

OFFICIAL

2024-25

Sporting Club Grants Program

Program Guidelines



OFFICIAL

Acknowledgement

We acknowledge the traditional Aboriginal owners of country throughout Victoria, their ongoing connection to these lands and water ways and we pay our respects to their culture and their Elders past, present and future.

We acknowledge Aboriginal Self-Determination is a human right as enshrined in the United Nations Declaration on the Rights of Indigenous Peoples.

We are committed to developing strong and enduring partnerships with Aboriginal communities that will contribute to growing a prosperous, thriving and strong Victorian Aboriginal community.

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

These program guidelines provide an indication of what will be considered for funding and a list of some of the items and projects that will not be funded. This is not an exhaustive list. Applicants that are unsure if proposed items or projects are eligible for funding, should contact [Sport and Recreation Victoria](#) prior to submitting their application.

The Department's reserved rights

Notwithstanding anything to the contrary in these program guidelines, the Department reserves the right to do any or all the following, in its absolute discretion, at any time for any reason, with or without notice:

- Suspend or cancel the *Sporting Club Grants Program*;
- Withdraw, amend or replace these program guidelines and any application terms;
- Suspend or cease the assessment of any application; and
- Withdraw any offer it has made to a successful applicant through an Email of Acceptance or Grant Agreement.

For information on this program, please phone 1800 325 206, or email [Sport and Recreation Victoria](#).

Application question and guidance documents are published on the [Sporting Club Grants Program webpage](#) to assist applicants prepare the information required to apply for funding.

If required, please use the [National Relay Service](#) on 13 36 77.

For help with translations, please call the [Translating and Interpreting Service](#) on 131 450.

Authorised and published by the Victorian Government Department of Jobs, Skills, Industry and Regions, 1 Spring Street Melbourne, Victoria 3000.

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Message from the Minister



As the Minister for Community Sport, I'm delighted to announce our popular *Sporting Club Grants Program* is open for 2024-25.

Victorians want to see community sport evolve, that's why we're proud to ramp up our efforts to fund more grassroots clubs to create an inclusive environment and enable more Victorians to participate in sport and active recreation.

This round of the *Sporting Club Grants Program* is boosted by a top up from the Victorian Government's new \$60 million Regional Community Sport Development Fund.

Thanks to the top up, the program will make significant contributions to regional clubs to improve the skills and knowledge of volunteers, coaches and officials and support clubs to mobilise, empower and enhance the experience of volunteers in regional communities.

The *Sporting Club Grants Program* has injected more than \$17.2 million in support to thousands of community sport and active recreation clubs across the state since 2015.

It's part of the Victorian Government's commitment to make community sport and active recreation more inclusive and accessible, stimulate local economies, build sustainable volunteer opportunities and increase local participation.

The Hon Ros Spence MP
Minister for Community Sport

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1. About the program

The *Sporting Club Grants Program* provides funding for community sport and active recreation organisations across Victoria, to help address barriers in participation, develop safe and sustainable practices and build social and active local communities.

The program assists organisations to:

- Purchase uniforms and equipment that are essential for participation, first aid and safety;
- Attract, build the capability and retain a skilled workforce – both volunteer and paid;
- Increase equity, diversity and inclusiveness;
- Implement good governance practices;
- Increase participation of individuals and communities who participate less;
- Create opportunities for Victorians to participate in ways that suit them;
- Build a robust sector that responds to current and changing community needs; and
- Support athletes to achieve success in their sport.

2. Program objectives

[Active Victoria 2022-2026](#) is Sport and Recreation Victoria's strategic framework, developed from a vision to build a thriving, inclusive and connected sport and active recreation sector that benefits all Victorians.

Sport and Recreation Victoria recognises that participation and investment in community sport and active recreation, supports Victorians to achieve better health, wellbeing, social and economic outcomes.

Outcomes of funding through the *Sporting Club Grants Program* are based on the following [Active Victoria 2022-2026](#) priorities:

Active Victoria Priorities

Connecting communities

All Victorians have the opportunity to participate in sport and active recreation initiatives that are high-quality, inclusive and appropriate.

Building value

The sport and active recreation workforce create positive experiences for people.

Enduring legacy

A connected system that generates long-term benefits for the sector and Victoria.

Sporting Club Grants Outcomes

Sustained participation

More Victorians participate equitably in 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.

