

Sustainable Volunteer Workforce Program

Program Guidelines



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 changes at the discretion of the Minister for Community Sport.

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Department of Jobs, Skills, Industry and Regions

1 Spring Street Melbourne Victoria 3000

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For information on this program please visit the Sport and Recreation website or contact via [email](#).

For help with translations, please call the Translating and Interpreting Services 131 450.

Cover photo: Electric Street

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Message from the Minister

Volunteers and staff are the backbone of the sport and active recreation sector, without them local clubs and competitions just wouldn't exist.

In this Program, the Victorian Government is ramping up efforts to improve the capacity and capability of volunteers and the paid workforce, across all levels of sport and active recreation in regional Victoria.

The new *Sustainable Volunteer Workforce Program* is designed to help community sport and active recreation attract and keep volunteers, improve delivery models to reduce volunteer workload, and increase participation opportunities for Victorians on and off the field.

Through the Program, we aim to initiate and actively promote change. We're looking for projects that support, empower and create pathways that lead to exciting roles in sport and active recreation.

Our end game is to create inclusive and sustainable environments for people to reap the benefits of being involved in all aspects of this exciting sector.

Increasing sector capability and supporting the development of a highly skilled sport and active recreation workforce that in turn leads to a strong, sustainable industry is a key objective of *Active Victoria 2022-2026 – A strategic framework for sport and active recreation in Victoria*.

The *Sustainable Volunteer Workforce Program* is part of our new \$60 million Regional Community Sport Development Fund that will deliver infrastructure and programs to support more regional Victorian families and children to get and remain physically active.

I look forward to seeing new and exciting projects come to life through this Program.



THE HON ROS SPENCE MP
Minister for Community Sport

1. Program Overview

1.1. Background

Over recent years, delivery of community sport and active recreation has become increasingly complex and challenging. Changes in workforce composition, governance, compliance, supply and demand of the volunteer and paid workforce and participation preferences have resulted in an overall shortage of both capacity and capability within the community sport and active recreation workforce.¹ This has broad implications in relation to safety, enjoyment, and experiences of those involved both on and off the field.

1.2. About the Program

The Sustainable Volunteer Workforce Program (the Program) will provide grants for initiatives which aim to build a sustainable volunteer workforce and support volunteer engagement, retention and find ways to better support the workforce to deliver sport and active recreation in regional Victoria.

The Program aligns to *Active Victoria: a strategic framework for sport and active recreation in Victoria 2022-2026*, and specifically addresses the strategic direction of 'sector capability: the sport and active recreation workforce is highly skilled and leads a strong, sustainable industry'.

Ultimately, the Program will help to equip the workforce to successfully deliver community sport and active recreation now and into the future.

1.3. Program Objective

The objective of the Program is to increase the productivity, capability and resilience of the community sport and active recreation workforce (including paid staff and volunteers) and support its operational sustainability. The Program will achieve this by supporting initiatives that help a variety of sporting and active recreation organisations engage, retain, build capability, and alleviate burden on volunteers in regional Victoria.

1.4. Program Outcomes

The intended end of Program outcomes are:

- Increased participation and retention in the sport and active recreation workforce (both volunteer and paid) across regional Victoria.
- Improved skills, knowledge, capacity and capability of the sport and active recreation workforce (both volunteer and paid) across all levels of sport across regional Victoria.
- Improved good practice standards in administration and delivery in local clubs, associations, and community sporting environments across regional Victoria.
- Innovative and improved delivery models that create efficiencies, improve productivity and/or increase participation opportunities on and off the field across regional Victoria.

By delivering these outcomes, the Program will also contribute to longer-term outcomes for community sport and active recreation in regional Victoria. These include the sport and active recreation sector operating more effectively and efficiently to provide safe, inclusive, and welcoming environments; people recognising the diverse benefits of volunteering or working in the sector; and the creation of a collaborative sport ecosystem which drives long-term efficiency and widespread participation.

1. The workforce includes both paid staff and unpaid volunteers involved in the delivery of community sport and active recreation.

