

OFFICIAL

2025 – 26

Sporting Club Grants 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 and present.

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

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

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

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

The Department's reserved rights

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

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

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

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

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

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Message from the Minister for Community Sport



As Minister for Community Sport, I'm delighted to announce the opening of the 2025–26 Sporting Club Grants Program.

This latest round of funding is designed to energise and empower local clubs—creating more opportunities for players, coaches, volunteers, and officials to stay active and connected through the sports they love.

The program offers vital support to help clubs grow and thrive. Whether it's purchasing new equipment and uniforms, upskilling volunteers, launching new initiatives, strengthening club operations and investing in our local athletes — these grants are here to make a real difference.

We're proud to be boosting the program with additional support from our \$60 million Regional Community Sport Development Fund. This top-up means regional clubs will continue to benefit from targeted investment to build skills, knowledge, and capacity across their communities.

Since 2015, the Sporting Club Grants Program has injected over \$19.5 million to support thousands of community sport and active recreation clubs across Victoria.

It's a cornerstone of our commitment to making sport more inclusive and accessible, stimulating local economies, supporting volunteers, and increasing participation.

Together, we're building stronger, more vibrant clubs—and a healthier, more connected Victoria.

The Hon. Ros Spence MP
Minister for Community Sport

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1. About the program

The [Sporting Club Grants Program](#) supports community sport and active recreation organisations across Victoria by providing targeted funding to:

- Reduce barriers to participation
- Strengthen safe and sustainable practices
- Foster socially connected and physically active local communities.

1.1 Key dates

Round 1

Applications Open	Thursday 23 October 2025
Applications Close	4:00pm, Wednesday 26 November 2025
Notification of Outcomes	February 2026

Round 2

Applications Open	Wednesday 10 February 2026
Applications Close	4:00pm, Wednesday 18 March 2026
Notification of Outcomes	May 2026

1.2 Program categories

Funding is offered across five distinct categories, each tailored to meet specific needs in community sport. Please note, projects must not commence before 27 November 2025.

Category 1 On-field Uniforms and Equipment	<ul style="list-style-type: none"> • Up to \$1,000 to help purchase key items that support safe and inclusive participation.
Category 2 Volunteers and Officials	<ul style="list-style-type: none"> • Up to \$5,000 to invest in training to strengthen the skills, confidence and effectiveness of volunteers.
Category 3 Access and Events	<ul style="list-style-type: none"> • Up to \$5,000 to deliver a series of sport sessions for adult participants. • Up to \$2,500 to host a single-session event for children and young people.
Category 4 Travel	<ul style="list-style-type: none"> • Up to \$750 to help with travel costs for athletes selected for representative competition, selection trials or training camps.
Category 5 Governance and Engagement	<ul style="list-style-type: none"> • Up to \$1,500 to strengthen governance practices and ensure long-term sustainability.

2. Strategic alignment to Active Victoria

The [Active Victoria 2022-2026](#) framework guides the work of Sport and Recreation Victoria. It reflects a shared commitment to building a vibrant, inclusive, and connected sport and active recreation sector that delivers meaningful outcomes for all Victorians.

The Sporting Club Grants Program directly aligns with the priorities and outcomes of Active Victoria 2022–2026:

Active Victoria Priorities

- **Connecting communities**

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

- **Building value**

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

- **Enduring legacy**

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

Active Victoria Outcomes

- **Sustained participation**

More Victorians participate equitably in sport and active recreation.

- **Sector capability**

The sport and active recreation workforce is highly skilled and leads a strong, sustainable industry.

- **Good governance**

Sport and active recreation is a safe, inclusive and resilient sector.

- **High performance**

Victorians can achieve success at the highest level.

3. Program objectives and 2025-26 priorities

The objectives, priorities for 2025–26, and expected outcomes guide how funding is directed to strengthen community sport and active recreation across Victoria.

Program objectives

- Increase participation by improving access to essential items like uniforms, equipment, first aid, and safety resources.
- Strengthen club capability to attract, develop, and retain skilled volunteers.
- Promote equity, diversity, and inclusion across all levels of community sport.
- Support strong governance and operational practices within clubs and organisations.
- Encourage innovation through new activities that engage underrepresented or inactive communities.
- Build sector resilience to respond to evolving community needs.
- Support athlete development to help individuals reach their potential
- Align with the strategic direction of [Active Victoria 2022-2026](#).