High performance

Victorians can achieve success at the highest level.

3. Key dates

Round 1

Funding is available for projects commencing or items purchased from Saturday 12 October 2024.

Applications Open	Applications Close	Notification of Outcomes
Friday 6 September 2024	4:00 pm, Friday 11 October 2024	December 2024

Round 2

Funding is available for projects commencing or items purchased from Friday 28 March 2025.

Applications Open	Applications Close	Notification of Outcomes
Thursday 20 February 2025	4:00 pm, Thursday 27 March 2025	May 2025

4. Applicant eligibility

Eligible applicants

Applicants must be:

- A community sport or active recreation organisation operating in Victoria;
- Not-for-profit and non-government;
- Delivering a sport or activity that is a person-centric physical activity; and
- Registered and operating in Victoria as one of the following eligible legal entities:
 - a) an incorporated association;
 - b) a company limited by guarantee; or
 - c) an Aboriginal and Torres Strait Islander corporation.

Sport and Recreation Victoria will also accept your application if you need to nominate an auspice organisation. Refer to the Auspice arrangements section for auspice eligibility information.

Applicant attestations

Applicants must attest that their organisation:

- Adheres to and enforces the [Fair Play Code](#), or the relevant State Sporting Association code of conduct and/or member protection policy, which incorporates the [Fair Play Code](#);
- Implements and maintains policies relating to the [Child Safe Standards](#);
- Complies with the requirements and expectations of the [Australian National Anti-Doping Scheme and Australian National Anti-doping Policy](#) (if applicable); and
- Has completed reporting responsibilities on any grants previously received from Sport and Recreation Victoria.

Auspice arrangements

Applicants that are not registered as an eligible legal entity, can nominate an auspice organisation to take legal and financial responsibility of the grant on their behalf.

The auspice organisation must be:

- Not-for-profit and non-government;
- Registered and operating in Victoria as one of the following eligible legal entities:
 - a) an incorporated association;
 - b) a company limited by guarantee; or
 - c) an Aboriginal and Torres Strait Islander corporation.
- Have completed reporting responsibilities on any grants previously received from Sport and Recreation Victoria.

Auspice arrangements cannot be used:

- To seek funding on behalf of sole traders, private companies or any other ineligible legal entity;
- To seek funding on behalf of organisations whose primary business is not the delivery of community sport or active recreation; or
- For projects or activities seeking funding to deliver services to children under the age of 18 years.

Additional requirements

- If the applicant (or nominated auspice organisation) is affiliated with a [Sport and Recreation Victoria recognised organisation](#), **the recognised organisation** must have a minimum 40% women on their board or have an approved action plan with the [Office for Women in Sport and Recreation](#) to meet this requirement. Further information can be found at [Balance the Board](#).
- If the applicant (or nominated auspice organisation) has been named in the [Royal Commission into Institutional Responses to Child Sexual Abuse](#), or receives a [Notice of Redress Liability](#), **the applicant (or nominated auspice organisation)** must join or provide advice to Sport and Recreation Victoria that it intends to join the *National Redress Scheme*. Further information can be found at [National Redress Scheme](#).

Ineligible applicants

The following organisations are ineligible for funding in 2024-25:

- Organisations that received a grant through categories 1, 2, or 3 of the *2023-24 Sporting Club Grants Program* are ineligible to apply through categories 1, 2 or 3 in 2024-25. These organisations remain eligible to apply through category 4 in 2024-25, provided they meet other eligibility requirements as outlined in these guidelines.
- Organisations that received \$6,000 or more in total funding through grants received in category 4 of the *2023-24 Sporting Club Grants Program* are ineligible to apply for funding through category 4 in 2024-25. These organisations remain eligible to apply for categories 1, 2 or 3 in 2024-25, provided they meet other eligibility requirements as outlined in these guidelines.

The list of 2023-24 grant recipients is available from the [Sporting Club Grants Program webpage](#).

Project eligibility

Applications for projects as described below will **not be funded**:

- Projects that have commenced, or items purchased before 12 October 2024 (Round 1) or 28 March 2025 (Round 2); and
- Projects that received funding for identical (or alike) projects or costs through the:
 - a) *Together More Active Program 2023-2027*;
 - b) *Change Our Game, Community Activation Grants* in 2023-24 or 2024-25; or
 - c) *Aboriginal Sport Participation Grant Program* in 2024-25.