2. Who can apply?

Applications are accepted from Sport and Recreation Victoria (SRV) recognised:

- Victorian State Sporting Associations (SSAs),
- Victorian State Sport and Active Recreation Bodies (SSARBs),
- Regional Sports Assemblies (RSAs) and Regional Sport Victoria.

The list of recognised Victorian sport and recreation organisations can be found on the SRV [website](#).

Applicant organisations must meet the following criteria at the time of application and if successful for the term of any funding agreement:

- Be a non-government, not-for-profit incorporated body operating in Victoria,
 - Hold an active and valid Australian Business Number (ABN); and
 - Be a legal entity operating as either:
 - an incorporated association; or
 - a public company limited by guarantee.
 - Have a minimum of 40 per cent women on their board or committee or be able to provide an Office for Women in Sport and Recreation approved work plan to meet this requirement.
 - Have met reporting requirements on any grants previously received from SRV to the satisfaction of the Department.
 - Implement and maintain policies relating to member protection and Child Safe Standards.
- Where applicable, must be able to meet the following legislation and policy requirements:
 - If an applicant intends to deliver services to children, it must be appropriately insured against child abuse. Further information about this requirement can be found [here](#).
 - If an applicant 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.
 - Promote and adhere to the *Fair Play Code* (or relevant national sporting organisation or state sporting association code of conduct/member protection policy, which incorporates the [Fair Play Code](#)).
 - Have a Sport Integrity Australia approved anti-doping policy in place and comply with the National Anti-doping Scheme where required.

3. Available Funding

Funding of up to \$450,000 over 3 years (2024–25 to 2026–27) is available to eligible organisations.

Organisations can choose their requested funding amount based on their detailed project plan.

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

4. What will be funded

Eligible organisations may submit one application for projects that support organisations engage, manage, retain, and alleviate burden on the community sport and active recreation workforce (paid staff and volunteers) in regional Victoria.² Projects can focus on one or multiple regional areas and must deliver direct or flow-on benefits to volunteers.

Projects that might be funded under this Program may include, but are not limited to:

- **Developing new and unique resources and practical solutions** to common challenges, with a focus on supporting the implementation of those solutions across regional Victoria.
 - E.g., the development of recruitment packs, retention strategies and succession planning procedures for volunteers and clubs.
 - E.g., engaging experts to work with local clubs to implement good practice guides in complex or challenging areas (e.g. member protection, volunteer recruitment and management, governance, etc).
- **Reforming workforce delivery models** to improve efficiency, such as shared resource models to administer competitions, support business administration or meet compliance requirements.
 - E.g., a partnership between multiple sports to share resources to deliver common functions or services (e.g. competition administration) to alleviate the burden on volunteers, with a view to developing a sustainable model for ongoing delivery.
- **Developing critical skills and capabilities** amongst administrators, officials and coaches that enhance development pathways for community sport and/or active recreation volunteers.
 - E.g., implementing recommendations made in research studies.
- **Professional development and transition opportunities** through partnerships with training providers, tertiary institutions or local employers encouraging student placements at community clubs and enhancing mentoring programs that support the retention of staff in the sector.
 - E.g., a program that provides professional development for young people through volunteering in the sector, including pathways to employment or further education.

Innovation and reform to traditional ways of working and sustainability should be key focus areas.

Projects with the following attributes will be highly regarded:

- Projects located in areas identified with high levels of socio-economic disadvantage (supported by 2021 Australian Bureau of Statistics Census data).
- Projects that leverage existing/concurrent government or sector investment (e.g., investment in research, resources, programs, facilities, other projects).
- Partnerships between Victorian SRV recognised organisations.
- Projects that demonstrate value for money through proposed impact, co-contributions (in-kind or financial) and/or alternative revenue sources.

4.1. Partnerships

Partnerships between sports and co-contributions (in-kind or financial support) are highly encouraged.

Partnerships with affiliates, local councils, universities, local community organisations, Aboriginal Community Controlled Organisations or other specialist organisations that can provide capability, and subject matter expertise, access to local networks, etc to support project design and delivery are also highly encouraged.

