

OFFICIAL

# 2024-25 Aboriginal Sport Participation Grant Program

**Rounds 1 and 2 Application Guidelines**



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

**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.

*Throughout this document the term 'Aboriginal' is used to refer to both Aboriginal and/or Torres Strait Islander Peoples. Unless noted otherwise, the term should be considered inclusive of both Aboriginal and Torres Strait Islander Peoples.*

## Aboriginal Sport Participation Grant Program

### Message from the Minister for Community Sport



The Victorian Government is committed to creating new sport and recreation pathways and opportunities for Victorian Aboriginal communities. Sport and active recreation play an important part in the lives of Victorians.

It provides settings for social interaction, sharing common interests, achieving personal bests and community inclusion.

Key to this commitment is the creation of the Aboriginal Sport Participation Grant Program.

The Aboriginal Sport Participation Grant Program contributes to the Victorian Government's sport and active recreation policy priorities and provides a single-entry point for Aboriginal Victorians to access funding that will assist in addressing a range of barriers to community participation right across the state.

Sporting carnivals, local sporting clubs and associations and Aboriginal Community Controlled Organisations play a big part in shaping and supporting Aboriginal communities to participate in sport and active recreation.

Bringing communities, families and individuals together to get involved in meaningful activity provides a socially valued role and creates a sense of community cohesion, connectedness and well-being.

This program reflects the Victorian Government's commitment to increase Victorian Aboriginal participation in sport and active recreation and ensures individuals, teams, clubs and associations have the ability to seek financial support through this tailored program.

I look forward to seeing more Victorian Aboriginals playing for or supporting their local community-based sporting clubs and Aboriginal Community Controlled Organisations, benefitting from the Aboriginal Sport Participation Grant Program.

**The Hon Ros Spence MP**  
**Minister for Community Sport**

## 1. Program Overview

### 1.1 About the program

The Aboriginal Sport Participation Grant Program (**Program**), administered by Sport and Recreation Victoria's (**SRV**) Aboriginal Programs Team, Department of Jobs, Skills, Industry and Regions (**Department**), contributes to the Victorian Government's sport and active recreation policy priorities and provides a single entry point for Aboriginal Victorians to access funding in relation to sport and active recreation that will assist in addressing a range of barriers to the community's participation in sport and active recreation across the state.

Sporting carnivals, local sporting clubs, Aboriginal Community Controlled Organisations (**ACCOs**), Aboriginal community groups and sport and active recreation associations play a big part in shaping and supporting Victorian Aboriginals. This provides a socially valued role and creates a sense of community cohesion, connectedness and wellbeing.

The Program will assist Victorian Aboriginal communities to increase participation in sport and active recreation by providing grants to:

- participate in Aboriginal sporting carnivals and tournaments
- purchase uniforms and/or equipment
- to travel to and pay for accommodation expenses for athletes and coaches related to regional, state and national competitions or representative teams.

These guidelines (**Guidelines**) relate to Rounds 1 and 2 of the 2024-25 Program.

### 1.2. Program objectives

The objectives of the Program are to:

- support Aboriginal communities to participate in sport and active recreation
- bring communities, families and individuals together to get involved in meaningful activity
- provide a socially valued role and create a sense of community cohesion, connectedness and well-being

### 1.3 Program outcomes

The intended outcomes of this program are:

- More Aboriginal Victorians are participating in sporting carnivals (particularly Aboriginal sporting carnivals)
- Aboriginals playing sport are more engaged in their communities
- Aboriginal athletes have increased opportunities to participate in higher level and representative competition.

## 2. Available Funding

### Grants are available under the following categories

#### Category 1 – Aboriginal sporting carnivals and tournaments

Grants of up to \$2,500 per junior team and \$1,500 per senior team, are available to eligible applicants to pay for travel and accommodation costs to participate in Victorian or national Aboriginal sporting carnivals and/or tournaments.

#### Category 2 – Uniforms and/or equipment

Grants of up to \$1,000 per team and up to \$250 per individual, are available to eligible applicants, for the purchase sporting uniforms and/or equipment.

#### Category 3 – Athlete participation support

Grants of up to \$750 per individual (including athletes and coaches) are available to eligible applicants, to pay for travel and accommodation costs to compete or train in regional, state and national competitions or representative teams.

