

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

## Category 4: Competitors

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

Outlined in this document are:

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

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

### Starting an application

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

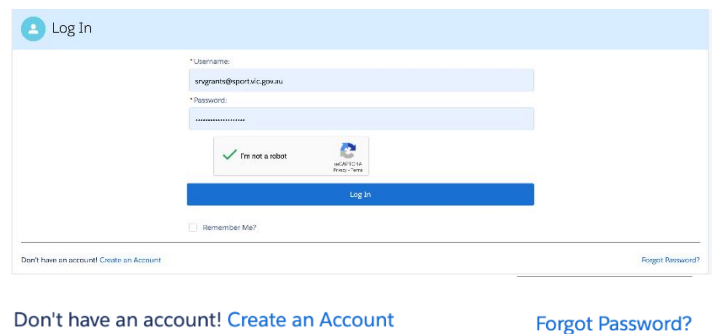
Click **Apply Now**, then select the link of the Category that you want to apply for funding.



### User Registration and Sign-in

You will need to log in to the DJSIR grants portal

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

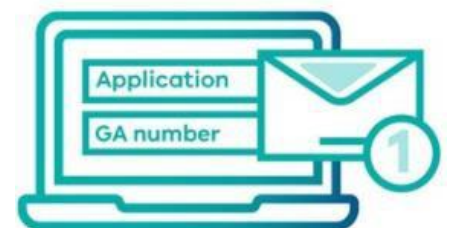
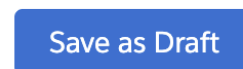


### Save as Draft

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

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

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



### Submit your application

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

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



## Category 4: Competitors

In this category, applicants can apply for:

- 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.

### SECTION 1: APPLICATION ELIGIBILITY & ATTESTATION

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

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

Question	Your Answer
Are you applying as a Victorian sport or active recreation club or organisation?	<b>Yes or No</b> <i>Applications must be submitted by a Victorian sport or active recreation organisation on behalf of athletes.</i> <b>We do not accept applications directly from individuals.</b>
Did your organisation receive funding through Category 4: Competitors, in Round 1 of the Sporting Club Grants Program for 2023-24?	<b>Yes or No</b> <b>Organisations that received \$2,250 or more in funding, through grants received in Category 4 in Round 1 of the 2023-24 program, are not eligible to apply or receive additional funding through Category 4 in Round 2</b>
Does your organisation adhere to and enforce the Fair Play Code, or your State Sporting Association's code of conduct and/or member protection policy, which incorporates the Fair Play Code?	<b>Yes or No</b> <i>Applicants must meet this eligibility requirement to receive a grant through this program.</i> Further information about the Fair Play Code can be found on our website at <a href="https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code">https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code</a>
Has your organisation implemented, and is it maintaining, policies relating to the Child Safe Standards in accordance with the Child Wellbeing and Safety Act 2004 (Vic)?	<b>Yes or No</b> <i>Applicants must meet this eligibility requirement to receive a grant through this program.</i> Further information about this code can be found at <a href="https://ccyp.vic.gov.au/child-safe-standards">https://ccyp.vic.gov.au/child-safe-standards</a>
Does your organisation have a Sport Integrity Australia approved anti-doping policy in place and comply with the National Anti-doping Scheme (where required)?	<b>Yes or No or N/A</b> <i>Applicants must meet this eligibility requirement to receive a grant through this program.</i>
Is your community sport or active recreation club or organisation affiliated with a State Sporting Association (SSA) or State Sport and Active Recreation Body (SSARB)?	<b>Yes or No</b> Name your SSA or SSARB
Have you accessed, read and understood the conditions applicable to the grant?	<b>Yes or No</b>



	<p><i>To be funded through this program, applicants must access, read and understand the Conditions of Grant.</i></p> <p>The Conditions of Grant can be accessed <a href="#">here</a>.</p>
Does your organisation acknowledge and agree to be bound by the Conditions of Grant?	<p><b>Yes or No</b></p> <p><i>To be funded through this program, applicants must access, read and understand the Conditions of Grant.</i></p> <p>The Conditions of Grant can be accessed <a href="#">here</a>.</p>
Have you obtained quote/s, which correspond to all eligible costs and are equal to, or greater than the total amount requested for funding?	<p><b>Yes or No</b></p> <p><i>All applications must include quote/s which correspond to all travel, accommodation, or registration fees. Funding is only available for travel commencing from 21 March 2024 and before 25 September 2024.</i></p> <p><b>This program does not fund projects retrospectively or reimburse costs already spent.</b></p> <p>Review the Program Guidelines, for the eligible costs, and costs we will not fund in Category 4, to ensure the requested costs are funded through this program.</p>