How many applications can I submit?

In 2024-25, organisations can submit up to 10 applications in total comprising:

Maximum of **1 application** in

- Category 1: On-field Uniforms or Equipment **OR**
- Category 3: Access and Engagement

Plus a maximum of **1 application** in

- Category 2: Volunteers and Officials

Plus a maximum of **8 applications** in

- Category 4: Competitors

- A separate submission must be completed for each application.
- If organisations submit more applications than the permitted limit stated above, the first application/s submitted by date and time will be considered. All further applications are ineligible.

5. Funding categories

Category 1: On-field Uniforms or Equipment

Up to \$1,000 to purchase on-field playing uniforms, participation equipment for competitors and active participants, safety, injury prevention and first-aid equipment

Eligible costs	Costs we will not fund
<p>Uniforms for players, competition officials or umpires:</p> <ul style="list-style-type: none"> Playing jerseys, referee tops, bibs, rashies, uni-suits, martial arts gi, goggles <p>Participation equipment used during physical activity:</p> <ul style="list-style-type: none"> Balls, racquets, portable nets or goals, handcycles, bowling aids, portable hoops <p>Safety or injury prevention equipment:</p> <ul style="list-style-type: none"> Goal post padding, batting pads, gloves, goalie gear, helmets, gymnastic mats, headgear, chest protectors, shin and arm guards, grip tape, floatation jackets <p>First-aid equipment necessary for immediate attention to injury:</p> <ul style="list-style-type: none"> First-aid kits, defibrillators, stretchers, athletic tape 	<p>Non-playing / participation equipment:</p> <ul style="list-style-type: none"> Public address systems, trophies, wicket covers, IT and GPS products, locks, alarm systems, electronic scoreboards, radio communication devices <p>Fixed playing surfaces, structures and capital expenditure:</p> <ul style="list-style-type: none"> Synthetic pitch material, in-ground goal posts, permanent shade structures, fencing and practice wickets, fixed lighting, mobility ramps <p>Equipment aimed at enhancing the skills of participants:</p> <ul style="list-style-type: none"> Ball machines, bowling machines, weights, simulators, timing poles <p>Personal items or non-playing clothing or accessories:</p> <ul style="list-style-type: none"> Mouthguards, drink bottles, backpacks, underwear <p>Maintenance equipment:</p> <ul style="list-style-type: none"> Lawn mowers, rollers, line markers, hoses, air compressors, tools <p>Repairs to equipment, structures and playing surfaces:</p> <ul style="list-style-type: none"> Golf course and cricket pitch maintenance, repairs to spectator seating <p>Canteen, cooking and clubroom items:</p> <ul style="list-style-type: none"> Lockers, furniture, microwaves, food and drinks, cooking utensils, whitegoods <p>Purchase or lease of vehicles:</p> <ul style="list-style-type: none"> Boats, golf carts, jet-skis, go-karts <p>Firearms, scopes and ammunition:</p> <ul style="list-style-type: none"> Rifles and pistols <p>Animal welfare equipment:</p> <ul style="list-style-type: none"> Equine first-aid kits

Category 2: Volunteers and Officials

Up to \$5,000 to:

- Improve the skills and knowledge of volunteers, coaches and/or officials, or
- Introduce or enhance an ongoing volunteer program