### 3. Applicant Eligibility

Applications will be accepted from ACCOs and community organisations delivering sport and active recreation activities operating in Victoria.

Organisations located close to state borders that have interstate members must contact the [Aboriginal Programs Team](#) for guidance on eligibility.

#### 3.1 Eligible applicants

Applicants must meet all of the following criteria:

1. The applicant must be non-government and not-for-profit.
2. The applicant must be operating in Victoria and registered as one of the following:
  - An incorporated association under the *Associations Incorporation Reform Act 2012 (Vic)*.
  - A company limited by guarantee under the *Corporations Act 2001 (Cth)*.
  - An Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)*.
  - An Aboriginal and Torres Strait Islander Co-operative registered with the Australian Charities and Not-for-profits Commission (ACNC) at the time of submission of the application and, if successful, for the duration of the project unless 2.1 applies.
- 2.1 If the **applicant is not** an incorporated association, a company limited by guarantee, an Aboriginal and Torres Strait Islander corporation or Co-operative, it must nominate in its application an auspice organisation to receive and auspice any grant funds paid in the event of a successful application. Attachment 1 of these Guidelines provides some options for organisations that can auspice grants applications.

In such instances, the **nominated auspice organisation must:**

- be non-government and not-for-profit
  - be operating in Victoria and registered as an incorporated association, public company limited by guarantee, an Aboriginal and Torres Strait Islander corporation, or Co-operative registered with the ACNC
  - meet the criteria described in section 5 below
  - if the application is successful, enter into a Grant Agreement with the Department
  - receive the grant funds and ensure the funds are used as specified in the application and in accordance with the terms and conditions of the Grant Agreement.
3. The applicant must be delivering a sport or activity that is a person-centric physical activity. Organisations that encourage people to participate in traditional games, nature-based, outdoor activities (including sporting activities at camps) **are eligible** for funding.
  4. The applicant must adhere to and promote the Fair Play Code, or the relevant State Sporting Association code of conduct and/or member protection policy, which incorporates the [Fair Play Code](#).
  5. The applicant must have a Sport Integrity Australia approved anti-doping policy in place and comply with the National Anti-doping Scheme where required.
  6. If the applicant (or the auspice organisation if applicable) has been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or received notice that it was named in an application for

redress to the National Redress Scheme for Institutional Child Sexual Abuse established under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)* (National Redress Scheme), it must join or provide advice to the Department that it intends to join, the [National Redress Scheme](#).

## 4. Category-specific requirements and eligible expenditure

### 4.1 Category 1 – Aboriginal sporting carnivals and/or tournaments

#### Junior Teams

Grants of up to \$2,500 per junior team are available to eligible applicants to pay for travel and accommodation costs to participate in Victorian or national Aboriginal sporting carnivals and/or tournaments.

#### Senior Teams

Grants of up to \$1,500 per senior team, are available to eligible applicants to pay for travel and accommodation costs to participate in Victorian or national Aboriginal sporting carnivals and/or tournaments.

The teams must participate in an Aboriginal sporting carnival and/or tournament between 1 July 2024 to 30 June 2025.

#### Eligibility requirements

- All individuals within teams that receive support from this grant, must identify as being Aboriginal and/or Torres Strait Islander.
- All teams must reside in Victoria unless individuals are located close to state borders that participate in Victorian competitions / carnivals.

#### Eligible Expenses

- Travel and accommodation costs for teams to compete in Victorian or national sporting carnivals or tournaments.

#### Ineligible Expenses

- Costs other than those directly related to travel and accommodation (for example: food, entrance fees and uniforms are excluded).
- Travel and accommodation expenses not for the purpose of attending the identified sporting event.
- Funding sought for individuals that do not identify as being Aboriginal and/or Torres Strait Islander.

### 4.2 Category 2 – Uniforms and/or equipment

Grants of up to \$1,000 per team, club, and association and up to \$250 per individual, for the purchase of sporting uniforms and/or equipment.

Eligible uniforms and equipment must be purchased between 1 July 2024 to 30 June 2025

#### Eligibility requirements

- All individuals and teams that receive support from this grant must identify as being Aboriginal and/or Torres Strait Islander.
- All individuals and teams must reside in Victoria unless individuals are located close to state borders that participate in Victorian competitions / carnivals.