## SECTION 2: APPLICANT ORGANISATION

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

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

***If you selected Aboriginal & Torres Strait Islander Corporation***

What is your Aboriginal & Torres Strait Islander Corporation Number (ICN)?

**Provide your 3 to 5 digit ICN number**

Check your organisation's ICN here: <https://www.oric.gov.au/>

***If you selected None of the Above***

Do you agree to nominate an Auspice Organisation?

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

**Agree or Do Not Agree**

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

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

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

**Yes – Provide your 11-digit ABN**

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

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

How to fill in ATO Statement by Supplier form:

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

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

What is your organisation's physical address?

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

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

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

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

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

The details required to enter a valid address are:

- Street Address



	<ul style="list-style-type: none"> <li>• Suburb/Town</li> <li>• State</li> <li>• Postcode</li> <li>• Country</li> </ul>
Does your organisation have a postal address?	<p><b>Yes or No</b></p> <p>If your organisation has a head office or postal address that is different to your physical address, please provide these details.</p>

### SECTION 3: AUTHORISED REPRESENTATIVE

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

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

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

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

### SECTION 4: AUSPICE ORGANISATON

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

Question	Your Answer
If this application is successful, will you require an Auspice Organisation to manage the grant funds?	<p><b>Yes</b></p> <p>Applicants will require the full details of their Auspice Organisation including:</p> <ul style="list-style-type: none"> <li>• Incorporated Association OR Company limited by guarantee OR Aboriginal and Torres Strait Islander corporation</li> <li>• ABN</li> <li>• Physical Address</li> <li>• Postal Address; and</li> <li>• Authorised Representative</li> </ul> <p>If your application is successful, the Authorised Representative of your Auspice Organisation will accept, sign and return a Grant</p>

Agreement and be responsible for receiving and managing payment.

All applicants must upload a letter from their Auspice Organisation to confirm they agree to act as your Auspice Organisation. This must be uploaded to the form at Section 9.

## SECTION 5: GRANT DETAILS

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

The athlete needs to be:

- selected for representative competition – region, association, state or national, and/or
- attending selection trials or a training camp

Funding is only available for events taking place from **21 March 2024 and before 25 September 2024**.

Question	Your Answer
Grant Name	In <b>10 words or less</b> , name your grant – e.g. Travel for athlete to attend national championships, Basketball training camp, 2023 selection trails
What is the Amount Requested?	Applicants can apply for up to \$750. The amount requested should include all GST that will be payable, regardless of your organisations GST status.
List the details for which funding will support.	Answer in 100 words or less. Answers must include: <ul style="list-style-type: none"><li>• the name of the athlete</li><li>• the age of the athlete</li><li>• the sport</li><li>• the name of the specific competition, training or selection trial</li><li>• the dates of the event</li><li>• the location of the event</li></ul>
Does the athlete have a Commonwealth Health Care Card (HCC), a Pensioner Concession Card (PCC) or reside in Victorian Care Services (out-of-home care)?	<b>Yes or No</b> If yes, please include the number/s or details. If the athlete is under 18 years of age, you can include the HCC or PCC of a parent or guardian.

## SECTION 6: ASSESSMENT CRITERIA

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

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

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

**Assessment questions in Category 4 are directed at the athlete that funding will support and must be answered by the athlete. Answers must be in their own words. These questions are on page 19 of the Program Guidelines and below.**

Question	Your Answer
1. Why should you receive this travel grant and why do you need funding to attend this event?	Answer in 200 words or less
2. What is one of your noteworthy sporting achievements and how will this grant assist you to develop to your full potential?	Answer in 200 words or less
3. Beyond competing, how do you contribute to your sport?	Answer in 200 words or less