Organisations should also demonstrate consultation or a co-design approach when initiatives involve people from targeted groups who typically experience higher barriers to participation.³ In particular, initiatives targeting Aboriginal Victorians should demonstrate the principles of Aboriginal Self-Determination that are identified in the [**Victorian Aboriginal Affairs Framework 2018-2023**](#).

Note that the Department will only contract with one lead organisation. For the successful lead organisations, formalised partnership arrangements such as a memorandum of understanding will need to be implemented.

2. Rural and regional Victoria is defined as the 48 local government areas set out in Schedule 2 of the *Regional Development Victoria Act 2002*, including alpine resort areas.

3. Targeted groups may include, but are not limited to: Aboriginal Victorians, People with Disability, Gender Diverse People, Lesbian, Gay, Bisexual, Transgender, Intersex and Queer/Questioning (LGBTIQ+) People, Culturally and Linguistically Diverse People (CALD), Women and Girls.

5. What will not be funded?

Examples of projects, activities and expenditure which will not be supported through the Program include:

- projects that do not deliver direct or flow-on benefits to volunteers (e.g. Corporate shared services for SSAs)
- the re-branding or tailoring of existing resources
- the development of resources that already exist or are available across the sector
- the general running costs of an organisation (for example, day to day expenses such as rent, gas, electricity, and insurance costs)
- uniforms and playing equipment
- routine replacement or minor upgrade of plant and equipment
- hospitality
- monetary prizes
- trophies
- travel to state, national or international competitions as a competitor, coach, volunteer or administrator
- basic and routine professional services including legal and accounting fees
- any amount paid on account of goods and services tax
- costs related to preparing the grant application, preparing any project reports and preparing any project variation requests
- building websites, sales and promotional activities, marketing or communications campaigns not related to the project
- capital expenditure
- regulatory and Intellectual Property fees and charges associated with registering domestic or international patents or other intellectual property enforcement expense.

6. Assessment Criteria

Eligible applications will be assessed on how well they meet the assessment criteria as outlined below. All supplementary attachments and information provided as part of the application will also be taken into consideration during the assessment process. Applications will be assessed on the level of funding requested against the project scope and outcomes.

Assessment Criteria	Weighting	Considerations
Project rationale, strategy and objectives	20%	<p>How well the application demonstrates:</p> <ul style="list-style-type: none"> an evidence-based rationale for the project and region(s) that it will benefit. alignment with <i>Active Victoria 2022-26</i> alignment to Program objectives and outcomes.
Quality of project planning, design and delivery	30%	<p>How well the application demonstrates:</p> <ul style="list-style-type: none"> what the project will deliver who will benefit and what the impact will be the project objectives and outcomes detail of partnerships and how the applicant will ensure effective collaboration with project partners (e.g. Memorandum of Understanding (MOUs), letters of support) engagement of key stakeholders in program design and delivery, which may include a co-design approach key milestones and time frames detail of any anticipated risks and associated mitigation strategies detailed budget breakdown including co-contributions and scalability options value for money through proposed project impact, co-contributions (in-kind or financial) and/or alternative revenue sources. <p>Partnerships between Victorian SRV recognised organisations is highly encouraged.</p>

Assessment Criteria	Weighting	Considerations
Organisational buy-in, capability experience and sustainability	30%	<p>How well the application demonstrates:</p> <ul style="list-style-type: none"> • The strategic importance of the project for the organisation • Buy-in/support from senior personnel within the organisation (e.g. Executive and/or Board) • That the organisation has identified the roles and capabilities needed to deliver the project and has articulated how those capabilities will be resourced • Consideration of how the project’s operations and/or outcomes can be sustained or leveraged beyond the life of the project. <p>Projects that leverage existing/concurrent government or sector investment (e.g., investment in research, resources, programs, facilities, other projects) are highly encouraged.</p> <p>Applications will be assessed on whether the organisation can demonstrate an ability to deliver the work proposed, with consideration of past performance, including meeting reporting deadlines and complying with conditions of funding.</p>
Equity and inclusion	20%	<p>How well the application demonstrates a commitment to equity and inclusion, which are embedded throughout the project.</p> <p>This may include, but is not limited to, the adoption of universal design principles to ensure accessibility for all; targeted approaches for targeted groups; or an Aboriginal Self-Determination approach to improve outcomes for projects targeting Aboriginal Victorians.</p> <p>Consideration will be given as to whether the project is in areas identified with high levels of socio-economic disadvantage (supported by 2021 Australian Bureau of Statistics Census data).</p>