Eligible costs	Costs we will not fund
<p>Sport-related courses:</p> <ul style="list-style-type: none"> • Accredited coaching, instructor, referee, umpire, assessor, timekeeper, or scorer • Community officiating • Inclusion and diversity • Attendant support • Child and member protection • Code of conduct <p>Health and safety courses:</p> <ul style="list-style-type: none"> • First-aid or CPR • Mental health and crisis support • Sport trainer or physio • Injury prevention • Conflict resolution <p>Workforce training:</p> <ul style="list-style-type: none"> • Gender equity • Cross-cultural awareness • Fundraising, sponsorship, revenue or financial management workshops • Administration and operations • Event planning and delivery • Social media and online literacy <p>Volunteer recruitment and retention: <i>These costs must be reasonably attributable to an ongoing volunteer program and demonstrate an inclusive culture of appreciation and support:</i></p> <ul style="list-style-type: none"> • Event planning: guest speakers, venue hire, recognition events • Promotion: advertising for new volunteers, inclusive communications in accessible formats and languages • Digital capability and resources: website or development costs that directly relate to volunteer capacity building. A maximum of \$1,000 can be requested for these costs • Partnership projects: collaborations between organisations, or across different sport and active recreation to build connections and sustainable volunteer pathways 	<ul style="list-style-type: none"> • Projects for players, competitors or active participants, for example training camps or specialist coaching • Projects that will deliver activities or services to children under the age of 18 years on a recurring basis, where the applicant organisation does not have the appropriate level of child abuse insurance • Participation or playing equipment • Uniforms • Travel and accommodation costs, except for training that cannot be accessed locally. If deemed eligible, the maximum amount that can be requested for travel and accommodation is \$1,000 • Trophies, prize money, gift packages • Hospitality, catering and alcohol • An organisation’s normal operational expenditure: rent, utilities, wages and salaries, accounting, membership and legal fees, property taxes, business travel, insurance, administrative expenses • Capital expenditure to acquire, upgrade and/or maintain assets, including property, building, and transport • Any costs to meet regulatory requirements, for example permits or working with children checks • Responsible Service of Alcohol courses • Point of sale system training • Food safety or food handling courses • Facility or grounds management training • Site coordination courses • All items listed under ‘Costs we will not fund’ in Category 1

Category 3: Access and Engagement

- Up to \$1,000 for tools and resources that improve accessibility, governance and strengthen engagement with members and participants, **or**
- Up to \$4,000 to plan and deliver a new or modified sport or active recreation program

Eligible costs of up to \$1,000: Resource and engagement projects	Eligible cost of up to \$4,000: New or modified program
<p>Governance projects:</p> <ul style="list-style-type: none"> • Access and equity policy development • Diversity policy development • Integrity framework development • Business, strategic, financial management or succession planning <p>Accessibility improvement:</p> <ul style="list-style-type: none"> • Development of resources in multiple languages • Partner or connect with a local organisation, to increase playing members and improve the joining experience for everyone of all abilities <p>Tools for communication and engagement:</p> <ul style="list-style-type: none"> • Website build or renewal • Membership portal upgrade • Social media and content platforms 	<p>New, alternative or modified programs:</p> <ul style="list-style-type: none"> • All abilities program • Modified sport program • Flexible, social, non-competitive or less structured program • Come and try day, or bring a friend day • Targeted program for population groups that participate less <p><i>The following costs must be new expenses and will only be funded if they are reasonably attributable to the program delivery:</i></p> <p>Event and project management staff:</p> <ul style="list-style-type: none"> • Short-term or specialised staffing <p>Uniforms and equipment:</p> <ul style="list-style-type: none"> • Purchase or hire that directly relates to the program. The maximum amount that can be requested for uniforms and/or equipment is \$1,000 <p>Promotional costs:</p> <ul style="list-style-type: none"> • Advertising, publicity, marketing, stationery, printing, and publishing <p>Digital capability</p> <ul style="list-style-type: none"> • Website or development costs that directly relate to the program

Costs we will not fund

- Projects that will deliver activities or services to children under the age of 18 years on a recurring basis, where the applicant organisation does not have the appropriate level of child abuse insurance
- Travel and accommodation costs
- Trophies, prize money or gift packages, hospitality, catering and alcohol
- An organisation’s normal operational expenditure: rent, utilities, wages and salaries, accounting, membership and legal fees, property taxes, business travel, insurance, administrative expenses
- Capital expenditure to acquire, upgrade and/or maintain assets, including property, building, and transport
- Costs to meet regulatory requirements, including working with children checks, permits
- All items listed in ‘Costs we will not fund’ in Category 1

Category 4: Competitors

Up to \$750 towards the costs of travel, accommodation and event registration fees for individual athletes selected to attend representative competition, selection trials or training camps

The athlete must be:

- Aged 12 years or over, as of 1 January 2024
- Selected for representative competition (region, association, state or national) or an official selection trial or training camp
- Attending the representative competition, selection trial or training camp between 26 September 2024 and 27 March 2025

Additional details for Category 4	Before applying
<ul style="list-style-type: none"> • Organisations can submit up to 8 applications to support 8 different athletes • A separate application must be submitted by the organisation <u>on behalf of</u> each athlete • Only 1 application per athlete will be considered. This includes the athlete attending a different competition, competing for a separate organisation or in another sport • Eligible costs include travel, accommodation or registration fees only. No other costs will be funded 	<p>Please note:</p> <ul style="list-style-type: none"> • Assessment questions in Category 4 are directed at, and must be answered by the athlete nominated in the application • These personal statements allow the athlete to share their story about their sporting pathway in their own words