## Eligible Expenses

Eligible uniform and equipment expenditure may include but are not limited to:

- Required uniform, for example, netball uniform, jumpers, singlets.
- Socks.
- Boots.
- Sports bras.
- Bats.
- Match balls.
- Team equipment kits.
- Items for cultural and/or ceremonial purposes.
- Protective equipment including gloves, helmets and batting pads.

## Ineligible Expenses

### Non Essential Participation Equipment

- Training/warm up tops.
- Hoodies.
- Public address systems.
- trophies, IT and GPS products.
- Alarm systems.
- Scoreboards.
- Radio communication devices.

### Mechanical equipment aimed at enhancing the skills of participants

- Ball machines, bowling machines, weights, simulators, timing poles.
- Funding sought for individuals that do not identify as being Aboriginal and/or Torres Strait Islander.
- Athletes or coaches must not have previously received an individual grant under this category in the last funding round.

A complete list of eligible uniform and equipment items which can be purchased using grant funds is located on the [Sport and Recreation Victoria website](#).

## 4.3 Category 3 – Athlete participation support

Grants of up to \$750 per individual for athletes and coaches to pay for travel and accommodation costs to compete or train in regional, state and national competitions or representative teams.

Applications submitted under this category will be accepted from the opening of Round 1, until funding is exhausted. Further information on funding rounds is in [section 5](#).

### Eligibility requirements

- Athletes or coaches must identify as being Aboriginal and/or Torres Strait Islander.
- Athletes or coaches must reside in Victoria unless individuals are located close to state borders that participate in Victoria.



- Athletes or coaches must be invited or planning to compete in a regional, state or national sporting competition or for a representative team who are selected into a recognised State Sporting Association /School Sport Victoria or Disability player pathway program opportunity.
- Athletes or coaches must not have previously received an individual grant under this category in the last funding round.

### Eligible Expenses

- Costs associated with travel and accommodation to compete or train in regional, state and national competitions or representative teams between 1 July 2024 to 30 June 2025.

### Ineligible expenses

- Costs not directly related to travel and accommodation (for example: food, entrance fees or uniforms are excluded).
- Travel and accommodation expenses not for the purpose of attending the identified sporting event.

## 5. What is the application process?

### 5.1 When will applications open and close?

#### Category 1 and 2

Round	Open	Close	Outcomes
Round 1	14 June 2024	11.59 pm, 10 July 2024	August 2024
Round 2	4 February 2025	11.59 pm, 4 March 2025	April 2025

Applicants will receive written notification of the outcome of their application.

#### Category 3

Applications open: 14 June 2024 and will remain open until funding allocation is exhausted.

Outcomes to be notified: within 4 weeks from the application submission date.

### 5.2 How many applications can be submitted?

Eligible organisations can submit multiple applications across all categories.

Eligible organisations can apply for up to 10 separate teams or individuals under one application.

Under category 1 and 3 a separate application must be submitted for each specific sporting event. (For example, an eligible organisation is sending 2 teams to the national basketball carnival and 3 teams to the national netball carnival. In this scenario 2 applications must be submitted, one application per carnival).

### 5.3 How will applications be assessed

The Aboriginal Sport Participation Grants Program includes a competitive application process. Eligibility does not guarantee success and it is expected that more applications will be received than what can be funded.

Applications are initially assessed according to the applicant's eligibility and subsequently:

- Adequacy of supporting documentation
- Responses to the assessment criteria.

### Assessment criteria

Applications will be assessed against the level of need for government funding for the project for which a grant is sought. The assessment will focus primarily on the applicant's answers to the following questions:

- Why is there a need for this support in your community and why is a grant required?
- How would this grant make a difference and why?

### Prioritised Funding

The Aboriginal Sport Participation Grant Program will **prioritise** funding for:

- applications where individuals or teams located in areas identified with high levels of socio-economic disadvantage (supported by 2021 Australian Bureau of Statistics Census data) or that can demonstrate circumstances of disadvantage
- individuals or teams who have not previously received funding from the Program
- applications that provide uniforms for active participants rather than for non-playing officials (for example, coaches)
- applications that demonstrate that the uniforms and equipment will be used repeatedly over time (for example by multiple members or teams)
- applications that have an identified event or league, such as an Aboriginal sporting carnival and/or tournament, where the uniforms or equipment will be used

## 5.4 Supporting Documentation

**All applications across all categories**, must include a quote, tax invoice and/or receipt which corresponds to the items to be funded.