7. Assessment process

Assessment of applications will follow the below process:

1. A check of the organisation's details and eligibility against the criteria outlined in these guidelines.
2. An assessment of the application for funding by an assessment panel comprised of Departmental staff. Applications will be assessed against each of the assessment criteria listed at [section 6](#).
3. All supplementary attachments and information provided as part of the application will be taken into consideration during the assessment process.
4. Financial risk assessments and other due diligence checks may be undertaken, and outcomes considered as part of the recommendation.
5. A moderation panel will take into consideration scored panel assessments, outcomes of financial risk assessments and other due diligence checks, the overall risk profile of projects, the overall variety and spread of projects across regional Victoria as aligned with the Program's objective and outcomes and will make final recommendations of applications.
6. Recommendations will be submitted to the Minister for Community Sport for consideration and approval.

7.1. Applicant checks

Applicants may be subject to due diligence assessments to enable the Department to assess financial and other non-financial risks associated with the application. Outcomes from such assessments may be taken into account in any decision to recommend or award a grant and in contracting with successful applicants.

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

7.2. Financial risk assessment

Please note, the applicant will be advised if a financial risk assessment is going to be undertaken. This requires at a minimum, the provision of the following:

- Audited Financial Reports for the last three financial years. This should be the 'final accounts' with Directors' Report and Declaration and should include Profit and Loss Statement, Balance Sheet, Cash Flows, and notes to the accounts. If accounts are not audited, unaudited accounts from an Accountant will be accepted.
- If the latest financial report is more than six months old, up-to-date Management or Interim Accounts for the current year including Profit and Loss Statement and Balance Sheet, and, in the case of public listed corporations, a half yearly financial report.
- The company's financial projections for the next three financial years, including Profit and Loss and Cash Flow.
- An attestation of whether the applicant is or has been the subject of any investigations by the State Revenue Office (SRO) and/or Australian Taxation Office (ATO).

8. How to apply

STEP 1: Check your eligibility

Check the detailed information contained in these guidelines to see if your organisation and proposed project would be eligible. Other important information can be found on the [Sport and Recreation Victoria website](#).

STEP 2: Attend the information session(s) hosted by SRV

The application process is expected to be highly competitive. It is strongly encouraged that organisations attend any online information session(s) hosted by the Department. These information sessions will provide an opportunity to hear about the grant Program in detail and ask questions before applying.

STEP 3: Contact your relationship manager or SRV

It is highly encouraged that organisations discuss proposed applications with their SRV Relationship Manager or Sector Service team as early as possible in the application period.

STEP 4: Prepare your application

The applicant must complete and submit an online application form and supporting documentation as follows:

Mandatory Attachments:

- Quality of project planning and design form (using the template provided by SRV), clearly articulating:
 - Key performance indicators
 - Project implementation timelines
 - Project risks and mitigation strategies
 - Detailed Project Budget including any co-contributions or investments from other sources

Mandatory Attachments *where applicable*:

- Partnership support letters / MOUs (mandatory for projects with identified partners)
- Insurance policy including child abuse coverage (mandatory if applicable, see [section 2](#) and [section 9.6](#) for further information about projects requiring this insurance)

Optional Supporting Attachments:

- Organisational Strategic Plans

Please also refer to [Section 6](#) for further information regarding assessment criteria.

STEP 5: Apply online

Recognised organisations will receive an email detailing the application process. This will include application templates and a link to apply through the Grants Online portal.

Please ensure you have the information required on hand, including all relevant documentation, and click on 'Start new application' to submit your application through Grants Online. You will receive an Application Number when you apply online. Please quote your Application Number in all correspondence about your application.