Costs we will not fund

- Team applications or applications nominating 2 or more athletes
- Applications featuring answers to the assessment questions that are identical (fully or partially) to another application
- Events taking place outside of Australia
- School Sports Victoria competitions, including the School Sport Australia Championships
- People accompanying athletes, including parents and support staff
- Coaches or officials
- Registration fees exclusively
- Athletes under 12 years of age, as of 1 January 2024
- Applications submitted by athletes or individuals (organisations must apply on behalf of athletes)
- Athletes who receive financial or in-kind assistance from the Victorian Institute of Sport or the Australian Institute of Sport

6. Assessments

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 the amount of funding available.

Applications are assessed according to the organisations' eligibility first, then by:

- Responses to the assessment questions;
- Alignment with *Sporting Club Grants Program* objectives and priorities;
- Eligible costs;
- Adequacy of support documentation;
- Comparison to other applications within the same category; and
- Availability of funding.

Priorities for the 2024-25 Sporting Club Grants Program:

- Projects that best align with the objectives of [Active Victoria 2022-2026](#)
- Projects that support more regional Victorians to get and remain physically active
- Projects that support the sustainability, capability and capacity of community sport volunteers and the paid workforce in regional Victoria
- Projects that will increase participation in communities or population groups with existing low levels of participation in sport and physical activity. These population groups include people with a disability, women and girls, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, LGBTQI+ and older adults
- Organisations located in areas identified with high levels of socio-economic disadvantage (supported by *2021 Australian Bureau of Statistics Census* data)
- Organisations that have not previously received funding through the *Sporting Club Grants Program*
- For Category 4, athletes who possess an Australian Government Health Care Card (HCC), Pensioner Concession Card (PCC), or currently reside in Victoria Care Services (out-of-home care)
- For Category 4, athletes who travel regularly, or further distances in regional Victoria

Assessment questions

Below are the assessment questions for 2024-25

- Application question and guidance documents are available on the [Sporting Club Grants Program webpage](#) to assist organisations prepare an application.
- Answers that are identical (fully or partially) to another application are not eligible to receive funding.

Category 1: On-field Uniforms and Equipment

Question 1

- Why does your organisation need the requested uniforms or equipment and why is a grant needed to support the purchase?

Question 2

- Who from your organisation will use and benefit from the uniforms or equipment and how will these items benefit them?

Question 3

- What change will the uniforms or equipment make at your organisation and how will this grant positively impact your community this year?

Category 2: Volunteers and Officials

Question 1

- How do volunteers and/or officials contribute to your organisation? Who are they, what are their current needs and how will your project improve their skills, knowledge, capacity or capability?

Question 2

- How will funding help your organisation's volunteers and/or officials deliver sport and active recreation in your community now and into the future?

Question 3

- What is your organisation's commitment to increase the diversity and retain the participation of volunteers and officials at your organisation? How would this funding help create a safe, welcoming and inclusive environment for volunteers and officials at your organisation?

Category 3: Access and Engagement

Question 1

- What need or aspiration does your organisation's project respond to? What is the evidence of this need and why will this project be able to support or solve this need?

Question 2

- Who are the people that will benefit most from your organisation's project and how? Who are the people that will develop and deliver the project and how? If your organisation will collaborate with a service provider, who are they and how have you made this decision?

Question 3

- What do you expect to achieve through this funding? How will this funding help deliver sustainable operations or enhanced participation at your organisation and for your local community?

Category 4: Competitors

Guide for Category 4 Applications

- Assessment questions are directed at, and must be answered by, the athlete nominated in the application
- These personal statements allow the athlete to share their story about their sporting pathway in their own words
- If an athlete needs support or is unable to complete this independently, please outline the difficulties or reasons why by sending an email to [Sport and Recreation Victoria](#)

Question 1

- Why should you receive this travel grant and why do you need funding to attend this event?

Question 2

- What is one of your noteworthy sporting achievements and how will this grant assist you to develop to your full potential?

Question 3

- Beyond competing, how else do you contribute to your sport?