2025-26 program priorities

- Initiatives that help regional Victorians become and stay physically active.
- Projects that build the sustainability and capacity of the volunteer and paid workforce in regional community sport.

Programs that increase participation among underrepresented groups, including:

- Women and girls
- Aboriginal and Torres Strait Islander peoples
- Culturally and linguistically diverse communities
- LGBTQIA+ individuals
- Older adults
- Support for organisations in areas of high socio-economic disadvantage (based on 2021 ABS Census data).
- Preference for organisations that have not previously received funding through the Sporting Club Grants Program.
- Priority support for Category 4: Travel applicants who:
 - Hold a Health Care Card (HCC) or Pensioner Concession Card (PCC)
 - Are in Victorian Care Services (out-of-home care)
 - Live in regional Victoria and travel frequently or long distances to compete

End-of-program outcomes

- More Victorians participating in sport and active recreation at club level.
- Strengthened capacity of community sport and active recreation clubs to deliver programs and initiatives.
- Greater involvement—both on and off the field—from groups with historically low participation, including women and girls, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, LGBTQIA+ individuals, and older adults.

4. Applicant eligibility

4.1 Who can apply?

Organisations must meet all the following criteria

Eligibility criteria	Details
Organisation type	Be a not-for-profit, non-government entity registered as: <ul style="list-style-type: none"> • Incorporated Association with an IAN number • Company Limited by Guarantee with an ACN number or • Indigenous Corporation with an ICN number
Organisation delivery	Deliver sport, active recreation, or physical activity programs.
Business registration	Provide an Australian Business Number. If no ABN, submit a Statement by supplier not quoting an ABN form.

4.2 Ineligible applicants

2024-25 Sporting Club Grant Recipients	<ul style="list-style-type: none"> • Organisations that received funding in Categories 1, 2, or 3 in the 2024–25 Sporting Club Grants Program, are not eligible to apply in Categories 1, 2, 3, or 5. • These organisations are only eligible to apply for funding in Category 4.
The following organisations or entities are not eligible to apply for funding:	<ul style="list-style-type: none"> • Unincorporated associations • Companies not incorporated in Australia. • Individuals or sole traders. • Schools, playgroups, kindergartens, child-care centres or pre-schools. • Animal obedience organisations

4.3 Auspice arrangements

Sport and active recreation organisations that are not eligible to apply directly, may nominate an auspice organisation to take legal and financial responsibility on their behalf.	<p>The auspice organisation must:</p> <ul style="list-style-type: none"> • Be registered as one of the eligible entity types listed in the applicant eligibility criteria • Be operating in Victoria <p>Auspice arrangements cannot be used:</p> <ul style="list-style-type: none"> • To apply on behalf of individuals or ineligible entities • For organisations other than unincorporated sport or active recreation organisations • For projects that deliver services to children under 18 years of age
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4.4 Applicant attestations

All applicants must attest that their organisation:	<ul style="list-style-type: none"> Has policies in place that meet the Child Safe Standards, as outlined by the Commission for Children and Young People. Has fulfilled all reporting obligations for any previous grants received from Sport and Recreation Victoria.
Sport or active recreation organisations must also attest they:	<ul style="list-style-type: none"> Follow and enforce the Fair Play Code, or the relevant State Sporting Association code of conduct and/or member protection policy. Comply with the Australian National Anti-Doping Scheme and Policy (if applicable).

4.5 Additional requirements

All applicants and auspice organisations must confirm the following:	<ul style="list-style-type: none"> Organisations affiliated with a Sport and Recreation Victoria recognised organisation, that recognised organisation must have a minimum 40% women on their board or have an approved action plan with Sport and Recreation Victoria to meet this requirement. More information at Balance the Board Policy. Organisation that have been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or has received a Notice of Redress Liability, they must join or provide written advice of intent to join the National Redress Scheme. More information at National Redress Scheme.
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5. How many applications can I submit?