Uploading Attachments

- Documents can be attached to your online application in acceptable file types (for example Word, Excel, PDF, or JPEG). Maximum file size must not exceed 10MB.
- When submitting your application online check carefully to ensure all your attachments have been uploaded.

General submission of application rules

- On submission of an application, the applicant accepts, and agrees to be bound by, the terms and conditions of this Program as set out in these guidelines, the Program application form and grant application attestation and declaration.
- All applications must be submitted by an authorised representative from the applicant organisation.
- Applications submitted by third-party grant writers will not be accepted.

Timelines and conditions

- Applications will open on 4 July 2024 and close at 11:59 pm on 19 August 2024.
- Recognised organisations will be provided with program guidelines and an information pack at the opening of the application period.

Program funding timelines

Milestone	Date
Applications open	4 July 2024
Applications close	19 August 2024
All applicants notified of outcome	October 2024
Commencement of project delivery	Upon funding approval

9. Conditions of funding

9.1. Letters of offer and grant agreements

- Applicants recommended for funding will be issued a letter of offer and invited to enter into a legally binding grant agreement with the Department. The grant agreement details all funding obligations and conditions. An offer of funding is not binding on the Department unless and until both the Department and the successful applicant execute the grant agreement.
- Projects must not commence until a grant agreement has been duly executed by both the Department and the successful applicant.
- Once a grant agreement has been executed, the successful applicant will be required to commence the project within the agreed timeframe set out in the grant agreement. If a successful applicant does not commence the project by the commencement date, the Department has at its absolute discretion the option of terminating the agreement.

Grant agreements will include reference to the following requirements:

- If funded to deliver services to children, the grant recipient must be an incorporated legal entity that can be sued in child abuse proceedings and be appropriately insured against child abuse.
- Grant funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to the Department for approval prior to implementation.
- In relation to project partners, grant recipients must:
 - undertake appropriate due diligence in identifying project partners and monitor delivery of any element of the project that is performed by a project partner; and
 - ensure all project partners adhere to the standards established by the terms and conditions set out in their grant agreement.
- Grant recipients must participate in data collection to ensure project outcomes, including levels of diversity, are measured at baseline and over course of project implementation.
- Grant recipients must collaborate and share knowledge with the Department and sector regarding shared outcomes and evaluation frameworks.
- Grant recipients must attend capacity building or Community of Practice (CoP) training delivered by the Department. This may include up to 4 sessions per annum.

9.2. 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.

9.3. 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, e.g., required representation on channels or collateral such as websites, signage, advertisements, and brochures. The Department will supply the grant recipient with a logo suite and associated brand guidelines, as well as a guide on how to acknowledge government support, 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](#).

9.4. Tax advice

Taxation implications for grant applicants may differ depending on individual circumstances. The Department recommends applicants seek independent tax advice.

9.5. Grants and GST

If GST is found to be payable in relation to a grant payment made in connection with this Program, the subject payment will be increased by an amount equal to any GST payable with respect to the taxable supply for which payment is made provided that with the claim for payment, the supplier submits a tax invoice, unless the parties have agreed in writing to have issued a recipient created tax invoice.

9.6. Services to Children

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

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

- 3) In accordance with the National Redress Scheme (NRS), applicants must provide evidence of having joined, or an intention to join, the NRS (where applicable).

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

Further information:

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

9.7. Compliance and audit

Applicants 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.

9.8. 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 sportprograms@sport.vic.gov.au.

Other concerns regarding the privacy of personal information, can be emailed to the Department's Privacy Unit at privacy@ecodev.vic.gov.au. The Department's privacy policy is also available by emailing the Department's Privacy Unit.

10. Terms of applying

10.1. Probity and Decision-making

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

Decisions in recommending and awarding grant funding under this Program are at the Minister's and Department'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.

10.2. 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.

11. Resources and additional information

11.1. Support for applications

For further information on this grant program please visit [SRV website](#) or email sportprograms@sport.vic.gov.au.

11.2. Complaints or Feedback

Feedback

Applicants may request feedback on their unsuccessful application by directing their request in writing to the program team sportprograms@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 sportprograms@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.

sport.vic.gov.au