### Quotes must:

- Be dated within the past 12 months prior to the application submission date.
- Include details, such as the name and description, of the uniform, equipment or travel and accommodation costs to be funded.
- Include the quantity of items(s) to be funded.
- Include the individual and total cost of items(s), travel and accommodation to be funded.
- Where available, the quote must be provided by the service provider which the applicant intends to engage to use the grant funds (for example, if a rental vehicle is to be used for travel, a quote from the rental car operator).
- Include the supplier's business/company details (business name, Australian Business Number or website).
- Be of a value equal to, or greater than, the total grant amount requested in the application.

Quotes provided in the form of website shopping carts or screen shots are acceptable, provided they contain all the above information.

### Tax invoices and receipts

- If receipts are provided for travel expenses, they must include evidence of date of travel/stay being within the round eligibility dates 1 July 2024 to 30 June 2025.
- If receipts are provided for uniforms and equipment they must be dated within the round eligibility dates 1 July 2024 to 30 June 2025.

They must also:

- Include details, such as the name and description, of the uniform, equipment or travel and accommodation costs to be funded
- Include the quantity of items(s) to be funded
- Include the individual and total cost of items(s), travel and accommodation to be funded
- Include the supplier's business/company details (business name, Australian Business Number or website)
- Be of a value equal to, or greater than, the total grant amount requested in the application.

Where the applicant is applying for funding of only part of a tax invoice or receipt, an explanation must be provided in the application.

Where funding is sought for the cost of fuel, a written estimate using the [ATO cents per kilometre method](#) of 85 cents per kilometre for 2024–25 must be attached to the application .

### Letters of support:

Letters of support for the intended recipients will be accepted and can be uploaded in the attachments area of the application form. Letters could be from an Aboriginal traditional owner group or a local Aboriginal community.

## 6. Submitting an application

There are some important steps to consider before submitting an application.

### Step 1: Check your eligibility

Check sections 2–4 of these Guidelines to identify if your organisation is eligible for funding. Ensure you have all required information and documents as outlined in section 5.3 and 5.4.

It is recommended that you contact the [Aboriginal Programs Team](#) to discuss your project prior to submitting an application.

### Step 2: Apply online using the DJSIR Online Grants portal

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

To start a new application, click on the relevant category's hyperlink from the [Sport and Recreation Victoria website](#). When prompted, log in using an existing Grants Portal account or create a new account.

Draft applications can be saved for completion at a later time. To access a saved application visit the [Department's Grants Portal](#) .

Applications must be submitted before the advertised closing date and time to be considered. An automated email, confirming the application submission and reference number, will be sent following successful submission of the application. **If the application confirmation email is not received, applicants should email the [Aboriginal Programs Team](#) immediately.**

Please quote the application reference number in all correspondence relating to the application.

## Attaching documents

Please note the following points when attaching any document to an application:

- Acceptable file types include Word, Excel, PDF or JPEG only. No other file formats are readable to Department staff.
- Attachments cannot exceed the maximum file size of 5MB per document.
- When preparing and submitting the application online, check carefully to ensure all attachments have been uploaded.

## 6.1 Use of Third-party Grant Writers

While applicants can engage a third-party grant writer to assist with the development of a funding application, applicants need to be aware that it is the applying organisation, not the grant writer, that is making an application for funding. As such, if an application is successful, it is the applicant that is responsible for delivering the funded activity by entering into a binding Grant Agreement with the Department, not the grant writer.

For this reason, the applicant must ensure the accuracy and truthfulness of all matters contained in an application, whether prepared by the applicant itself or by a grant writer on its behalf. Applicants wishing to apply should note the following in relation to third-party grant writers:

- Applicants may seek the support of a third-party grant writer or consultant to develop their application. However, **applications will not be accepted directly from third-party grant writers.**
- Applicants must submit their own applications and enter into the Grant Agreement, if successful.
- If an application is submitted by a third-party grant writer, it will be ineligible for consideration.
- 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 detract from success in the application assessment stage, such as responses that do not explicitly address matters relating to a particular applicant.
- The Department will only liaise with the authorised organisational contact as per the application for application enquiries or payment matters.
- 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.