Organisations may submit up to 10 applications in total, with the following category limits:

Category	Maximum Applications Allowed
Categories 1, 2, 3 and 5	Up to 2 applications (must be in different categories)
Category 4	Up to 8 applications

5.1 Key Conditions

All Categories	<ul style="list-style-type: none"> Each application must be submitted separately. If more applications are submitted than the permitted limit, the applications received (by date and time) will be considered. Further applications will be deemed ineligible. Applications must be distinct. Duplicate or substantially similar submissions will not be considered.
Categories 1, 2, 3 and 5	<ul style="list-style-type: none"> Organisations may submit a combined total of up to 2 applications. Applications must be for different categories. 2 applications in the same category will not be accepted.
Category 4	<ul style="list-style-type: none"> Organisations may submit up to 8 applications for 8 different athletes. Each athlete requires a separate application. Only one application per athlete will be accepted, even if <ul style="list-style-type: none"> Competing in multiple events Representing different organisations or sports.

6. Eligible projects and costs

6.1 Funding categories

Category	Details
Category 1 On-field Uniforms and Equipment	Funding available \$1,000 This category supports the purchase of essential equipment and supplies that enable safe, inclusive, and accessible participation in sport.
Eligible costs	Uniforms for players, competition officials or umpires <ul style="list-style-type: none"> Playing jerseys, referee tops, bibs, rashies, uni-suits, martial arts gi, goggles Participation equipment used during physical activity <ul style="list-style-type: none"> Balls, racquets, portable nets or goals, handcycles, bowling aids, portable hoops Safety or injury prevention equipment <ul style="list-style-type: none"> Goal post padding, batting pads, gloves, goalie gear, helmets, gymnastic mats, headgear, chest protectors, shin and arm guards, grip tape, floatation jackets First-aid equipment <ul style="list-style-type: none"> First-aid kits, defibrillators, stretchers, athletic tape

Category	Details
Category 2 Volunteers and Officials	Funding available \$5,000 This category supports organisations to build the capacity of volunteers through structured learning opportunities including training, workshops, and in-person development activities.
Eligible costs	Sport-related courses <ul style="list-style-type: none"> Accredited training for roles such as: <ul style="list-style-type: none"> Coach, instructor, referee, umpire, assessor, timekeeper, scorer Community officiating and game-day support Inclusion and diversity awareness Attendant support for participants with additional needs Child safety and member protection training Code of conduct and ethical sport practice Health and safety courses <ul style="list-style-type: none"> First-aid and CPR certification Mental health first aid or crisis response Conflict resolution and de-escalation strategies Workforce training <ul style="list-style-type: none"> Gender equity and inclusive leadership Cross-cultural awareness and communication Fundraising, sponsorship, and financial literacy workshops Club administration and operational management Event planning and delivery Social media skills and online safety/digital literacy

Category	Details
<p>Category 3 Access and Events</p>	<p>Funding available</p> <ul style="list-style-type: none"> • \$5,000 for a series of sport sessions for adult participants OR • \$2,500 for a single-session event for children/young people <p>This category supports the delivery of inclusive and engaging sport activities that encourage participation, connection and provide safe and welcoming opportunities to access sport.</p> <p>Applicants may only submit one application for a single project within this category.</p>
<p>Eligible projects</p> <p>Please note Applications proposing ongoing sessions for participants under 18 years of age—either partially or entirely—will be deemed ineligible.</p>	<p>Adult sport sessions (18+)</p> <p>Eligible projects must be a series and may include</p> <ul style="list-style-type: none"> • Social or non-competitive formats • Competitive tournaments or friendly matches • Less structured or drop-in sport sessions • Modified sports or programs tailored for all abilities <p>Children and young people (under 18)</p> <p>Eligible projects may include</p> <ul style="list-style-type: none"> • Single-session events, such as come-and-try days or introductory clinics • Special sport events, like school holiday tournaments, cultural sport festivals, or junior championship days
<p>Eligible costs All costs must be new and directly related to project delivery.</p> <p>Funding will only be provided if the costs are reasonable and clearly attributable to the project.</p>	<p>Short term, project staffing</p> <ul style="list-style-type: none"> • Event coordinators and facilitators • Accredited coaches and activity leaders • Match officials, referees, umpires • Cultural engagement officer • Inclusion support staff <p>Uniforms and equipment</p> <ul style="list-style-type: none"> • Maximum funding: \$1,000 per application • Items must be eligible under Category 1 • Only equipment and uniforms used during the event and directly linked to participant involvement will be funded. <p>Promotional costs</p> <ul style="list-style-type: none"> • Advertising (print, radio, digital) • Publicity and media engagement • Marketing materials • Stationery, printing, and publishing <p>Digital capability</p> <ul style="list-style-type: none"> • Online registration platforms or program-specific web pages • Digital tools for participant engagement or communication