7. Support documentation

Mandatory quotes – Categories 1, 2 and 3

All applications in these categories must include a quote(s) which corresponds to all items, courses and/or services to be funded.

Quotes must

- Be equal to, or greater than, the total amount of funding requested
- Be dated from 1 May 2024
- Include the following details: item, description, quantity, unit and total costs and the supplier's business details (business name, ABN, and/or website)
- Website shopping carts, unpaid invoices and screen shots are accepted, but must include the details listed above
- Be unpaid – existing activities, services, or projects that have already commenced or have been completed will not be funded

Mandatory evidence – Category 4

All applications in Category 4 must include either:

- Quotes which correspond to all costs to be funded, or
- Proof of payment documents such as receipts, paid invoices or bank statements that correspond to the travel dates for the nominated competition.

Applicants can only apply to be reimbursed for eligible costs through Category 4.

Where only an approximation in spending can be noted in advance, a detailed itinerary highlighting these estimated costs can be submitted. This includes fuel or transit costs.

Eligible evidence for Category 4

Accommodation	Travel	Registration fees
<ul style="list-style-type: none"> • Quotes • Itinerary documents from a travel provider or agency • Invoices • Screenshots of online bookings • Paid receipts 	<ul style="list-style-type: none"> • Transport quotes – bus, airline, train, carshare • Screenshots of online bookings • Fuel costs can be calculated using the ATO cents per kilometre method of 88 cents per kilometre 	<ul style="list-style-type: none"> • Online entry or registration fees for the event. Evidence must be specifically for the nominated event (not a previous year). • Email screenshots from hosting organisation

Itemised budgets – all categories

The budget section, to be completed through the online application form, should reflect the entire scope of your project, purchase or travel. It should include all income and expenditure that relates specifically to the application. Applications seeking to fund an event, ongoing project or program, need to demonstrate sound cost estimates and value for funding.

8. Child abuse insurance

Child abuse insurance is required if your project will deliver 'services to children'.

'Services to children' means services provided by a non-government organisation that is responsible for the supervision of, or authority over, a child under the age of 18 years on a recurring basis. This includes the provision of:

- Care;
- Education; and
- Services or activities.

In this context, services to children does not include one-off activities, nor incidental or ad hoc contact with children.

Is child abuse insurance required for my project?

Category 1	Category 2	Category 3	Category 4
Not required	Required: Where the grant funds will be directly used to deliver services to children under the age of 18 years on a recurring basis	Required: Where the grant funds will be directly used to deliver services to children under the age of 18 years on a recurring basis	Not required

Insurance requirements

For projects that require the applicant to hold child abuse insurance, the applicant must:

- Have child abuse insurance with a minimum insured amount of \$5 million per claim, exclusive of public liability insurance; and
- Provide Sport and Recreation Victoria with written advice from the insurance provider, uploaded to the grant application. The whole insurance policy will be required, not solely the certificate of currency.

Example project scenarios for child abuse insurance

The [Sporting Club Grants Program webpage](#) provides some specific project examples where child abuse insurance may, or may not be required. The examples provided are a guide to explain the requirements. They do not cover all possibilities.

For further clarification on child abuse insurance requirements for this program, please contact [Sport and Recreation Victoria](#) prior to submitting your application.

9. How to apply

Applicants must submit a completed online application via the Department's Grants Portal

- To start a new application, visit the [Sporting Club Grants Program webpage](#) and click on 'Start a new application' for the category you wish to apply for. When prompted, log-in using an existing Grants Portal account or create a new account.
- Draft applications can be saved for submission at a later time. Saved applications can be accessed by logging into the [Department's Grants Portal](#).
- An automated email confirming the application submission is issued immediately after you press submit. If you do not receive this confirmation email, please immediately contact [Sport and Recreation Victoria](#) and quote your application reference number.

Information regarding third-party grant writers

- Applicants may seek the support of a third-party grant writer or consultant to develop their application, however applications are not accepted directly from third parties.
- Applicants must submit their own applications and agree to the funding terms and [conditions of grant](#).
- The Department will only liaise with the authorised representative nominated in the application.

10. Conditions that apply to applications and funding

The following conditions together with the detailed [conditions of grant](#) will apply to projects for which a grant is provided.