## 7. Funding Conditions

### 7.1 Email of Acceptance and Grant Agreements

The following conditions will apply to those whose applications have been successful:

#### Where no auspice arrangement is required:

- As part of the application process, an authorised representative from the applicant must accept and agree to be bound by the terms and conditions of grant (available [here](#)) 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 the 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 (available [here](#)). An authorised representative of the applicant will need to acknowledge the Email of Acceptance.

- Grant recipients must spend the grant within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department.
- The grant must be spent on the activity or items as described in the successful application. Any proposed variation to the approved activity or items must be submitted to the Department for approval prior to implementation or purchase.
- Grant recipients without an Australian Business Number (ABN) must provide a completed statement by a supplier form (as published by the Australian taxation office) indicating that no tax is or will be withheld from any grant payments.

**Where an auspice arrangement is required:**

- The nominated 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. The terms and conditions set out in the Grant Agreement are not negotiable.
- The auspice organisation must ensure the grant is spent in accordance with the Grant Agreement and within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department.
- The auspice organisation must ensure the grant is spent on the activity or items as described in the successful application. Any proposed variation to the approved activity or items must be submitted to the Department for approval prior to implementation or purchase.

## 7.2. Acknowledging the Government's support and promoting success

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, for example, 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, for the purposes of acknowledgment.

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 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.

For full details and logos, download the [acknowledgement and publicity guidelines for Sport and Recreation Victoria grant recipients](#).

## 7.3 Post-project evaluation

As a condition of funding, grant recipients will be required to participate in the Department's performance monitoring and evaluation activities this may include completion of evaluation surveys.

The evaluation surveys may be required for up to 24 months following the completion of the Program. This is a non-negotiable requirement for applicants to the Program. Non-compliance could impact future applications to the Department's programs.

Successful program outcomes may be used in program evaluation reviews and Department marketing material.

## 7.4 Payments

### Where no auspice arrangement is required:

If the application is successful, the applicant will receive an Email of Acceptance from the Department. An authorised representative of the applicant will need to acknowledge the Email of Acceptance.

Payment of the full grant amount will be made to the applicant's nominated bank account as provided on its application form approximately 28 days after the applicant acknowledges the Email of Acceptance.

Payment will be conditional on:

- the applicant submitting a fully complete application, including completion of the Declaration and Acknowledgement by an authorised representative of the applicant
- the grant recipient providing reports as required, or otherwise demonstrating that the activity is progressing as expected
- terms and conditions of funding continuing to be met.

### Where an auspice arrangement is required:

If the application is successful, payment will be made in accordance with the Grant Agreement provided that:

- the Grant Agreement has been signed by both parties
- the grant recipient provides reports as required, or otherwise demonstrate that the activity is progressing as expected
- all terms and conditions of the Grant Agreement are met.

Grant payments made under this Program will be provided exclusive of GST, regardless of an applicant or auspice organisation'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.

Nothing in this section 8.5 in any way limits the rights of the Department arising under a Grant Agreement or under law.

## 7.5 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.

## 7.6 Department's reserved rights

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

- suspend or cancel the Program
- withdraw, amend or replace these Guidelines and any application terms
- suspend or cease the assessment of any application
- withdraw any offer it has made to a successful applicant to enter into a Grant Agreement and provide a grant.

## 8. Privacy

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 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 [aboriginal.programs@sport.vic.gov.au](mailto:aboriginal.programs@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](mailto:privacy@ecodev.vic.gov.au). The Department's privacy policy is also available by emailing the Department's Privacy Unit.

## 9. Terms of applying

### 9.1 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'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.

### 9.2 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:

- 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. Resources and additional information

### 10.1 Support for applications

For preliminary information on this or any other grant program please contact the Sport and Recreation Victoria call centre on 1800 325 206 for the cost of a local call (except from a mobile phone) on any weekday between 9am and 5pm (except for public holidays).

### 10.2 Complaints or Feedback

#### Feedback

Applicants may request feedback on their unsuccessful application by directing their request in writing to the program team [aboriginal.programs@sport.vic.gov.au](mailto:aboriginal.programs@sport.vic.gov.au).

#### Complaints

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 [aboriginal.programs@sport.vic.gov.au](mailto:aboriginal.programs@sport.vic.gov.au).

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 or
- 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.