Category	Details
Category 4 Travel	Funding available \$750 This category supports individual athletes selected for representative-level opportunities.
Eligible athlete	Must be 12 years or older as of 1 January 2025.
Eligible event	Selected for: <ul style="list-style-type: none"> Representative competition – region, association, state or national. Official selection trial or training camp. Event must occur between: <ul style="list-style-type: none"> 27 September 2025 and 16 February 2026.
Eligible costs	<ul style="list-style-type: none"> Travel, accommodation or event registration fees.

Category	Details
Category 5 Governance and Engagement	Funding available \$1,500 This category helps clubs operate effectively, meet governance requirements, and plan for future growth.
Eligible costs	Club governance <ul style="list-style-type: none"> Developing or updating constitutions Creating strategic or operational plans Reviewing and implementing policies <ul style="list-style-type: none"> Child safety Equity and Inclusion Risk management Engaging expertise through consultants or facilitators to: <ul style="list-style-type: none"> Support governance improvements Provide in-depth gap analysis' Advise on governance compliance or constitution updates Facilitate strategic or policy planning sessions Deliver governance, compliance or leadership workshops

7. What won't be funded

7.1 Program-wide funding exclusions

Ineligible projects	<p>Projects will not be funded if they:</p> <ul style="list-style-type: none"> • Have already commenced or include purchases made prior to 27 November 2025. • Deliver ongoing services to children under 18 years without appropriate child abuse insurance. • Under Category 3, include equipment as the only cost in the application. Equipment costs can be part of the application, but not the sole component. • Have already received funding for the same or similar project or costs through any of the following programs: <ul style="list-style-type: none"> ○ Sporting Club Grants Program (2023–24 or 2024–25). ○ Regional All Abilities Participation Grants (2024-27) ○ Together More Active Program (2023–27) ○ Change Our Game – Community Activation Grants (2023–24 or 2024–25) ○ Aboriginal Sport Participation Grant Program (2024–25 or 2025-26) ○ All Abilities Workforce and Sector Support Program 2024-27 ○ Strengthening Regional Community Sport Program 2024-27 • Do not represent value for money
Ineligible costs	<p>Funding will not cover the following costs:</p> <p>Operational and business</p> <ul style="list-style-type: none"> • Business as usual or operational expenses, including: <ul style="list-style-type: none"> ○ Rent, utilities, operational wages, salaries ○ Accounting, membership, legal fees ○ Legal fees, property taxes, and business travel ○ Insurance, general admin expenses. <p>Infrastructure or capital works</p> <ul style="list-style-type: none"> • Upgrades or maintenance of buildings, property, or vehicles. • Fixed playing surfaces or permanent structures. <p>Regulatory costs</p> <ul style="list-style-type: none"> ○ Working with Children Checks or permits <p>Event and hospitality</p> <ul style="list-style-type: none"> • Galas, trophies, prize money, gift packages • Hospitality, catering, alcohol <p>Animal welfare</p> <ul style="list-style-type: none"> • Equine first aid kits, animal training equipment

