doping Policy](#) is required.

13. Further Information

Further information regarding this program can be found on [SRV website](#)

If you have any questions during the application period, please contact sportprograms@sport.vic.gov.au

These guidelines and any discussions you may have with the department representative are for information only, and do not constitute advice.

Applicants should seek independent advice before making a grant application or entering into a grant agreement.

14. Glossary

Applicant means an individual or organisation that has submitted the application for funding for a grant.

Application means the application submitted by the applicant to the department for funding.

Department or **State** means the State of Victoria through its Department of Jobs, Skills, Industry and Regions.

Co-design is a design-led process that uses participatory methods from the beginning to the end. There is no one size-fits-all approach nor a set of checklists to follow. Instead, there is a series of principles that can be applied in different ways with different people. The 'co' in co-design stands for community or conversation. It is about bringing together people and professionals to jointly make decisions, informed by each others expertise.

Grant means funding given to organisations or individuals for a specified purpose to meet government policy objectives.

Grant Agreement means a document that details the conditions of the grant and sets out the relationship between the parties.

Grant Recipient means the legal entity that has entered into a grant agreement with the department.

Innovative means undertaking new approaches compared to what has been undertaken previously in the development of inclusive programs, policies and projects for people with disability in community sport and active recreation. This Program represents a unique opportunity to reinvent how programs are delivered to build sector resilience.

Intersectionality is an approach to understanding how ability, gender, sexual orientation, ethnicity, religion, language, class, socio-economic status and age can overlap and interconnect to create interdependent systems of discrimination or disadvantage. Applying an intersectional framework leads to the creation of a more equitable, diverse and inclusive sport and active recreation sector for everyone.

Place-based Activities relate to the range of activities the Regional Coordinator will be responsible for. This includes the role of the networks as well as place-based project funding.

Program means the *All Abilities Workforce and Sector Support Program* and also refers to key activities specified in the application by the applicant for which the grant is provided.

Sustainability means the Program or project activity e.g. training and resources will continue beyond the 3-year funding period, without the need for additional funding.

Workforce the delivery of sport and active recreation is reliant on the skills of more than 70,000 people in paid employment and more than 580,000 volunteers across more than 12,000 sporting clubs. The resilience and capability of the sector is dependent on the support and development provided to its workforce.



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These guidelines are subject to changes at the discretion of the Minister for Community Sport.

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Available at Sport and Recreation Victoria's [website](#).

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