## SECTION 7: DESCRIBING THE GRANT BENEFICIARIES

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

Question	Your Answer
Who are the groups that will directly benefit from receiving this grant to fund your uniforms and/or equipment?	<p>Answer by putting a <b>number</b> in the applicable boxes.</p> <p>You do not need to put a zero in boxes that not applicable to your application.</p> <p><b>Gender</b></p> <ul style="list-style-type: none"><li>• Woman</li><li>• Man</li><li>• Self-described</li></ul> <p><b>Diversity</b></p> <ul style="list-style-type: none"><li>• People with disabilities</li><li>• People who are Aboriginal and/or Torres Strait Islander</li><li>• People from culturally and linguistically diverse backgrounds</li><li>• People who are refugees</li><li>• People who are socio-economically disadvantaged</li><li>• People who reside in Regional Victoria</li><li>• People who identify as LGBTIQ+ (Lesbian, Gay, Bisexual, Trans and gender diverse, Intersex, Queer and questioning)</li></ul> <p><b>Volunteers</b></p> <ul style="list-style-type: none"><li>• Committee/decision making</li></ul>



	<ul style="list-style-type: none"> <li>Other</li> </ul>
<p>What are the <b>three</b> main sport or active recreation activities that relates to this application?</p>	<p>Select your <b>three</b> main activities only. Use the arrows to add your selections.</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Unselected Items</p> <ul style="list-style-type: none"> <li>Table Sports</li> <li>Table Tennis</li> <li style="background-color: #e0f0f0;">Taekwondo</li> <li>Tennis</li> <li>Tenpin Bowling</li> <li>Touch Football</li> <li>Tracks/Trails</li> <li>Transplant Sports</li> <li>Triathlon</li> <li>Underwater Hockey</li> </ul> </div> <div style="text-align: center;"> <p>Add</p> <p>Remove</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 200px; height: 100px;"> <p>Selected Items</p> </div> </div>

## SECTION 8: PROJECT BUDGET

In this section you will provide a financial overview, including both income and expenditure that relates to this grant. \$750 is the maximum grant amount you can request.

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

You will need to enter the full amount as indicated by your quote/s, including cents e.g. 655.50. Please do not round up, use the dollar symbol (\$) or use commas.

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

Eligible costs include **travel, accommodation or registration fees only**. No other costs will be funded

INCOME	EXPENDITURE
Amount Requested \$	Uniforms or Equipment quote \$
Contributions (Your Organisation) \$	
Other Income \$	Other Expenses \$
<b>Other Income Description</b> If you have used 'Other Income' above, provide a breakdown including the description and dollar amount for each item.	<b>Other Expenses Description</b> If you have used 'Other Expenses' above, provide a breakdown including the description and dollar amount for each item.
<b>TOTAL INCOME</b> Total Income minus Total Expenditure	<b>TOTAL EXPENDITURE</b> Total Income minus Total Expenditure must equal \$0.00 before you can proceed with your application.



## SECTION 9: ATTACHMENTS

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

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

Quotes must:

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

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

- website shopping carts
- unpaid invoices
- screen shots

**Accepted Evidence for Category 4 applications also include:**

Accommodation	Travel	Registration fees
<ul style="list-style-type: none"> <li>• Quotes</li> <li>• Itinerary documents from a travel provider or agency</li> <li>• Invoices</li> <li>• Screenshots of online bookings</li> </ul>	<ul style="list-style-type: none"> <li>• Transport quotes – airline, bus, train, carshare</li> <li>• Screenshots of online bookings</li> <li>• Detailed itinerary highlighting all estimated costs for fuel, transit and any other arrangements where only an approximation in spending can be noted in advance</li> </ul>	<ul style="list-style-type: none"> <li>• Online entry or registration fees for the event. Evidence of the event must be specifically for the event requesting funding.</li> <li>• Email screenshots from hosting organisation</li> </ul>

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

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

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

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

\*Quotes







ATO Statement by Supplier Form (if required)

Supporting letter from Auspice Organisation (if applicable)

Insurance Policy relating to child abuse insurance

Other attachment (if required)

Other attachment (if required)

 Select File	max size 5 MB
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 Select File	max size 5 MB

## SECTION 10: BANK ACCOUNT DETAILS

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

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

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

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

## SECTION 11: DECLARATION

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

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

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

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