7.2 Funding exclusions by category

Category 1	<p>Non-playing / participation equipment</p> <ul style="list-style-type: none"> • All technology, wicket covers, electronic scoreboards, radio communication devices, iPads, laptops <p>Fixed playing surfaces, structures</p> <ul style="list-style-type: none"> • Synthetic pitch material, in-ground goal posts, permanent shade structures, fencing and practice wickets, fixed lighting, mobility ramps <p>Skill and performance enhancing equipment</p> <ul style="list-style-type: none"> • Ball and bowling machines, weights, simulators <p>Personal items or non-playing clothing or accessories</p> <ul style="list-style-type: none"> • Mouthguards, drink bottles, backpacks, underwear <p>Maintenance equipment</p> <ul style="list-style-type: none"> • Lawn mowers, rollers, line markers, tools, air compressors <p>Repairs to equipment, structures and playing surfaces</p> <ul style="list-style-type: none"> • Golf course and cricket pitch maintenance, repairs to spectator seating <p>Canteen, cooking and clubroom items</p> <ul style="list-style-type: none"> • Furniture, microwaves, food and drinks, cooking items, whitegoods <p>Purchase, lease or modification of vehicles</p> <ul style="list-style-type: none"> • Boats, golf carts, jet-skis, go-karts <p>Firearms, scopes and ammunition</p> <ul style="list-style-type: none"> • Rifles and pistols
Category 2	<p>Participant-focused costs</p> <ul style="list-style-type: none"> • Projects benefitting players or active participants. • Equipment or uniforms. • Travel or accommodation, unless training is unavailable locally (max \$1,000 if eligible). <p>Specific courses</p> <ul style="list-style-type: none"> • RSA courses, food safety/handling courses. • POS system or accounting software training. • Facility, grounds management or site coordination. • Costs listed as excluded under categories 1, 3 and 5.
Category 3	<ul style="list-style-type: none"> • Costs listed as excluded under categories 1 and 5. • Costs listed as excluded under category 2, except for Participant-focused costs.

Category 4	<p>Application type</p> <ul style="list-style-type: none"> • Applications for teams or multiple athletes in a single submission. • Applications for coaches or officials. <p>Event eligibility</p> <ul style="list-style-type: none"> • Events held outside of Australia. • School Sports Victoria competitions, including School Sport Australia Championships. <p>Cost coverage</p> <ul style="list-style-type: none"> • Registration fees exclusively, without any associated travel costs. <p>Athlete eligibility</p> <ul style="list-style-type: none"> • Athletes under the age of 12. • Athletes currently supported by the Victorian Institute of Sport or the Australian Institute of Sport.
Category 5	<p>Administration</p> <ul style="list-style-type: none"> • Payments or stipends for board members. • Subscriptions for accounting software, bookkeeping. • Costs listed as excluded under categories 1, 2 and 3.

8. Assessment and approval

8.1 Assessment process

The Sporting Club Grants Program is competitive. Meeting the eligibility criteria is essential, but it does not guarantee funding.

We expect to receive more applications than the available funding can support, so not all eligible applications will be successful.

Applications will be assessed based on:

- Eligibility of the applicant
- Strength of response to assessment criteria
- Quality and completeness of supporting documentation
- Comparison with other submissions
- Availability of funding

Funding recommendations are submitted to the Minister for Community Sport for approval.

8.2 Assessment criteria

- The assessment criteria is based on the program's objectives and priorities for 2025–26.
- Each criterion has a weighting to help guide applicants in preparing their responses.
- Any application that includes answers which are identical—either fully or partially—to another application will be ineligible for funding.

Criteria	What's Considered	Weighting
Need	<p>The application demonstrates:</p> <ul style="list-style-type: none"> • awareness and evidence of key issues in their local community • that funding will successfully address needs • increased participation, inclusion and access to sport or active recreation. 	25%
Benefits	<p>The application outlines:</p> <ul style="list-style-type: none"> • the benefits that will be achieved and how these benefits align with the program objectives and priorities • inclusive participation opportunities for people to engage in activities, to develop skills and have meaningful experiences. 	20%
Impact	<p>The application demonstrates:</p> <ul style="list-style-type: none"> • how the project impacts their organisation and community • sustainable, practical and tangible impacts beyond the 12-month funding period 	20%
Program Priorities	<ul style="list-style-type: none"> • Support for organisations in areas of high socio-economic disadvantage (based on 2021 ABS Census data). 	15%
	<ul style="list-style-type: none"> • Organisations that have not previously received funding through the Sporting Club Grants Program. 	10%
	<ul style="list-style-type: none"> • Projects that increase participation among underrepresented groups, including: <ul style="list-style-type: none"> ◦ Women and girls ◦ Aboriginal and Torres Strait Islander peoples ◦ Culturally and linguistically diverse communities ◦ LGBTQIA+ individuals ◦ Older adults • Priority support for Category 4 applicants who: <ul style="list-style-type: none"> ◦ Hold a Health Care Card (HCC) or Pensioner Concession Card (PCC) ◦ Are in Victorian Care Services (out-of-home care) ◦ Live in regional Victoria and travel frequently or long distances to compete 	10%