- As part of the application process, an authorised representative of the applicant must accept and agree to be bound by the terms and [conditions of grant](#) and these guidelines. By completing the application form the applicant is making an offer to the Department and will be bound by the terms of the offer if accepted by the Department.
- If an application is successful, the Department will notify the applicant's authorised representative via an Email of Acceptance. This will form an agreement between the applicant and the Department on the terms contained in the application, the Email of Acceptance, these guidelines, and the [conditions of grant](#).
- The applicant must complete the project and spend the grant funds within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department.
- Funds must be spent on the project/items as described in the application. Any proposed variation to the approved project must be submitted to the Department for approval prior to implementation or purchase.

Where an auspice arrangement is required

- The auspice organisation must enter into a Grant Agreement with the Department after the Department notifies the relevant applicant that its application is successful.
 - The Grant Agreement sets out the commitments and obligations of the parties and the general terms and conditions of funding.
 - Different terms and conditions apply to different types of grants and grant recipients. The terms and conditions as set out in the Grant Agreement are not negotiable.
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11. Payments

- Successful applicants will receive an Email of Acceptance from the Department.
- In the case of auspice arrangements, successful applicants will receive a Grant Agreement via a letter of offer. An authorised representative of the auspice organisation will need to sign the Grant Agreement.
- Payments of the full grant amount will be made to the applicant's nominated bank account as provided on its application form, or the auspice organisation's nominated bank account provided on the Grant Agreement, within 28 days after the Department sends the Email of Acceptance to the applicant's nominated email address, or the Department receives a copy of the signed Grant Agreement (for auspice arrangements).

Payments will be conditional on:

- Applicants submitting fully completed applications, including completion of the Declaration and Acknowledgement by an authorised representative of the applicant;
- Grant recipients providing reports as required, or otherwise demonstrating that the activity is progressing as expected;
- Terms and conditions of funding continuing to be met; and
- Grant recipients without an active Australian Business Number providing a completed Australian Tax Office [Statement by Supplier form](#) indicating that no tax is or will be withheld from any grant payments.
- Grant payments made under this program will be provided exclusive of GST, regardless of an applicant's GST status. If funding will be used to pay expenses attracting GST, the funding application should include all GST that will be payable by the applicant for that supply.

12. Acknowledging the government's support and promoting successes

- 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 will be specified in the Email of Acceptance or Grant Agreement.
 - 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 project, and recipients must cooperate with the Department in promoting the Program. These requirements are outlined in the Email of Acceptance or 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.
 - For full details and logos, download the [acknowledgement and publicity guidelines for Sport and Recreation Victoria grant recipients](#).
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13. Post project evaluation

- By submitting an application, all grant recipients agree to comply with the Department's performance monitoring and evaluation procedures.
 - The grant recipient may receive an evaluation survey up to 24-months following the issue of the grant. Program evaluation activities are non-negotiable for recipients of the *Sporting Club Grants Program*. Non-compliance could impact future applications to the Department's programs.
 - Grant recipients may also be required to contribute information on project outcomes for use in program evaluation reviews and the Department's marketing materials.
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14. Compliance and audit

- Applicants (and the auspice organisation if applicable) will be subject to audit by the Victorian Government or its representatives and may be required to produce evidence of how the grant funding was expended at the request of the Victorian Government for a period of 4 years after the grant has been approved.
- If any information in the application is found to be false or misleading, or grants are not applied for the purposes of the organisation in accordance with the terms of funding as set out in these guidelines and the application, the grant will be repayable on demand.

15. Privacy

- Any personal information provided for the *Sporting Club Grants 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 Commonwealth 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 [Sport and Recreation Victoria](#).
 - Other concerns regarding the privacy of personal information, can be emailed to the Department's [Privacy Unit](#). The Department's privacy policy is also available by emailing the Department's [Privacy Unit](#).
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16. Terms of applying

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 these program guidelines.
- Decisions in recommending and awarding grant funding under the *Sporting Club Grants Program* are at the Minister's and Department's 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.

Conflicts 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:
 - a) 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
 - b) 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.
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17. Feedback and complaints

- If an applicant considers that their application has been incorrectly assessed, a request for review may be lodged.
- The applicant must email [Sport and Recreation Victoria](#) and include the application reference number to request that the application be reviewed.
- 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 [Sport and Recreation Victoria](#).
- Requests can be made in relation to any of the following:
 - a) Dissatisfaction with the process and/or timeliness of the process;
 - b) Communication provided by the Department; or
 - c) 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.