8.3 Assessment questions by category

Categories 1, 2, 3 and 5

Criteria	Assessment question	Weighting
Need	How will your project support your members and wider community to access sport and active recreation?	25%
Benefits	What benefits will this project bring, and how will it create more ways for people to take part—whether playing, volunteering, or supporting your organisation?	20%
Impact	What long-term difference will this project make at your organisation, and how will you keep building on it?	20%

Category 4: Travel – athlete assessment questions

- Assessment questions must be answered by the athlete who will receive the funding.
- These responses are an opportunity for the athlete to share their personal sporting journey in their own words.
- If the athlete requires help or is unable to complete the questions independently, please email [Sport and Recreation Victoria](#), and outline the reasons or challenges.

Criteria	Assessment question	Weighting
Need	What costs are making it hard for you to attend this event, or access sporting opportunities?	25%
Benefits	How will going to this event help you achieve your sporting goals?	20%
Impact	How have you given back to your sport or community, and how could this opportunity help you make a positive difference?	20%

9. Application question and guidance by category

To help prepare a strong application, we encourage organisations to visit the category-specific guidance webpages on the [Sporting Club Grants Program webpage](#).

These webpages provide tailored guidance including:

- the questions you will be asked in the application form
- the details you will need to provide in the application form
- tips for submitting your application online through the Department of Jobs, Skills, Industry and Regions (DJSIR) Grants Portal.

10. What your application must include

To be considered for funding, your application must clearly describe the project you plan to deliver and the associated costs.

10.1 Category 1, 2, 3 and 5

Mandatory support documentation	
Project details	<ul style="list-style-type: none"> • Project name, location and timeline • Details and scope of project • Alignment with funding objectives and outcomes • Key stakeholders and beneficiaries.
Budget	<p>The budget must outline:</p> <ul style="list-style-type: none"> • All income and expenses related to the grant amount sought. If exact costs are not known, the budget requires estimated costs with itemised breakdowns. These costs may include: <ul style="list-style-type: none"> ◦ Fuel or transit. ◦ Leases or hire arrangements. ◦ Promotional material estimates. ◦ Wage estimates or salaries.
Quotes	<p>Quotes must:</p> <ul style="list-style-type: none"> • be unpaid — funding will not cover projects already started • be equal to or greater than the funding requested • be dated from 1 June 2025 • Include: item description, quantity, unit and total cost, supplier's business details (name, ABN, and/or website) <p>Acceptable formats include:</p> <ul style="list-style-type: none"> • Website shopping carts and screenshots • Unpaid invoices • Email confirmations

10.2 Category 4

For applications under Category 4, you must provide one of the following:

- Quotes that match all costs for which funding is being requested, or
- Proof of payment documents that align with the travel dates for the nominated competition.

Mandatory support documentation	
Accommodation	<ul style="list-style-type: none"> • Quotes • Itinerary from a travel provider or agency • Invoices • Screenshots of online bookings • Paid receipts

Mandatory support documentation

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

10.3 Other support documentation

While not mandatory, the following documents may strengthen your application:

- Letters of support
- Partnership agreements
- Endorsements from local organisations or community leaders.

11. Child Abuse Insurance**11.1 When is Child Abuse Insurance required?**

	<ul style="list-style-type: none"> • Child abuse insurance is only required if your project involves delivering ongoing or recurring services or activities to children under 18 years of age. • This applies to some projects in Category 2: Volunteers and Officials, specifically where young volunteers are being trained over time. • Child Abuse Insurance is not required for any application in Categories 1, 3, 4 or 5.
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11.2 What does ‘recurring services’ or ‘programs’ mean?

	<p>‘Recurring’ means the activity happens more than once and your organisation has ongoing responsibility or supervision of children. It’s not a one-off event.</p> <p>Examples of recurring activities in Category 2: Volunteers and Officials include:</p> <ul style="list-style-type: none"> • Weekly training sessions for junior volunteer coaches. • A structured coaching clinic held four times a year. • A program for young volunteers that runs over multiple days or weeks.
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11.3 Our project needs Child Abuse Insurance, what are the requirements?

If your project requires child abuse insurance, your organisation must hold a Child Abuse Insurance Policy with:	<ul style="list-style-type: none"> • Minimum \$5 million per claim. • Minimum \$10 million aggregate coverage. This is in addition to public liability insurance. • Provide written confirmation from your insurance provider, uploaded with your application. The full insurance policy is required — not just the certificate of currency.
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12. How to Apply

12.1 Submitting your application

Applicants must submit a completed online application via the Department's Grants Portal	<ul style="list-style-type: none"> • To start a new application, Visit the Sporting Club Grants Program webpage and click on 'Start a new application' for your chosen category. • Log in or create a Grants Portal account. • You can save and return to your draft, but it must be submitted before the closing date. Access drafts via the Department's Grants Portal. • After submitting, you'll receive a confirmation email. If not, contact Sport and Recreation Victoria with your application reference number.
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12.2 Important information for applicants

Third-party grant writers	<ul style="list-style-type: none"> • You may engage a third-party grant writer or consultant to help prepare your application, but applications must be submitted by the applicant—not by the third party. • Only the applicant can agree to the funding terms and conditions and must submit the application themselves. • The Department will only communicate with the applicant's authorised representative.
GST	<ul style="list-style-type: none"> • All grants under the Sporting Club Grants Program are paid excluding GST, regardless of whether your organisation is registered for GST. • This means the grant amount you request must include any GST costs your organisation expects to incur, as payments will not include additional GST. • These grants are classified as 'not for a supply', meaning they are not provided in exchange for goods or services.

13. Due diligence checks

Applicants may be subject to due diligence checks to enable the department to assess financial and other non-financial risks associated with the application.

Such checks may include:

- the potential for reputational risk to the State
- the risk profile, financial viability and management capacity of the applicant's business over the duration of the proposed activity
- where the proposal has already been fully funded by the applicant through other means
- the delivery performance of other grants contracted with the Victorian Government and whether the applicant has failed to meet key contractual obligations.

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.

14. Conditions that apply to applications and funding

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

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

Where an auspice arrangement is required

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

15. Payments

- Successful applicants will receive an Email of Acceptance from the Department.
- In the case of auspice arrangements, successful applicants will receive a Grant Agreement via a letter of offer. An authorised representative of the auspice organisation will need to sign the Grant Agreement.
- Payments of the full grant amount will be made to the nominated bank account as provided in the application form, or the auspice organisation's nominated bank account provided on the Grant Agreement, within 28 days after the Department sends the Email of Acceptance to the applicant's nominated email address, or the Department receives a copy of the signed Grant Agreement (for auspice arrangements).
- The department reserves the right to withhold payment and terminate the agreement if the Email of Acceptance is not acknowledged by the recipient (successful applicants).

Payments will be conditional on:

- Applicants submitting fully completed applications, including completion of the Declaration and Acknowledgement by an authorised representative of the applicant organisation;
- Grant recipients providing reports as required, or otherwise demonstrating that the activity is progressing as expected;
- Terms and conditions of funding continuing to be met; and
- Grant recipients without an active Australian Business Number providing a completed Australian Tax Office '[Statement of supplier not quoting an ABN](#)' form indicating that no tax is or will be withheld from any grant payments.

Grant payments made under this program will be provided exclusive of GST, regardless of an applicant's GST status. If funding will be used to pay expenses attracting GST, the funding application should include all GST that will be payable by the applicant organisation for that supply.

16. Child safe standards

- The Department is a child safe organisation. All engagements with funded organisations and delivery of funded activities and programs must be conducted in a way that complies with the Child Safe Standards.
- This is particularly relevant where funded activities or programs involve children. This may include (but is not limited to): funding arrangements, activities, or programs delivered to children; children participating in events that are incidental to the funding agreement; and children attending events as members of an audience.
- If the successful applicant is an applicable entity under Schedule 1 of the Child Wellbeing and Safety Act 2005, it must comply with the Child Safe Standards, and appropriate child safety control measures must be implemented during the delivery of the funded activities/program.
- If the successful applicant is not a relevant entity under Schedule 1 of the Child Wellbeing and Safety Act 2005 and is not required to comply with the Child Safe Standards, it must nonetheless commit to complying with the Child Safe Standards and the Department's Child Safe-related policies and procedures during the course of the funded activity.

- The Department will take action if a funded organisation does not meet required child safety and wellbeing standards.
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17. Acknowledging the government's support and promoting successes

- The Department requires grant recipients to acknowledge the Victorian Government's support on marketing and promotional materials, which must be approved in advance by the Department. Acknowledgement of the Victorian Government's support in marketing and promotional material will depend on the grant given and will be specified in the Email of Acceptance or Grant Agreement.
 - Grant recipients must obtain written approval from the Department before making public announcements about receiving the grant.
 - The Department may publicise the benefits accruing to a grant recipient associated with the grant and the State's support for the project, and recipients must cooperate with the Department in promoting the Program. These requirements are outlined in the Email of Acceptance or Grant Agreement. The Department may include the name of the grant recipient and the amount of funding granted in any publicity material and in the Department's annual report.
 - For full details and logos, download the [acknowledgement and publicity guidelines for Sport and Recreation Victoria grant recipients](#).
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18. Post project evaluation

- By submitting an application, all grant recipients agree to comply with the Department's performance monitoring and evaluation procedures.
 - Successful recipients through the 2025-26 Sporting Club Grants Program must acquit each approved project to the satisfaction of the Department, to be eligible to apply and receive funding for future rounds of the program. Where a program acquittal (end of project report) has not been completed. The applicant organisation will be ineligible for future grant funding under this program.
 - The grant recipient may receive an evaluation survey up to 24-months following the issue of the grant. Program evaluation activities are non-negotiable for recipients of the Sporting Club Grants Program. Non-compliance could impact future applications to the Department's programs.
 - Grant recipients may also be required to contribute information on project outcomes for use in program evaluation reviews and the Department's marketing materials.
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19. Compliance and audit

- Applicants (and the auspice organisation if applicable) are subject to a risk assessment, which verifies an organisation's legal details provided with the Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commission, Consumer Affairs Victoria and/or other applicable regulator or registrar.
- Grant recipients, including applicants that enter into an Email of Acceptance with the Department and applicants under auspice arrangements where an auspice organisation

enters into a Grant Agreement with the Department, 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. This request of the Victorian Government may be made for a period of two years after the grant has been approved.

- If any information provided in an application to the Sporting Club Grants Program is found to be false or misleading, or grants are not applied for the purposes of the applicant in accordance with the terms of funding as set out in these guidelines and the submitted application, the grant will be repayable on demand.

20. Privacy Statement

- Any personal information provided for the Sporting Club Grants Program will be collected and used by the Department for the purposes of assessing eligibility, program administration, program review and evaluation.
- The Department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This is part of our auditing and monitoring processes and for confirming eligibility across this program.
- In the assessment of an application for the program, it may be necessary to share personal information with State and Commonwealth Government departments and agencies, as well as other external experts. If personal information about a third party is included in the application, the applicant must ensure the third party is aware of and consents to the contents of this privacy statement.
- The Department collects demographic information for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.
- Any personal information about the applicant or a third party will be collected, held, managed, used, disclosed, or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.
- Enquiries about access or correction to your personal information, can be emailed to SRVgrants@sport.vic.gov.au
- Other concerns regarding the privacy of personal information, can be emailed to the Department's [Privacy Unit](#). The Department's privacy policy is also available by emailing the Department's [Privacy Unit](#).

21. Terms of applying

21.1 Department probity and decision-making

- The Victorian Government makes every effort to ensure the grant application and assessment process is fair and undertaken in line with these program guidelines.
- Decisions in recommending and awarding grant funding under the Sporting Club Grants Program are at the Minister's and Department's discretion. This includes not making any funding available or approving a lesser amount than that applied for.
- These guidelines and application terms may be changed from time to time, as appropriate.
- The Department may request the applicant provide further information should it be necessary to assess an application to the Program's policy objectives.

21.2 Applicant 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.
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22. 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 (with an application GA reference number) to svgrants@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 business days. Reassessment of an application or overturning of a funding decision for a merit-based grant, will not be considered through the complaints process.
- Once your complaint has been received by the department, it will be acknowledged within 2 business days.